



Budget and Planning Subcommittees

Meeting Agenda

April 2, 2020

1:40-3:00pm via Zoom

- 1) Space Study Update
- 2) Budget Update (presentation attached)
- 3) Space Usage Survey Report (attached)

**Joint SPS-FPS
Minutes
April 2, 2020**

Present via Zoom: Yi Li (*SPS Chair*), Steven Titan (*FPS Chair*), Allison Pease, Mark Flower, Ned Benton, Karen Kaplowitz, Erica King-Toler, Jay Gates, Jessica Gordon-Nembhard, Jose Luis Morin, Brian Cortijo, Musarrat Lamia, Ric Anzaldua, Kinya Chandler, Dyanna Pooley, Raj Singh, Ajisa Dervisevic, Naomi Davies, Anthony Bracco, Fidel Osorio, Alena Ryjov (*Recorder*)

1. **Space Study Update:** The meeting started with Steven T. asking Naomi D. to provide an update on the Space Study. Naomi reported that the Archibus system is continuously updated. Space Planning also coordinated with Academic Affairs to make sure everything is correct. Space Planning has completed an annual update and there was not much new space found as a result. Steven T. said that finding space continues to be a challenge. We are hiring 13 new faculty next year, and the space needs to be found to accommodate them. Naomi said that she is working with HR and Academic Affairs on obtaining the lists of new hires as well as retiring faculty to identify locations. These may be in different locations of the college, not necessarily in the departments where the new faculty belong. Ned B. asked for a summary of the study. Raj said it will be provided when everyone is back on campus. Ned said that current circumstances may show us that more faculty will be willing to teach online and that may affect space allocations; survey of the faculty and students may be insightful. Kim C. said that we need to be careful making any judgements and assessments based on the current situation because not all faculty who are now teaching online may want to do so under normal circumstances. We don't want to create something out of critical circumstances. Karen K. agreed the delivery is not perfect. Allison P. added that while remote teaching is indeed a space saver, in strategic planning terms, we shouldn't be using teaching data from this semester and people weren't trained for this properly. Karen K. and Brian C. agreed by saying that we can't judge student success by this semester data. Raj S. said that in terms of administration, this may be a situation that set the stage for some staff to start working remotely someday freeing up the space for other needs.

2. **Budget Update.** Steve T. turned to Mark F. to ask him to provide a budget update. Mark said that we are showing a surplus now. It is attributed to CUNY's hand out of \$1M loan, additional funding for collective bargaining, return of collected fringe, and tuition revenue above target. Projected revenue is \$3.3M, and it put us with the Year-End being in the black, at \$255K surplus. OTPS is in good shape. CEEDS stipends are not paid. Numbers of corrections officers are down due to the bail reform; of 75 students on the program, only 10 accepted stipends. Kim C. said that we have to reduce the revenue line in case we issue the stipends. Mark F. continued with OTPS saying that we are not placing any orders to be delivered to the campus due to loading dock and campus closure. People who need supplies are asked to purchase them and file for reimbursement, with an exception of laptops which must still go through IT Helpdesk due to software regulations. Mark noted that while people can buy items with OTPS and Business Office can check for OTPS balances prior to purchases, Auxiliary checks cannot be printed at the moment due to logistical limitations with check printing. Collection rates and lifting of student holds is an issue that's been currently discussed with CUNY. He showed a slide on CUNY's guidance regarding the student holds and said that a lot is unclear. For example, returning students who live in New Yorker will get a credit- where will the credit money come from? 25% waiver for Spring 2020 for Student Activities Association- is the waiver a refund? Where does it come out of? How does it get processed? We are hoping to get some guidance after

the meeting with CUNY tomorrow regarding student ability to register for Summer and Fall semesters. JJ alone has \$1M of refunds to issue-this may have a significant impact on Aux budget. Steven T. said that Aux Corp is also losing money through canceled TV/Film/Event and Space Rental contracts and missed opportunities. We just don't know the full extent of the impact yet. Ned B. asked if we can recover some funds via our New Yorker dorm being used as a Covid patient space after our students were moved to Queens. Mark explained that the dorm is currently being used to house 20 Covid positive students from CUNY who were moved there over the weekend. We were asked by CUNY to provide food, sanitizer and other necessities for them, and Jessica Carson has been in charge of this operation. They are getting released as they recover. Mus asked if the students' food and board expenses in Queens are being covered, she said she hopes they are being fed. Ned said that Queens College is responsible for them and would take care of them. Mark said that CUNY has set up a special program for campuses to track their Covid-related expenses, but since there are many questions, like PS-related expenditures, campuses are encouraged to just record their expenses on a spreadsheet. Ned B. asked if NH is being used for storing supplies. Steven T. said that we were asked to store supplies for Mount Sinai but that they haven't arrived yet. Raj added that we have been getting a shipment of Chrome books from CUNY and they are stored there. Kim asked for a list of students to ensure they are cared for properly. Allison P. asked if there are any savings to offset collection rates. Mark said that the hiring freeze will be a major factor, as well as OTPS spending. Also, we are doing well in energy savings with campus closure. Ned said he heard that allocations from Albany will have deep cuts in them, and next year will be bad. Mark said he heard the same thing, and that CUNY is very concerned about the next year. Steven T. said that we will be looking for a lot of cost saving measures.

