



**Financial Planning Subcommittee**

**Meeting Agenda**

**September 30, 2020**

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

1. Approval of Minutes for May 14, 2020 meeting
2. JJC ABC Insights Presentation (Chris Donahue/ABC Insights)

**FPS  
Minutes  
September 30, 2020**

**Present members:** Mark Flower (FPS Chair), Yi Li, Ned Benton, Karen Kaplowitz, Erica King-Toler, Jay Gates, Brian Cortijo, Kim Chandler, Andrew Sidman, Andrew Berezghansky

**Guests:** Alison Orlando, Allison Pease, Ajisa Dervisevic, Roger Szajngarten, Chris Donahue, Rulisa Galloway-Perry, John Paul Narkunas, Janet Winter, Henry Chan, Susan Opotow, Alena Ryjov (*Recorder*)

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1. **Approval of Minutes from May 14, 2020 meeting:** the minutes were approved unanimously.

Mark F. started the meeting by giving an overview of the FY2020 budget status. He talked about the changes in revenue since the last time the committee looked at the numbers. The changes were due to various factors, including collective bargaining, CUNY assistance, and tuition collection rates. He also talked about changes in expenses, which were affected by increases in temp services and savings in OTPS. All in all, we ended the year with a CUTRA balance of \$2.5M. Looking at next year, we still don't have allocations from CUNY but we anticipate some type of reductions. He described two scenarios, one where we stay the same as last year, and the other with a 3% reduction. He discussed the temp services/CAs and OTPS, and said that we encourage people to reach out to the business office if they need any critical support during remote work. He finished the update by saying we are looking at a deficit from \$5M to \$8M, but there are many unknowns at this point. Alison P. asked to explain why the revenue projections are so much lower than the previous year. Mark explained that he lowered the collection rate due to assumptions based on current collection rate, and he noted that the collective bargaining pay outs may play a big role. Energy savings may help since no one is on campus. Roger S. asked how much of outstanding receivables we have from students. Mark said about \$7M, over time. He added that \$7.5M of CARES money has already been distributed to students. \$8.4M is to be distributed to the college. \$250K is being distributed to be spent on mental health initiatives. We are also trying to help students use the CARES money to pay towards student balances from the last semester.

2. **ABC Insights Presentation:**

Mark introduced Chris Donahue from ABC Insights. He gave an overview of their company mission and explained the work the College and ABC did over the summer on looking into administrative efficiencies and benchmarking JJ against other comparable higher ed institutions. Chris D. walked the committee through the presentation, including overview, methodology, scope, and findings. The analysis used FY2019 data, and only administrative functions were captured and measured. Overall, general administration at JJ, compared to other colleges, is below benchmark, but HR, custodial services, Student and Career services are above benchmark. While the custodial services are attributed to union environment, the HR needs to be analyzed in more depth to understand the numbers. Student and Career service numbers were attributed to our mission as a minority-serving institution. Ned B. said that this is impressive work that needs to be drilled down deeper, and it would be great if JJ could be compared to other CUNY campuses. He proposed that this project be presented to CUNY as a way of engaging the University in this analysis as well. Paul N. asked about the benchmark colleges parameters, and noted that they are not exactly comparable to us. Chris responded that they selected them based on the comparable parameters data available to them. Paul N. also said that HR is a complex operation due to union and CUNY specifics and environment, and that it needs to be analyzed with those things considered. Rulisa asked if student support and resources such as evening Grad Studies, were captured in the analysis. Chris answered no. Brian pointed to the fact that the roles on paper and in reality are not aligned, and many people are doing work that's not reflected in their job descriptions. Chris and Mark said that

as we continue with this work, we will dig deeper into those aspects, there are ways to do this. They are adding FY20 data now, and the committee will continue this conversation as updates become available.