



Budget Planning Committee
Meeting Agenda
February 9, 2021
2:00-3:30pm – Zoom
(details are in the calendar invite)

1. Approval of Minutes:
 - BPC meeting minutes 9/16/19
 - BPC meeting minutes 5/7/20
 - BPC meeting minutes 8/12/20
2. Budget update
3. CARES Update
4. 12/27/2021 Stimulus Update

Budget and Planning Committee Meeting
Minutes
February 09, 2021

Attendees: Karol Mason (Chair), Ric Anzaldua, Cat Alves, Ned Benton, Teresa Booker, Dara Byrne, Anthony Carpi, Anthony Chambers, Kinya Chandler, Shu-Yuan (Demi) Cheng, Brian Cortijo, Geert Dhondt, Warren Eller, Mark Flower, Oswald Fraser, Robert Garot, Jay Gates, Heath Grant, Maki Haberfeld, Ellen Hartigan, Jonathan Jacobs, Karen Kaplowitz, Brian Lawton, Vicente Lecuna, Yi Li, Robin Merle, José Luis Morín, Elsa-Sofia Morote, Peter Moskos, David Munns, Allison Pease, Dyanna Pooley, Doug Salane, Monika L. Son, Katherine Stravrianopoulos, Alisse Waterston, and Alison Orlando (recorder)

Guests: Hungde Chan, Ajisa Dervisevic, Rulisa Galloway-Perry, Jeffrey Kroessler, John Paul Narkunas, and Alena Ryjov

1. **Approval of the Minutes from 9/16/19, 5/7/20, and 8/12/20.** There was a motion to approve the minutes as a slate. The motion was seconded and approved unanimously. There was a motion to approve the minutes. The motion was seconded and approved unanimously.
2. **Budget Update.** Mark F. started by going over a presentation to update the committee on the FY 2021 Mid-Year Budget Status. He noted that the numbers are estimates until we have an approved budget from CUNY, and it is anticipated that the Board of Trustees (BOT) will adopt a budget in March. Mark F. moved on to speak about our budget allocation and revenue. Our total budget allocation is \$110,511,996 and he noted that CARES funding is included in our allocations. However, compared to last year our total budget allocation is down significantly from \$124,574,303. Mark F. then spoke about the expense side of the budget and explained that our expenses are relatively flat compared to where they were last year. He also noted that our expenses include some CARES reimbursements. He added that even though our expenses have remained flat, our revenue has dropped, and we operated at a deficit of \$11,746,963. However, the college carried over a surplus of \$2,552,612 from last year and a FY 2020 CARES reimbursement of \$1,792,059; this lowered our deficit to \$7,402,293. Karol M. added wanted to make clear that all the CARES Funds that are available to John Jay have been either used or allocated. There were then some questions about the budget. Theresa B. inquired about the CARES Funding for health and wellness for faculty. Mark F. explained that these funds went to create NTA positions for the current staff to be able to offer counseling services to students on the weekends and evenings. Karol M. clarified that the health and wellness money is to support the students. Cat A. asked why the PSC increase is not included in the budget and do we expect CUNY to cover it? Karol M. said that when the increase occurs it is an expense the college will cover and not CUNY. Mark F. then gave a quick update on enrollment. He explained that for Spring 2021 we exceeded our total FTE target of 11,831 students with a current total FTE of 11,908 students. However, he explained that our enrollment projections for the upcoming semesters show a decline and that we have to understand how this will impact the budget in the future.
3. **CARES Update and 12/17/2021 Stimulus Update.** Mark F. then gave an update on the CARES funding. He presented a breakdown of the institutional portion of CARES. He explained that we were allocated a total of \$8,822,598 including \$819,302 for Health & Wellness, and the MSI portion of \$1,162,594. He noted that not all of these funds are readily available in our tax levy budget. He then went over a table that detailed by category how the college plans to spend the CARES funds. Karol M. explained that we have only been authorized to spend a small portion of the institutional CARES

funds and this table categorizes how we intend to use the funds once available. Kim C. asked about not having access to the CARES money, and if we are supposed to front the money for expenses and then be reimbursed. Mark F. said that we will have to front the money, but CUNY said they will help with large expenses that we cannot front ourselves. Karol M. added that we are allocating funds with the expectation that we will have the CARES money.

