



**Budget and Planning Subcommittees (FPS/SPS)
Meeting Agenda**

December 1, 2020

3:30-4:30pm – Zoom (details are in the calendar invite)

1. Approval of Minutes for the September 2nd meeting
2. Review of Fall SPS/FPS Calendar
 - Status of COVID-related safety expenses for physical presence phases
3. Update on CARES Funding Plan

**Joint SPS-FPS
Minutes
December 1, 2020**

Present: Mark Flower (*Chair*), Allison Pease (*Designated Co-Chair*), Saaif Alam, Ric Anzaldua, Ned Benton, Franklyn Bernabe, Kinya Chandler, Brian Cortijo, Warren Eller, Jay Gates, Health Grant, Karen Kaplowitz, Erica King-Toler, Yi Li, Cathy Mulder, Dyanna Pooley, Amber Rivero, Andrew Sidman, Monika Son, and Alison Orlando (*Recorder*)

Guests: Hungde Chan, Ajisa Dervisevic, John Paul Narkunas, Alena Ryjov, and Janet Winter

- 1 Approval of minutes from September 2, 2020.** The minutes were approved as proposed.
- 2 Review of Fall SPS/FPS Calendar.** Allison P. spoke about the Budget Planning Calendar that was shared with the committee over the summer. She explained that she wanted to review the calendar and go over what the committee has been working on over the fall. The first item she talked about was multi-year course scheduling, which was discussed in the October SPS meeting. In that meeting, the decision was made to move forward with the multi-year schedule. Yi L. gave an update on this item and explained that he has had several meetings regarding the multi-year schedule. He said that the next step in the process is to meet with Daniel Matos to form a concrete timeline, and he will report back to the committee on this. Allison P. then moved on to give an update on revenue generation. She explained that most of opportunities for revenue generation are on campus and have been stalled due to Covid-19. She added that the status of professional studies should be on a meeting agenda in the spring semester. Yi L. asked to give a brief update on professional studies, which is now being led by Anthony Carpi. He explained that due to Covid-19, professional studies operations have been restricted with some exceptions such as the Emergency Medical Technician program. He added that they are working on a plan for professional studies and how to move forward. Allison P. last spoke about administrative efficiencies. She explained that efforts in this area have mainly been stalled because of the budget situation but said that the college has been using CARES money to help pay for expenses. She said that Mark F. will give further information on this.
- 3 Update on CARES funding plan.** Mark F. gave a brief update on the budget and explained that at this point CUNY has released around \$76 million to the college to carry us through the end of January. Mark F. went on to speak about the CARES funding. He explained that CUNY has started to release the institutional portion of the CARES funds, and that the student portion of the funds have been released except for \$16,000 that are available to students as emergency grant money. The institutional portion of the CARES funds include a \$7.6 million allocation plus an additional \$1.165 million for being an HSI/MSI institution for a total of \$8.8 million. The institutional funds CUNY has already released include allocations for student mental health, support of technology and distance learning, and reimbursements related to refunds to students for a total of \$1.4 million. Mark F. then went over how the college plans to categorize the remaining balance of eligible expenses related to the CARES funding and asked for feedback from the committee on if they agree on the allocation of funds. He first spoke about allocating additional financial aid grants to students and asked for thoughts from the committee about an equitable way to distribute the money to the students. Brian C. explained that are students who are close to graduation but have exhausted their aid; he mentioned that Vincent Pizzuti in financial aid keeps an eye for funds such as these to help students discharge their obligation and return to college. Yi L. added that there is a practice to look at the students on the bursar list who have exhausted aid and when applicable the college will forgive part or all of balance. He felt this practice should be continued and perhaps expanded; he added that he would like to hear the opinion from the experts at the financial aid office. Mark F. added that in the spring semester there were about 700 students with a balance of \$1,000 or less and that the majority of these students were upper level that ran out of TAP and PELL. He felt we should do a similar analysis

that would allow us to help these types of students, while, also raising our graduation and retention rates. Erika K. agreed and said that improving student retention and graduation rates are a top priority in our strategic plan. Saaif A. felt we should allocate some funds to graduate students and international students who don't receive financial aid. Mark F. responded that the CARES money follows federal regulations and international students are not eligible, but he would look at graduate students. Mark F. then went over additional categories for allocating CARES funds and the floor was opened to discussion. Allison P. felt that we should look at allocating funds to CUSP students who graduate in high numbers when they receive assistance; she added that this is strategic as well and will help our graduation and retention rates. Mark F. agreed. Amber R. asked about the CARES funds allocated to student mental health. Mark F. explained that the college has the money in OTPS, and a plan has been made for it. Saaif A. inquired about college assistant opportunities available to students. Mark F. said he will look into this and get back to Saaif A. Mark F. summarized the conversation and felt the feelings of the committee were that we should use the CARES funds to support strategic plan to ensure we are graduating and retaining students and that the more money that can be allocated towards this goal the better.

Dear Members of the Financial and/or Strategic Planning Subcommittees,

First, we want to thank you for meeting with us over the summer as the college struggled with difficult financial concerns at the same time that we wanted to align our budget process with our strategic priorities. As we look to the fall, we want to ensure that this work continues, and to sort out where it needs to occur.

