



**Budget and Planning Subcommittees**

**Meeting Agenda**

**November 19, 2019**

**1:40-3:00pm – Room 610 HH**

- 1) Approval of minutes from the 9/11/2019 meeting (attached)
- 2) FY 2020 Budget Status Update (presentation attached)
- 3) Space Planning Discussion (see p.2)
- 4) New Business

## **Space Planning:**

1. What is our space deficit – do we agree with the Senate Statement based on the University’s data that we lack 318,000 net square feet to be comparable to CUNY averages?
2. If we do agree on a deficit target, in what categories are the priority needs? If we had the opportunity for 100,000 or 200,000 or 300,000 new net square feet what would be our priorities?
3. Under what terms would we support a joint development project with Guttman. What would be need for the idea work for us?
4. If a combined library were to be proposed for JJCCJ and Guttman, what would need to be the size and important operating features?
5. If such a library were developed and therefore our existing library space would become available, how much space is that and what would be our priorities for re-use?
6. According to the RFEI document, it may be possible to transfer some development rights from Haaren to North Hall site. What does this mean? Would we be in favor of this?
7. We have two leased spaces, Westport and BMW. Could or would or should they come into play?

**Joint SPS-FPS  
Minutes  
November 19, 2019**

**Present:** Yi Li (*SPS Chair*), Steven Titan (*FPS Chair*), Ric Anzaldua, Ned Benton, Anthony Bracco, Kinya Chandler, Brian Cortijo, Naomi Davies, Adam Fane, Allison Pease, Dyanna Pooley, Alena Ryjov, Raj Singh and Alison Orlando (*Recorder*)

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1. **Approval of Minutes from September 11, 2019.** The minutes will be approved at the next meeting that has a quorum.
2. **FY 2020 Budget Status Update.** Steve T. started by giving an update on the FY 2020 Budget, and presented a Power Point labeled “FPS/SPS Budget Status Update.” He reported that the overall deficit has lowered from \$7,824,000 to \$5,815,000. He mentioned that this was in part due to changes in the budget including an increase in enrollment, a reduced OTPS allocation, and having lower than projected adjunct costs. However, he did note that the lower adjunct costs are being offset by an increase in college assistant costs. Steve T. then spoke about changes in OTPS. He explained that originally, the financial plan included an allocation of \$8.6 million for OTPS but we will end with an allocation of \$7.6 million. We reached this number through a \$1 million reduction in the OTPS budget made by John Jay and through a transfer of \$1 million from PS expenses to OTPS expenses that CUNY authorized. He also explained that the following pages of the presentation present how the adjusted OTPS will be allocated. Kim C. asked when we would see the additional funds in OTPS so that the final allocations can be communicated to the departments. Steve T. said he believes by December 2.
3. **Space Planning Discussion.** There was then a discussion on space planning. Steve T. said that there would be a Request for Expressions of Interest (RFEI) for the redevelopment of North Hall. He explained that Ned B. requested that we use this meeting to discuss and start to think about this process. There was a discussion on having a joint proposal with Guttman. Ned B. said it is important that we understand what Guttman’s plans and assumptions are and how they fit with our needs. Raj S. agreed that we could not come up with a comprehensive plan without knowing Guttman’s plans. Yi L. asked if Guttman would be open to having a conversation with us. Ned B. believes that they are and that we should invite Guttman to join us in this process so that the leadership of both colleges can work together. Kim C. asked at what point should we start inserting ourselves in this process, and it was explained that the time is now. Allison P. said that we have to have an ideal in mind about who we want to be and how this space will enable us to be that. Kim C. noted that we have a habit of making specialized spaces that are hard to pivot. She added that we need multi-purpose rooms that are easy to transition and functional for the community. Brian C. agreed that we need flexible spaces. Kim C. also added that we have a responsibility to change our culture surrounding space during this process. Ned B. explained that we need to look at our space needs, and say what we would do with the space depending on how much we would acquire. Raj S. believes that we cannot plan depending on what our space needs are now but where we want to be in 10 years. Naomi D. said that we should first look at the space we have now, how we are using it and if we are using it in the best way. Adam F. talked about maximizing the space we have by maximizing Friday and Saturday classes. Kim C. spoke about polling students to understand their needs. Ned B. said that we need to take advantage of this opportunity to tell our story. Kim C. added that we need to think about the process and presentation. Yi L. said that his greatest concern is that we will not be invited to the table. He said we have to work with Guttman and concurrently study the space we have, how we are utilizing it, and

what are needs are. We also need to have an implementation plan. Steve T. said we also have to think about other factors involved in a joint plan such as the possibility of Guttman using some of our services and the effects this may have on our enrollment.