Mark F. then moved on to speak about CRRSAA: Higher Education Emergency Relief Fund. Our total award for CRRSAA is \$27,635,844 with \$7,660,005 in financial aid grants to the students and an institutional portion of \$19,975,839. Mark F. explained that this money has not been allocated thus far. Karol M. added that this is a one-time release of funds and the college has to be very thoughtful in how we use it. She cautioned the committee that this will not solve all our budgeting issues and that this has to carry us through a period of time as the state's budget issues will impact the college for a few years. The floor was then opened up to questions. There was a conversation about the appropriation in the governor's budget for OER, and the possibility of graduate studies applying for an allocation of these funds. Kim C. inquired on how likely is it that the college will technically end this year in a deficit since we don't have the entire allocation of CARES money. Karol M. said that she actively advocating for the CARES and CRRSAA funds to be used to close our budget deficit. Mark F. ended by saying that if the BOT approves the budget in March the BPC should reconvene to go over the budget that was released and the impact it has on John Jay.

Budget Planning Committee And Joint FPS/SPS Committees

February 9, 2021



Agenda

- Budget Update
- CARES Update
- 12/27/2021 Stimulus Update

Budget Update - Revenue

	FY2020 Budget Status - Year End	YEFY2020 Notes	FY2021 Budget Status MID-YEAR	Notes
<u>BUDGET ALLOCATION AND REVENUE</u>				
CUNY Revenue Target	\$96,598,000		\$91,633,549	Revenue Target Reduced
Avg Enrollment ((Fall + Spring)/2)	12,269		12,340	
Base Allocation	\$106,316,140		\$94,811,193	Includes \$819K CARES Health & Wellness
Lump Sum Allocations	\$2,119,193		\$956,349	
<u>Initial Tax-Levy Allocation</u>	\$108,435,333		\$95,767,542	
Additional Allocations	\$9,681,183	FY2019 Labor Reserve 1,827,827 Additional Funding for Collective Bargaining \$1,692,686 DC37 retro prior to 2019 \$304,982 Return of 50% Collective Bargaining Fringe \$483,007 Additional \$1M for Energy Saving	\$6,351,888	Includes \$2.789M energy saving
NYC Budget Initiatives (NYPD Exec Leadership & DOC CEEDS)	\$1,244,855	DOC Cadet Program (CEEDS) Amount reduced by \$99K.	\$1,161,854	
\$1M CUNY Loan(part of CUNY Plan to reduce JJC Deficit)	\$1,000,000			
CARES reimbursements for tuition, housing, room and board, or other fee refunds.			15,227	CARES Funding
CARES Financial aid grants to students			3,006,700	CARES Funding
Current Year Gross Tuition Revenue above CUNY Target	\$3,212,932	CUNY Included revenue collected past 6/30/20	\$4,208,785	
TOTAL BUDGET ALLOCATION	\$124,574,303		\$110,511,996	

Budget Update - Expenses

	FY2020 Budget Status - YE	FY2021 Budget Status	Notes
<u>Personnel Services (PS) :</u>	\$90,335,347	\$90,040,609	w/o PSC 11/15 increase
Faculty	\$42,128,880	\$42,618,603	
Administrative Staff	\$43,474,429	\$42,649,880	Incl. \$ 300K CARES Reimbursement
ECP	\$4,732,038	\$4,772,126	
CARES Reimbursment			
Adjuncts:	\$19,856,609	\$21,942,967	
Teaching Adjuncts / CLTs	\$19,856,609	\$21,942,967	incl. CARES Reimb. \$770K
Temp Services:	\$6,694,649	\$4,781,593	
College Assistants	\$5,687,625	\$4,064,585	
Non-Teaching Adjuncts	\$869,493	\$717,008	
TOTAL PS	\$116,886,605	\$116,765,169	
TOTAL OTPS	\$6,261,480	\$5,493,791	incl. CARES Reimb. \$617K
TOTAL FINANCIAL PLAN EXPENDITURES	\$123,148,085	\$122,258,959	
Operational YEAREND BALANCE	\$1,426,218	(\$11,746,963)	
Prior Yearend Balance	\$1,126,394	\$2,552,612	
FY 20 CARES Reimbursement		1,792,059	FY20 CARES
Total Yearend Balance	\$2,552,612	(\$7,402,293)	