We believe that the **FPS** is the committee to work through strategic financial concerns, such as balancing our budget annually, finding administrative efficiencies, generating revenue, and, this year, creating an equitable methodology for OTPS distribution in Academic Affairs. We believe that the **SPS** must continue to monitor progress toward the strategic plan it successfully ushered into being last year, follow up and monitor all college-wide assessment, and continue to work toward efficient use of our current space as well as future space. Together, the **FPS/SPS** should ensure that our financial plans are firmly aligned with our strategic priorities and plans. Finally, the **BPC** brings others into this process to review and make recommendations on the work of either or both committees, whether that is budget or planning.

As chairs and co-chairs of these committees, we have worked out a schedule for fall 2021 designed to move our work forward while spreading out our meetings. We share this with you so you can know where we are headed, and respond accordingly to calendar invitations.

We look forward to working with you this fall.

Sincerely,

Allison and Mark

The Financial and Strategic Planning Subcommittees (FPS, SPS, FPS/SPS)

Joint and Separate Meetings

Fall 2020

September

- **FPS/SPS** – vision for FPS and SPS as separate and united entities; vote on JJO incentive funding and update on enrollment and budget situation; further initiatives based on 5 working groups of summer (sort into FPS or SPS work)
- **SPS** - share divisional 2020-2021 Strategic Plans as mapped onto college plan.
- **FPS** – develop AA OTPS allocation methodology

October

- **BPC** – date TBD, possible budget approval
- **FPS** - discuss COVID-related expenses and needs; adjunct reappointment schedule; revenue generation

November

- **BPC** – If not in October, date TBD, possible budget approval
- **FPS** – continue work on AA OTPS allocation; work on administrative efficiencies and revenue generation
- **SPS** -college assessment update from CWAC and Dyanna Pooley

December

- **FPS/SPS** - plans for spring integration of assessment findings with budgeting; Administrative efficiencies, revenue generation; check in on remaining issues from summer working groups
- **SPS** - AASHE Stars planning and assessment

Budget Planning Calendar

This document is designed to provide a road map for the financial planning subcommittee as it makes recommendations for the college’s financial plan. The items listed below are not the only ones under consideration: administrative staffing considerations occur consistently over the course of a fiscal year. As the SPS and FPS join forces to align strategic priorities to the budget, larger categories of spending can be considered and we can prioritize certain areas of the budget that help us achieve our strategic goals.

Ongoing Considerations and Assumptions That Affect Budget

- Assumptions about enrollment and retention
- Strategic enrollment summer and winter
- Collection rates
- Modality

- Vacancy Review Board – strategic requests
- Allocation/Budget reductions mandated by university
- Impact on non-Tax-Levy funding (e.g. SAA, Aux Corp, RF, Tech Fee, JJC Foundation, Professional Studies)
- Likelihood of additional federal or state aid

Short Term Budgetary Decisions (1-3 months)

| ITEM | FPS/SPS RECOMMENDATION | ADMIN DECISION DATE | SOURCE OF MANDATE |
|---|--|---------------------------------------|------------------------------|
| Vacancy Review Board (pending requests) | N/A | Begins June 9 | CUNY |
| College assistant & other PT admin reappointment/non-reappointments | N/A (will weigh in during FY21 budget development) | June 5/12 (summer) August 7 (fall) | CUNY |
| Adjunct reappointment/non-reappointment/Course Schedule | N/A (will weigh in during FY21 budget development) | June 30 | CUNY/JJ |
| NTA roles and projects | N/A (will weigh in during FY21 budget development) | June 30 – Fall Review | JJ (in anticipation of CUNY) |
| Reassigned time | June 15 | July 1 | JJ – Academic Affairs |
| Substitutes v Adjuncts | June 30 | July 10 | JJ |
| Sabbatical caps | July 1 | July 15 | JJ |
| Incentive funding | July 1 | July 15 | JJ |
| Administrative Efficiencies | July 30 | August 15 | JJ |
| COVID-related safety expenses for physical presence phases | June-August | June--August | NYS, CUNY, JJ |
| COVID-related tech | June-August | June-August | JJ |

Medium Term Decisions (3-12 months)

| ITEM | FPS/SPS RECOMMENDATION | ADMIN DECISION DATE | SOURCE OF MANDATE |
|----------------------------------|------------------------|---------------------|-------------------|
| Revenue generation opportunities | July 2020-June 2021 | October + rolling | JJ |

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|--|----------------------|-------------------|---------------|
| John Jay budget submission | Vote by September 30 | October + rolling | JJ |
| COVID-related safety expenses for physical presence phases | September-June | September-June | NYS, CUNY, JJ |
| Adjunct reappointments/Course Schedule | September 30 | September-October | CUNY, JJ |
| COVID-related tech | September-June | September-June | JJ |
| Assessment/Alignment with Priorities | Feb - March | February-October | JJ |
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Long Term Decisions, Aligning to Strategic Plan (1-3 years)

| ITEM | DATE | |
|---|-----------------------|--|
| Integration of assessment, strategic plan, budget | Draft Run spring 2020 | |
| Alignment of academic and administrative programs with effectiveness & financial sustainability | | |
| Administrative efficiencies and organizational structure | | |
| Multi-year planning of program delivery | | |
| Alternative revenue streams | | |
| Space plan | | |
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