4. **New Business.** There is no new business.

# FPS/SPS Budget Status Update

**November 19, 2019**



## Significant Budget Changes Since the Submission of the Financial Plan

- Total Enrollment FTE increase from 12,119 to 12,261 an increase 142
  - This resulted in an increase in revenue above target by \$1,002,523
- The Adjunct projection was lowered by \$638,000 based upon actual fall class coverage but offset by an increase in college assistant costs of \$558,000.
- OTPS allocations have been lowered by \$1M to a total of \$7,673,000. (More details to follow)
- As a result of the changes above the overall deficit was lowered from **\$7,824,000** to **\$5,815,000** a decrease of \$2M.

	FY2019 4th Qtr Projection 8/16/19	FY 2020 Adopted Plan	FY2020 Status Update 10/18/2019	Change from Plan to 10/18/2019	10/18/19 Notes
<b>BUDGET ALLOCATION AND REVENUE</b>					
<b>CUNY Revenue Target</b>	<b>\$92,266,000</b>	<b>\$96,598,000</b>	<b>\$96,598,000</b>		
Avg Enrollment ((Fall + Spring)/2)	11,925	12,119	12,261	142	Updated to reflect actual Form A reported Fall enrollment
Base Allocation					
Base Allocation:	\$100,845,530	\$106,316,000	\$106,316,000		
Lump Sum Allocations	\$2,297,805	\$2,307,848	\$2,298,520	(\$9,328)	
<b>Initial Tax-Levy Allocation</b>	<b>\$103,143,335</b>	<b>\$108,623,848</b>	<b>\$108,614,520</b>		
Additional Allocations	\$6,645,434	\$3,395,457	\$3,382,735	(\$12,722)	
NYC Budget Initiatives (NYPD Exec Leadership & DOC CEEDS)	\$2,571,742	\$1,639,359	\$1,639,359		
NYC DOC Academy Rental of North Hall	\$3,276,859	\$0	\$0		
Current Year Gross Tuition Revenue above CUNY Target	\$2,323,235	\$1,574,522	\$2,599,095	\$1,024,573	Increase in fall enrollemnt over original projection
<b>TOTAL BUDGET ALLOCATION</b>	<b>\$117,960,605</b>	<b>\$115,233,186</b>	<b>\$116,235,709</b>	<b>\$1,002,523</b>	
<b>Personnel Services (PS) :</b>	<b>\$86,641,708</b>	<b>\$90,628,950</b>	<b>\$90,628,950</b>		
Faculty	\$40,604,262	\$41,670,661	\$41,670,661		
Administrative Staff	\$39,731,840	\$40,489,519	\$40,489,519		
ECP	\$4,477,606	\$4,655,769	\$4,655,769		
2% Labor Reserve	\$1,828,000	\$3,813,000	\$3,813,000		
<b>Adjuncts:</b>	<b>\$17,437,970</b>	<b>\$19,143,327</b>	<b>\$18,505,403</b>	<b>(\$637,924)</b>	
Teaching Adjuncts / CLTs	\$17,437,970	\$19,143,327	\$18,505,403		Summer Actual Payroll \$513K less than FY19 due to proper billing of split semester
<b>Temp Services:</b>	<b>\$6,009,460</b>	<b>\$5,788,882</b>	<b>\$6,346,994</b>	<b>\$558,112</b>	FY2020 budget did not reflect minimum wage increase to \$15/hr
College Assistants	\$5,229,237	\$5,032,052			
Non-Teaching Adjuncts	\$780,223	\$756,830			
TOTAL PS	\$110,089,138	\$115,561,159	\$115,481,347		
<b>TOTAL OTPS</b>	<b>\$7,701,040</b>	<b>\$8,599,732</b>	<b>7,673,290.06</b>	<b>(\$926,442)</b>	\$6.6M currently allocated by CUNY + \$1.070M in critical additional needs. Total OTPS required \$7.673M
<b>TOTAL FINANCIAL PLAN EXPENDITURES</b>	<b>\$117,790,178</b>	<b>\$124,160,892</b>	<b>\$123,154,637.29</b>	<b>(\$1,006,254)</b>	
<b>Operational YEAREND BALANCE</b>	<b>\$170,427</b>	<b>(\$8,927,706)</b>	<b>(\$6,918,928)</b>	<b>\$2,008,778</b>	
Prior Yearend Balance	\$933,393	\$1,103,820	\$1,103,820		
<b>Total Yearend Balance</b>	<b>\$1,103,820</b>	<b>(\$7,823,886)</b>	<b>(\$5,815,108)</b>	<b>\$2,008,778</b>	