Current Enrollment Status

Enrollment Tracking: Spring 21								
SP21 Snapshot Date: 05-FEB-2021								
SP20 Snapshot Date: 07-FEB-2020								
Class Level	Degree Stat	Admission Category	SP20 Snapshot	SP21 Snapshot	SP21 Targets	SP20 Census	SP21 Target Accomplished	Difference SP20-SP21
Undergraduate	Degree	First-time Freshmen	30	50	50	40	100%	20
		Non-SEEK	29	49	50	39	98%	20
		SEEK	1	1	0	1	-	0
		New Transfers	1,107	1,102	1,091	1,101	101%	- 5
		Non-SEEK	1,084	1,069	1,050	1,071	102%	- 15
		SEEK	23	33	21	30	157%	10
		Undergraduate Readmits	495	573	475	487	121%	78
	Continuing Degree Students	10,935	10,600	11,647	11,661	91%	- 335	
	Nondegree	High School Students	251	269	500	496	54%	18
		Senior Citizens*	50	11			-	- 39
Permits-in*		143	73			-	- 70	
Other Nondegree Students		45	36			-	- 9	
Graduate	Degree	New Graduate	298	345	295	295	117%	47
		Graduate Readmits	76	94	85	76	111%	18
		Continuing Degree Students	1,518	1,553	1,567	1,513	99%	35
	Nondegree	Permits-in*	0	0			-	0
		Other Nondegree Students	1	10	133	152	8%	9
Total Undergraduate Headcount			12,863	12,630	13,089	13,094	96%	- 233
Total Graduate Headcount			1,893	2,002	2,030	2,040	99%	109
Total College Headcount			14,756	14,632	15,119	15,134	97%	- 124
Total Undergraduate FTE			10,723	10,647	10,602	10,720	100%	- 76
Total Graduate FTE			1,172	1,261	1,229	1,203	103%	89
Total FTE			11,895	11,908	11,831	11,922	101%	14
*Permit-in students and senior auditors are reported, but are not included in the total headcounts.								
**Data are as per CBIL on the run date.								

Enrollment Projections

Enrollment Projection to Fall 2022 (January 3, 2020)

Spring 2020 enrollment are final IRDB data.

