

Budget and Planning Subcommittees
Meeting Agenda
September 5, 2018
3:15-4:45m – Room 630 HH

1. Approval of minutes for July 31, 2018 (attached)
2. Review of current FY19 proposed Budget (to follow)
3. Response to questions from Ned Benton
 - a) Review of changes to budget
 - b) Current list of vacant positions included in the budget

**Joint Meeting: SPS-FPS
Minutes
September 5, 2018**

Present: Yi Li (*SPS Chair*), Ric Anzaldua, Ned Benton, Jim Cauthen, Kinya Chandler, Brian Cortijio, Angela Crossman, Mark Flower, Jay Gates, Maki Haberfeld, Karen Kaplowitz, Emily Karp, Erez Lenchner, Alena Ryjov, Doug Salane, Robert Till, and Alison Orlando (*Recorder*)

1. **Approval of Minutes from July 31, 2018.** The minutes were approved as proposed.
2. **Review of Current FY 2019 Budget.** Mark F. began by speaking about the FY 2018 budget and explained that we are now projected to end with a surplus of \$899,000. He moved on to go over the FY 2019 budget. He first responded to an inquiry from Ned B. about the changes that occurred that resulted in a decrease of the projected deficit from \$10.3 million to \$6.7 million. Mark F. said that there are many reasons for the change. He first addressed the revenue side and explained that the spring return rate has been increased from 93% to 96%. This raised the number of FTEs and the tuition revenue above the CUNY target from \$180,764 to \$1,290,414. He then talked about the expense side where there were savings in the following areas: \$407,000 in announced retirements, \$725,000 worth of positions put on hold, \$150,000 savings in positions not filled, \$250,000 in adjunct savings, reduction of OTPS to reflect FY 2018 actuals, and \$100,000 reduction in DoIT. All of these changes resulted in the reduction of the deficit to \$6.7 million. Mark F. then explained that the plan is to submit the budget with the deficit to the CUNY. Ned B. asked when we are planning to submit the budget. Mark F. said that is a decision that needs to be made; do we wait for the Budget and Planning Committee (BPC) to meet to submit the budget or do we submit the budget at this point in time? Mark F. added that the BPC meeting is scheduled after the deadline to submit the financial plan. There was a lengthy discussion on this topic where several suggestions were given on how to address this issue. Ned B. felt that we should turn the budget in as soon as possible. Kim C. said that she felt that the budget document should go through the BPC, and that it is important to show full consultation with the different constituencies within the college. Karen K. added that it is important to have consultation with the students and there are no students at this meeting. Yi L. felt that no matter the decision there needed to be communication with the BPC. Jim C. recommended that we hold an emergency meeting of the BPC. Karen K. suggested that we could meet on the September 6th. Yi L. felt that an emergency meeting would work as this is an emergency situation. There was a motion that the SPS-FPS recommends that there should be an emergency meeting of the Budget and Planning Committee tomorrow, September 6 at 3:30 p.m. because of an emergency budget situation that is time sensitive. The motion was seconded and approved unanimously.

Changes to Budget	FY18 Preliminary Year End Results	Projection 7/9/2018	Projection 8/30/2018	Change
		FY 2019 Based Upon Allocation Letter 6/4/2018. Projection updated 6/26/18	FY2019	
BUDGET ALLOCATION AND REVENUE				
CUNY Revenue Target		\$92,234,000	\$92,234,000	
Avg Enrollment ((Fall + Spring)/2)		11,637	11,795	Spring Return Rate increased from 93% to 96%
Base Allocation:	\$94,980,600	\$100,846,000	\$100,846,000	
Addl Resources for Collective Bargaining	\$3,117,200	\$0	\$0	
Lump Sum Allocations	\$2,180,618	\$2,154,000	\$2,152,767	
Initial Tax-Levy Allocation (See Allocation Letter)	\$100,278,418	\$103,000,000	\$102,998,767	
Additional Allocations	\$2,943,151	\$3,068,474	\$3,068,474	
NYC Budget Initiatives	\$4,878,431	\$5,623,598	\$5,623,598	
Current Year Gross Tuition Revenue above CUNY Target	\$2,096,000	\$180,764	\$1,290,414	Spring Return Rate increased from 93% to 96%
TOTAL BUDGET ALLOCATION	\$110,196,000	\$111,872,836	\$112,981,253	
Personnel Services (PS) :	\$83,313,000	\$90,882,727	\$89,759,704	
Faculty		\$42,875,272	\$42,454,748	\$407K savings in announced retirements, one additional lecturer position added, \$64K
Administrative Staff		\$41,135,335	\$40,432,835	\$752K positions put on hold, \$150K savings in planned positions not filled as of 9/1/18
ECP		\$4,375,121	\$4,375,121	
2% Labor Reserve		\$2,497,000	\$2,497,000	
Adjuncts:	\$15,494,000	\$16,381,190	\$16,123,348	Revised based upon yearend actuals
Teaching Adjuncts / CLTs		\$16,381,190	\$16,123,348	
Temp Services:	\$5,332,000	\$5,695,134	\$5,680,922	
College Assistants		\$4,938,821	\$4,924,609	
Non-Teaching Adjuncts		\$756,313	\$756,313	
TOTAL PS	\$104,139,000	\$112,959,050	\$111,563,973	
TOTAL OTPS	\$6,734,000	\$9,510,573	\$9,028,259	Reduced OTPS in various areas to reflect FY18 actuals and \$100K reduction in DoIT
TOTAL FINANCIAL PLAN EXPENDITURES	\$110,873,000	\$122,469,623	\$120,592,232	
Operational YEAR END BALANCE	\$1,576,000	(\$10,596,787)	(\$7,610,979)	
Prior Year end Balance		\$274,705	\$899,000	Additional \$500K unplanned allocation in FY18 for RF fringe
Total Year end Balance	\$899,000	(\$10,322,082)	(\$6,711,978)	