# Changes in OTPS

- Although the original financial plan included an OPTS allocation of \$8.6M, CUNY only authorized an allocation of \$6.6M.
- John Jay reviewed all allocations as we were able to make reductions to \$7.6M, still leaving an unfunded amount of \$1M.
- On 11/18/19 CUNY authorized a transfer of \$1M from PS expenses to OTPS expenses.



Dept	Department	Division	Program	Sp Init	FY2020 Budget (Original Plan)	Current Allocation based upon \$6.6M of OTPS	Additional Funding Required to Critical Support	Final Adjusted OTPS Allocation
10015	Anthropology	Academic Affairs	99999	9999	\$6,039	\$6,039	\$0	\$6,039
10022	Art & Music	Academic Affairs	99999	9999	\$10,624	\$10,624	\$0	\$10,624
10060	Communications & Theater Arts	Academic Affairs	99999	9999	\$12,886	\$3,722	\$9,164	\$12,886
10088	Economics	Academic Affairs	99999	9999	\$99	\$85	\$14	\$99
10102	English	Academic Affairs	99999	9999	\$3,106	\$3,106	\$0	\$3,106
10116	Security, Fire and Emergency Management	Academic Affairs	99999	9999	\$4,111	\$4,111	\$0	\$4,111
10117	Foreign Languages & Literature	Academic Affairs	99999	9999	\$543	\$543	\$0	\$543
10147	History	Academic Affairs	99999	9999	\$4,938	\$4,938	\$0	\$4,938
10165	Interdisciplinary Studies	Academic Affairs	99999	9999	\$2,633	\$2,633	\$0	\$2,633
10179	Latin American & Latina/o Studies	Academic Affairs	99999	9999	\$1,490	\$1,490	\$0	\$1,490
10195	Mathematics & Computer Science	Academic Affairs	99999	9999	\$7,444	\$7,444	\$0	\$7,444
10221	Philosophy	Academic Affairs	99999	9999	\$1,749	\$1,749	\$0	\$1,749
10222	Health & Physical Education	Academic Affairs	99999	9999	\$2,103	\$2,103	\$0	\$2,103
10225	Science	Academic Affairs	99999	9999	\$625,919	\$563,327	\$62,592	\$625,919
10245	Psychology (Academic Excellence Fee)	Academic Affairs	10184	9999	\$67,100	\$67,100	\$0	\$67,100
10245	Psychology	Academic Affairs	99999	9999	\$23,550	\$23,550	\$0	\$23,550
10249	Public Management	Academic Affairs	99999	9999	\$40,093	\$40,093	\$0	\$40,093
10283	Sociology	Academic Affairs	99999	9999	\$8,848	\$8,848	\$0	\$8,848
10301	Undergraduate Studies (ACE)	Academic Affairs	99999	101	\$41,519	\$41,519	\$0	\$41,519
10301	Undergraduate Studies ( OER-Open Educational Resources)	Academic Affairs	99999	116	\$7,608	\$7,608	\$0	\$7,608
10301	Undergraduate Studies	Academic Affairs	99999	9999	\$34,006	\$7,220	\$26,786	\$34,006
10314	Africana Studies	Academic Affairs	99999	9999	\$6,348	\$6,348	\$0	\$6,348
10316	Political Science	Academic Affairs	99999	9999	\$7,943	\$7,943	\$0	\$7,943
10318	International Studies & Programs	Academic Affairs	99999	9999	\$300	\$217	\$0	\$217
10360	PhD Program in Forensic Psychology	Academic Affairs	99999	9999	\$4,230	\$1,692	\$2,538	\$4,230
10382	Graduate Differential Tuition	Academic Affairs	99999	9999	\$99,500	\$99,500	\$0	\$99,500
10387	Academic Affairs	Academic Affairs	99999	9999	\$19,352	\$7,741	\$11,611	\$19,352