	Fall 2019	Spring 2020	Fall 2020	Spring 2021	Fall 2021	Spring 2022	Fall 2022
<u>Continuing Students¹</u>	N	N	N	N	N	N	N
Regular Degree Undergraduates	7,870	10,065	8,900	10,072	8,037	9,949	7,952
SEEK/CD Undergraduates	733	882	750	878	717	896	731
Nondegree Undergraduates	6	10	338	10	7	15	7
Degree Graduate Students	1,267	1,513	1,335	1,576	1,286	1,561	1,276
Nondegree Graduate Students	85	116	91	51	41	74	54
Total Continuing Students	9,961	12,586	11,414	12,587	10,087	12,494	10,019
<u>New Students²</u>							
Regular First-time Freshmen	1,833	39	<u>1,470</u>	50	<u>1,660</u>	50	<u>1,660</u>
SEEK/CD First-time Freshmen	223	1	<u>222</u>	0	<u>240</u>	0	<u>240</u>
Regular Undergraduate Re-admits	602	473	0	475	600	475	600
SEEK/CD Undergraduate Re-admits	27	14	0	13	22	13	22
Regular Transfers	1,949	<u>1,071</u>	<u>1,937</u>	<u>1,050</u>	<u>1,860</u>	<u>1,050</u>	<u>1,860</u>
SEEK/CD Transfers	44	30	45	41	58	41	58
New Nondegree Undergraduates	450	496	0	500	475	500	475
New Graduate Students	619	<u>295</u>	<u>678</u>	<u>295</u>	<u>625</u>	<u>295</u>	<u>625</u>
Graduate Re-admits	90	76	0	85	83	85	83
New Nondegree Graduate Students	68	36	0	23	92	23	92
Unclassified Undergraduate	9	13	0				
Unclassified Graduate	5	4	0				
Total New Students	5,919	2,548	4,352	2,532	5,715	2,532	5,715
<u>Total Enrollment - Headcount</u>							
Regular Degree Undergraduates	12,263	11,661	12,307	11,647	12,157	11,524	12,072
SEEK/CD Degree Undergraduates	1,027	927	1,017	932	1,037	950	1,051
Nondegree Undergraduates	456	506	338	510	482	515	482
Degree Graduate Students	1,981	1,888	2,013	1,956	1,994	1,941	1,984
Nondegree Graduate Students	153	152	91	74	133	97	146
Total Undergraduates	13,746	13,094	13,662	13,089	13,676	12,988	13,605
Total Graduate Students	2,134	2,040	2,104	2,030	2,126	2,038	2,129
Total College - Headcount	15,880	15,134	15,766	15,119	15,802	15,026	15,734
<u>Total Enrollment - FTEs³</u>							
Total Undergraduates	11,474	10,720	11,539	10,602	11,255	10,520	11,197
Total Graduate Students	1,297	1,203	1,305	1,229	1,252	1,234	1,254
Total College - FTEs	12,771	11,922	12,844	11,831	12,507	11,754	12,451

Institutional Portion of CARES

	Total	TL (PS&OTPS)	IFR	Stipends	T&F
CARES	\$6,840,702	\$5,390,271.45	256,300		1,194,130
Health & Wellness	819,302	819,302			
MSI Portion	\$1,162,594			\$1,162,594	
TOTAL	\$8,822,598	\$6,209,573	\$256,300.00	\$1,162,594	\$1,194,130

CARES Details (Less Health and Wellness)