- 3. Space Usage Survey Report**- Steven T. passed the word to Mus to talk about the Space Usage Survey report. Mus said that last semester she met with VP Titan to discuss space utilization and class offerings on Friday and weekends. The survey came out as a result of this conversation. Student Council created a survey to ask students about their preferences regarding holding classes on Friday/weekend schedule. 75% of students said they preferred Mon-Thur schedule although some would consider Fri-weekend if a certain faculty were to teach the class. 19% said they would prefer classes on Fri-weekend schedule. Ned said that in order for students to want to take classes on Fri-Sat, we need to create actual programs to run on those days, maybe with some hybrid options, but not one class here one class there, this is inconvenient for most students. There also would need to be a support system put in place on those days, advisors, food, etc. Brian C. said that we need to create a structured curriculum for the weekend to solve this problem. We won't be successful until we can offer options to students to fulfill the requirements. The offering needs to have an academic purpose and we need a methodical approach in developing one. Jay G. said that we need to find out who those 19% of students are. Steven T. thanked Mus and Fidel for the survey and presenting the results. He finished the meeting by saying the survey was informative but we need to do more work.

SPS

Current Budget Status and Many Unknowns

Mark Flower
AVP for Finance
4/2/2020



Budget Status

2019-2020 Mid-Year Update Financial Report				
John Jay College				
	Financial Plan	MY Update Projection - JJC	MY Update Projection –After Discussion with CUNY UBO	Changes
Campus based Allocation	108,813	111,111	111,111	
Pending Allocations	7,341	9,747	9,747	
Current Budget	116,154	120,858	120,858	\$1.8M Additional Funding for Collective Bargaining, \$1M Additional Allocation, \$1M Loan, \$500K Return of Collected Fringe
Prior Year CUTRA and Reserves	1,126	1,126	1,126	
Tuition Revenue Above Target	1,575	4,130	3,387	See Next Slide
FY19 Labor Reserve	-			
Total Campus Based Resources	118,856	126,114	126,114	
Centrally Administered Resources	65,586	66,691	66,691	
Total Resources (\$000)	184,441	192,805	192,805	
PS Regular	93,126	90,607	90,607	Savings from Hiring Freeze
Adjuncts	19,143	20,034	20,034	
Temporary Services	5,789	6,875	6,875	
Total PS	118,059	117,516	117,516	
OTPS	8,600	7,600	7,600	\$1M Reduction
Total Campus Based Expenditures	126,658	125,116	125,116	
Centrally Administered Expenditures	65,586	66,691	66,691	
Total Expenditures (\$000)	192,244	191,807	191,807	
Fringes	52,264	53,320	53,320	
Enelev	4.796	4.747	4.747	

Revenue Projections

2019-2020	Original Plan						Mid Year Projection					
	FTE	FTE WORTH	BILLED	% Collect	PROJECTED REVENUE	Revenue Over Target	FTE	FTE WORTH	BILLED	% COLLECT	PROJECTED REVENUE	Revenue Over Target
Fall 2019	12,496	\$3,744	\$46,792,522	96.66%	\$45,229,651		12,779	\$3,785	\$48,367,999	95.60%	\$46,239,807	
Spring 2020	11,741	\$3,810	\$44,746,973	93.73%	\$41,941,338		11,920	\$3,808	\$45,389,453	95.20%	\$43,210,759	
Winter 2020			\$1,847,455	95.78%	\$1,769,492				\$2,088,722	95.20%	\$1,988,463	
Summer 2019					\$4,410,538						\$4,410,538	
Summer 2020					\$2,321,502						\$2,103,502	
Prior Year					\$2,500,000						\$2,770,000	
Total					\$98,172,522	\$1,574,522					\$100,723,070	\$100,723,070
Annual FTE	12,119						12,350					
Estimate Revenue Over/Under Target						\$1,574,522						\$4,125,070

Based Upon a discussion with CUNY UBO, we agreed to lower the projected revenue above target to \$3,387,000

Concern about Collection rates

Date	Students with Balance	Total Owed
3/26/19	5,229	\$8,861,906
3/24/20	5,793	\$10,246,196

OTPS

Budget:	7,600,000.00
Expense:	3,718,437.63
Encumbrance:	1,791,597.21
Pre-Encumbrance:	150,575.03
Budget Balance:	1,939,390.13
Associate Revenue:	0.00
Available Budget:	1,939,390.13

OTPS Considerations

- CEEDS Stipends not paid yet; however, it appears the number of students willing to accept the stipend is down
- Receiving Dock Closed, therefore no PO's are being placed that require delivery to campus

Other Items To Consider

Summer and Fall Registration for Students with Holds on Their Accounts

- **Registration and Cancellation**
- Colleges will have the flexibility over cancellations and registration for the Summer 2020 and Fall 2020 semesters. This flexibility includes if and when students are cancelled for non-payment of current semester charges, and the profile of the students that may be cancelled. Colleges will also have flexibility in determining if they will allow students with an outstanding Spring 2020 unpaid balance to register for Summer and Fall 2020 classes, and the criteria for allowing students to register with outstanding balances.

