

**Budget and Planning Committee Meeting**  
**Minutes**  
**April 16, 2024**

**Attendees:** Karol Mason (Chair), Allison Pease, Alison Orlando, Andrew Sidman, Cat Alves, Christopher Shults, Claudia Calirman, Daniel Megafu, Daryl Wout, Ed Snajdr, Ellen Sexton, Erica King-Toler, Folusho Adeoti, Heath Grant, Helen Cedeno, Helen Keier, Holly Clarke, Janet Winter, Jean Mills, John Gutierrez, Justin Barden, Karen Kaplowitz, Kinya Chandler, Kira Poplowski, Maki Haberfeld, Mark Flower, Maxwell Mak, Michael Brownstein, Michael Lee, Ned Benton, Oswald Fraser, Raymond Patton, Robert Till, Robert Garot, Rulisa Galloway-Perry, Sajma Jahic, Shakia Brown, Shu-Yuan (Demi) Cheng, Stephen Russell, Susannah Crowder, Roger Szajngarten, Vicente Lecuna, Yarik Munoz, and Alena Ryjov (recorder)

1. Approval of minutes for March 25, 2024 meeting: The minutes were approved unanimously as proposed.
2. 3<sup>rd</sup> Qtr Budget Update: Karol started the meeting by saying she's been working with CUNY to make sure our efforts being good fiscal stewards are moving forward. She said we have received some answers back, but we are still waiting to hear on how to treat our faculty hires under the 2-for-1 plan. She then turned to Mark for the main presentation. Mark started by sharing the good news, that John Jay has received \$1.71M in additional allocations. He also said that collection rates for Fall 23 are at 96%, exceeding the target of 95.2%. Spring 23 is already at 88% and we anticipate achieving at least 91.3%. The great news is that the structural deficit has decreased from \$11M to \$3M. He thanked everyone for their hard work and effort towards achieving this progress. He mentioned adjustments to the OTPS allocations as a result of additional CUNY funding, such as \$638K in transformational funding for FY24. The transformational funding for FY24 will be used for nine various programs and initiatives which CUNY approved. He spoke about each of them in more detail. Karol and Mark then answered questions about CUNY's allocations, and Mark moved to providing the Q3 budget update. He pointed out that overall, we've received about \$3.5M in additional funding over our original plan. On the PS side, the expenses have remained fairly constant on the faculty side; there's some decrease on the administrative side, and about \$2.3M in cost savings on the adjunct side due to efficiencies in the course schedule and seat capacity. As a result of all savings, our CUTRA balance has significantly increased as well, and is now up to \$13.9M. Operationally speaking, we are still at \$3M structural deficit, but thanks to CUTRA, we are projecting to end the year in black. That doesn't get us off the list of colleges of concern, because, as Mark explained, we need to have a balanced budget in an operational year without the help of CUTRA. He also said that, until we know from CUNY how the 2-for-1 plan affects faculty, we won't have the clarity on where we stand with the hiring plan efforts. Karol added that as long as we remain one of the colleges of concern, we will be under the 2-for-1 plan, and CUNY may even add other requirements. A lot depends on what budget we get from the State. The way things look now, we are still in a structural deficit through the end of FY27. We will continue our work on making the class schedule more efficient. Allison reminded that the reason we are adjusting the schedule is because we lost 2000 students, and keeping the same number of sections would not be logical.

3. FY25 Budget Requests: Mark mentioned that Helen Cedeno, our new AVP for Budget, has started sending base allocations and budget request forms to departments. We have begun the process of projecting the OTPS and PS, and other budget needs and expenses, and analyze how they are linked to the college's priorities.
4. Org Chart Dashboard: Mark said that there are inconsistencies in our reporting structures in CUNYfirst. This is a problem from the administrative standpoint, especially during evaluation time. He said that his office has developed a dashboard to build reporting structures but there are inaccuracies that need to be corrected. When the cleanup of data is complete, this will be a very useful tool for everyone.

After answering some questions, Karol announced the selection of Allison Pease as the College's Provost. She thanked the search committee, and the BPC congratulated Allison. Karol then told the committee that a special meeting to approve the next year's budget for submission to CUNY may need to be scheduled over the summer. She also asked the committee whether they find the regular meetings of the BPC helpful, and the committee members agreed that monthly meetings were very helpful to stay updated and keep the conversation going. Karol concluded the meeting by thanking everyone for their continuous engagement and hard work towards improving the college's fiscal situation.