Dept	Department	Division	Program	Sp Init	FY2020 Budget (Original Plan)	Current Allocation based upon \$6.6M of OTPS	Additional Funding Required to Critical Support	Final Adjusted OTPS Allocation
10395	VP Student Affairs (CUNY Explorers Program 10190)	Student Affairs	10190	9999	\$18,586	\$18,586	\$0	\$18,586
10395	VP Student Affairs	Student Affairs	99999	9999	\$29,821	\$11,928	\$0	\$11,928
10419	Criminal Justice	Academic Affairs	99999	9999	\$216	\$86	\$0	\$86
60021	Child Care	Student Affairs	99999	9999	\$245,705	\$245,705	\$0	\$245,705
60056	Math & Science Resource Center	Academic Affairs	99999	9999	\$1,903	\$761	\$0	\$761
60081	Women's Center	Student Affairs	99999	9999	\$3,971	\$3,099	\$0	\$3,099
65009	Art Gallery	Finance & Administration	99999	9999	\$5,232	\$2,093	\$0	\$2,093
65017	College NOW	Student Affairs	99999	9999	\$16,657	\$16,657	\$0	\$16,657
65035	Distance Education	Academic Affairs	99999	9999	\$9,357	\$6,669	\$0	\$6,669
65053	Honors College	Finance & Administration	99999	9999	\$37,261	\$18,631	\$0	\$18,631
65054	Honors Program	Academic Affairs	99999	9999	\$1,190	\$595	\$0	\$595
65100	SEEK	Academic Affairs	99999	9999	\$53,300	\$53,300	\$0	\$53,300
70021	Community Outreach & Service Learning	Student Affairs	99999	9999	\$83,900	\$2,000	\$0	\$2,000
70054	Library	Academic Affairs	99999	9999	\$493,097	\$295,858	\$197,239	\$493,097
75001	Academic Advisement	Academic Affairs	99999	9999	\$880	\$352	\$0	\$352
75002	Admissions	Enrollment Management	99999	9999	\$428,371	\$257,023	\$0	\$257,023
75012	Athletics	Student Affairs	99999	9999	\$15,876	\$6,350	\$0	\$6,350
75018	Career Advisement & Placement	Academic Affairs	99999	9999	\$18,585	\$7,434	\$0	\$7,434
75022	Counseling	Student Affairs	99999	9999	\$3,178	\$1,271	\$0	\$1,271
75028	Enrollment Management	Enrollment Management	99999	9999	\$7,295	\$2,918	\$0	\$2,918
75029	One -Stop Services	Enrollment Management	99999	9999	\$7,707	\$3,854	\$0	\$3,854
75062	Center for Student Involvement & Leadership	Student Affairs	99999	9999	\$2,348	\$2,348	\$0	\$2,348
75065	Financial Aid	Enrollment Management	99999	9999	\$1,324	\$775	\$0	\$775
75078	Testing	Enrollment Management	99999	9999	\$1,597	\$639	\$0	\$639
75082	Tutoring	Academic Affairs	99999	9999	\$1,880	\$919	\$0	\$919
75125	First Year Experience (CEEDS)	Academic Affairs	10186	9999	\$820,000	\$708,000	\$111,000	\$819,000
75125	First Year Experience (Student Academic Success)	Academic Affairs	99999	9999	\$16,510	\$10,000	\$0	\$10,000
75126	Office of Accessibility Services	Student Affairs	99999	9999	\$168,743	\$80,256	\$88,487	\$168,743
80009	Office of Compliance and Diversity	Office of the President	99999	9999	\$2,456	\$982	\$0	\$982
80033	Audio Visual Services	Finance & Administration	99999	9999	\$1,397	\$559	\$0	\$559