Dorm Fees: BOT Resolution for 3/30/20 Meeting

RESOLVED, That the Board of Trustees authorizes the University to credit dormitory fees (the Credited Dormitory Fees), on a prorated basis from the move-out date, to continuing students who, (i) are in good standing at their institutions; (ii) have paid their bills in full for the spring 2020 semester; and (iii) have vacated the University dormitories as part of the University's efforts to protect students from the spread of COVID-19; and be it further

RESOLVED, That the University is authorized to apply all such Credited Dormitory Fees to any continuing student for either the Summer 2020 or Fall 2020 semester; and be it further

RESOLVED, That the Board of Trustees authorizes the University to refund dormitory fees, on a prorated basis from the move-out date, to students scheduled to graduate who, as of the date hereof: (i) are in good standing at their institution; (ii) have paid their bills in full for the spring 2020 semester; (iii) have vacated the University dormitories as part of the University's efforts to protect students from the spread of COVID-19; and (iv) are scheduled to graduate at the end of the current spring 2020 semester; and be it further

Student Activity Fees: BOT Resolution for 3/30/20 Meeting

RESOLVED, That the University waive (i) twenty-five percent (25%) of the Spring 2020 student activity fee for students enrolled in those University schools and colleges on a fifteen (15) week calendar, and (ii) fifty percent (50%) of the student activity fee for students enrolled in those University schools and colleges on twelve (12) or six (6) week calendars, in recognition that some services relating to such student activity fees could not be performed by the University due to the impact of the COVID-19 pandemic; and be it further

RESOLVED, That the portion of the fee which supports the activities of the University Student Senate will not be waived; and be it further

RESOLVED, That this authorization for a Special COVID-19 Student Activity Fee Waiver shall apply to the Spring 2020 semester only and will stand separate and apart from any and all refund and credit policies in the CUNY Tuition and Fee Manual or the Board of Trustees By-Laws.

What Are Other Colleges Doing?

- At this point, we are issuing prorated refunds on housing revenues and dining dollars and study abroad programs that were cut short or canceled but no regular tuition dollars are being refunded.

Bryan Elmore, CPA
Assistant VP, Budgets & Business Operations
Auburn University

- At this time Boise State is only doing prorated housing and meals refunds. Instruction is happening online so no refunds are being offered unless students withdraw and file an appeal.

Diane H. Jensen Donald, MPA (she/her)
Program Information Coordinator, Student Financial Services

- We are looking at refunding housing, board and possibly some fees.

Beth Walkley
Chief Budget Officer
Ramapo College of New Jersey

Impact On Aux Corps

- Loss in Theater/TV Film/Space Rentals (\$119k YTD in Space Rentals)
- Cost of Housing Refunds/Credits, potential \$1.1M
- MBJ Commissions will be less



Committee on Student Representation

Space Usage Survey report:

A Total of 375 John Jay Student were selected at random to participate in this survey.

Question 1:

What is your current class standing?

Response:

Freshman: 20.3%
Sophomore: 15.7%
Junior: 33.9%
Senior: 26.7%
Graduate: 3.5%

Question 2:

Are you consider a Transfer Student? (Transferred to John Jay with 60+ credits)

Response:

Yes: 34.9%
No: 65.1%

Question 3:

When registering for in-person classes, do you prefer classes that are?

Response:

Twice a week, 1 hour and 15 min per class: 81.7%
Once a week, 2 hours and 30 min per class: 15.9%
Both: 0.6%
No Preference, Morning classes: 0.3%
Other: 0.6%

Question 4:

I What days do you prefer classes on? (Select all that apply)

Response:

Day: Response (Present)
Monday: 285 (76%)
Tuesday: 338 (90.1%)
Wednesday: 306 (81.6%)
Thursday: 320 (85.3%)
Friday: 38 (10.1%)



**Committee on
Student Representation**

Saturday: 6 (1.6%)

Sunday: 4 (1.1%)

Question 5:

When registering for classes what is the most important criteria you look for?

Response:

The instructor: 52.5%

The day of the week and time: 42.7%

The location of the class: 2.4%

The instructor and the day of the week and time: 1.2%

All of the above: 0.9%

Question 6:

If the college were to add more classes on Friday, Saturday, and Sunday would you be more inclined to take those classes?

Response:

Yes: 19.2%

No: 79%

Situational (i.e. maybe): 1.1%

Other: 0.3%

Question 7:

If the college was to add more classes on Friday, Saturday and Sunday, while also prioritizing the criteria that is most important to you, would you take more classes then?

Response:

Yes: 34.9%

No: 65.1%