Dept	Department	Division	Program	Sp Init	FY2020 Budget (Original Plan)	Current Allocation based upon \$6.6M of OTPS	Additional Funding Required to Critical Support	Final Adjusted OTPS Allocation
80040	Facilities	Finance & Administration	99999	9999	\$1,709,477	\$1,134,000	\$70,000	\$1,204,000
80045	Financial & Business Services	Finance & Administration	99999	9999	\$29,940	\$115,839	\$0	\$115,839
80054	Central Receiving/Stockroom	Finance & Administration	99999	9999	\$176,189	\$132,142	\$44,047	\$176,189
80070	Marketing & Communications	Public Affairs	99999	9999	\$107,474	\$42,989	\$64,484	\$107,474
80102	Office of Graduate Studies (Grad Summer Winter Incentive)	Academic Affairs	10177	9999	\$31,303	\$31,303	\$0	\$31,303
80102	Office of Graduate Studies (Grad Online Incentive)	Academic Affairs	10179	9999	\$118,472	\$118,472	\$0	\$118,472
80102	Office of Graduate Studies (CRJ Academic Excellence Fee)	Academic Affairs	10184	9999	\$94,300	\$94,300	\$0	\$94,300
80102	Office of Graduate Studies	Academic Affairs	99999	9999	\$13,367	\$6,000	\$0	\$6,000
80116	Professional Studies (NYPD Executive Leadership)	Academic Affairs	10187	9999	\$65,614	\$65,614	\$0	\$65,614
80116	Professional Studies	Academic Affairs	99999	9999	\$1,944	\$777	\$0	\$777
80122	PTN Card Advance (Suspense)	Finance & Administration	99999	9999	\$13,874	\$13,874	\$0	\$13,874
80146	Office of External Affairs	External Affairs	99999	9999	\$2,667	\$1,067	\$0	\$1,067
80170	Office of the Advancement of Research (P2CP)	Academic Affairs	10191	9999	\$12,500	\$12,500	\$0	\$12,500
80170	Office of the Advancement of Research	Academic Affairs	99999	9999	\$25,000	\$25,000	\$0	\$25,000
80172	Health Services	Student Affairs	99999	9999	\$13,324	\$6,662	\$0	\$6,662
80174	Human Resources	Finance & Administration	99999	9999	\$27,715	\$13,858	\$30,000	\$43,858
80179	Information Technology	Finance & Administration	99999	9999	\$941,333	\$706,000	\$139,101	\$845,101
80181	Institutional Advancement (Marketing Development)	Institutional Advancement	99999	9999	\$2,780	\$1,390	\$0	\$1,390
80185	Institutional Research	Academic Affairs	99999	9999	\$4,785	\$1,914	\$0	\$1,914
80199	Office of Legal Counsel	Legal Counsel	99999	9999	\$3,477	\$1,391	\$0	\$1,391
80203	Mailroom/ Postage	Finance & Administration	99999	9999	\$124,895	\$93,671	\$31,123	\$124,794
80250	President's Office	Office of the President	99999	9999	\$25,000	\$10,000	\$0	\$10,000
80251	Printshop	Finance & Administration	99999	9999	\$350,000	\$248,024	\$101,976	\$350,000
80268	Registrar	Academic Affairs	99999	9999	\$45,969	\$22,985	\$22,985	\$45,969
80274	Public Safety	Finance & Administration	99999	9999	\$345,805	\$295,820	\$49,985	\$345,805
80277	Space Planning and Capital Projects	Finance & Administration	99999	9999	\$62,296	\$24,919	\$0	\$24,919
80291	Universitywide Initiatives	Finance & Administration	99999	108	\$427,255	\$427,255	\$0	\$427,255
80291	Universitywide Initiatives	Finance & Administration	99999	112	\$254,954	\$254,954	\$0	\$254,954
80299	VP Finance and Administration	Finance & Administration	99999	9999	\$4,224	\$2,100	\$0	\$2,100
80332	Office of Strategic Initiatives	Academic Affairs	99999	9999	\$953	\$381	\$0	\$381
80403	Institutional Effectiveness	Academic Affairs	99999	9999	\$481	\$168	\$0	\$168
80407	Website	Public Affairs	99999	9999	\$13,850	\$7,076	\$6,774	\$13,850
		<b>TOTAL</b>			<b>\$8,593,639</b>	<b>\$6,603,385</b>	<b>\$1,069,905.31</b>	<b>\$7,673,290</b>