Category of Expense/Reimbursement	Tax Levy Operating Budget	Tax Levy Operating Budget (Health & Wellness)	IFR (Senior) or City Non Misc. Income (Community) Budget*	Tuition and Fees Account (Tuition, Continuing Ed charges, Student Activity Fees, Dorm, etc.)	CUNY Centralized Purchases/Fringe	Total Budget	FY 2020 Submission	FY2021 1st Q Submission	FY2021 2nd Q Submission	TOTAL Submissions
1. Providing additional emergency financial aid grants to students.	3,006,700					3,006,700				-
2. Providing reimbursements for tuition, housing, room and board, or other fee refunds.	-			1,194,131	-	1,194,131	1,178,903	15,208	-	1,194,111
2d. Refunds of student activity fees				426,889		426,889	426,870			426,870
2e. Refunds of dorm fees				767,242		767,242	752,034	15,208		767,242
3. Covering the cost of providing additional technology hardware to students, such as laptops or tablets, or covering the added cost of technology fees.	710,000		100,000	-	-	810,000	470,250	59,135	83,242	612,627
3a. Laptops, Chromebook, tablets or similar provide to students			100,000			100,000	380,204			380,204
3c. Laptops, Chromebook, tablets or similar provide to staff	270,000					270,000		7,318		7,318
3d. Other hardware costs or additional Licenses	3,332					3,332	3,046		286	3,332
3e. Additional PS costs related to the distribution of hardware to students, faculty and staff	436,668					436,668	87,001	51,817	82,956	221,773
4. Providing or subsidizing the costs of high-speed internet to students of faculty to transition to an online environment	73,700			-	-	73,700	-	9,586	18,425	28,011
4a. Hotspots or similar for students	73,700					73,700		9,586	18,425	28,011
5. Subsidizing off-campus housing costs due to dormitory closures or decisions to limit housing to one student per room	1,029,465			-	-	1,029,465	-	-	-	-
5a. Subsidizing housing costs to reduce housing density	1,029,465					1,029,465				-
7. Costs related to operating additional class sections to enable social distancing, such as those for hiring more instructors and increasing campus hours of operations.	904,000			-	-	904,000	-	-	-	-
7a. PS costs of hiring additional instructors or paying additional PS costs as a result of additional class sections	904,000					904,000				-
8. Campus safety and operations	618,528		1,300	-	-	619,828	327,420	98,654	37,197	463,271
8a. Disinfection and cleaning of campuses facilities	20,000					20,000	3,320			3,320
8c. Purchase of personal protective equipment (PPE)	50,000					50,000	25,937	8,185	2,045	36,167
8d. Purchase of cleaning supplies	150,000		1,300			151,300	44,557	55,342	22,740	122,638
8g. Purchase of Everbrige or similar health related software	29,000					29,000		4,863	7,295	12,159
8h. Additional/ OT for Public Safety Officers	369,528					369,528	253,606	30,264	5,117	288,987
9. Purchasing, leasing, or renting additional instructional equipment and supplies (such as laboratory equipment or computers) to reduce the number of students sharing equipment or supplies during a single class period and to provide time for disinfection between uses.	100,000			-	-	100,000	-	-	10,690	10,690
9b. Purchase of additional instructional equipment	100,000					100,000				-
9d. Purchase of additional instructional supplies						-			10,690	10,690
10. Purchasing faculty and staff training in online instruction; or paying additional funds to staff who are providing training in addition to their regular job responsibilities.	19,066			-	-	19,066	-	-	19,066	19,066
10a. Payments to CUNY employees to attend training (e.g., stipends to faculty)	19,066					19,066			19,066	19,066
11. Purchasing, leasing, or renting additional equipment or software to enable distance learning, or upgrading campus Wi-Fi access or extending open networks to parking lots or public spaces, etc.	171,406		71,000	-	-	242,406	93,790	22,856	25,028	141,674
11a. Purchase of additional instructional software to enable distance learning	160,000					160,000	78,875	1,219	2,421	82,514
11b. Purchase of additional non-instructional software to enable distance learning/online work	11,406					11,406		6,586	4,820	11,406
11d. Incremental costs associated with online video capabilities, such as Zoom			71,000			71,000	14,915	15,051	17,787	47,754
*** 12. Other Uses of (a)(1) Institutional Portion funds. (add rows are needed)	4,000	819,302		-	-	823,302	4,000	-	-	4,000
12.b. Other / Training programs	4,000					4,000	4,000			4,000
PLACEHOLDER		819,302.00				819,302				-
Total FY 2020 Expenditures/Refunds or Credits Issued	6,636,865	819,302	172,300.00	1,194,131	-	8,822,598	2,074,364	205,438	193,648	2,473,450

CRRSAA: Higher Education Emergency Relief Fund (HEERF II)

OPEID	Institution Name	School Type	State	Total Award	CARES Act Minimum Amount Minimum Amount for Emergency Financial Aid Grants to Students	Section 314(a)(1)(E) & Section 314(a)(1)(F) Allocation	Minimum Amount for Student Aid Portion (CFDA 84.425E Allocation)	Maximum Amount for Institutional Portion (CFDA 84.425F Allocation)
269300	CUNY John Jay College of Criminal Justice	Public	NY	\$27,635,844	7,660,005	179,767	7,660,005	19,975,839

CRRSAA: Higher Education Emergency Relief Fund (HEERF II)

- Dear Colleagues - as you know on December 27, 2020 a new federal stimulus package was passed which included supplemental funding for higher education institutions.
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- Here is what we know:
- *New Name:* the new stimulus package is called the Coronavirus Response and Relief Supplemental Appropriations Acts (CRRSSA - phonetically – CRIS-A); these are considered supplemental grant funds.
- *Larger Allocation:* \$21.2 billion was allocated under the CRRSSA as Higher Education Emergency Relief Fund (HEERF II), which is an increase of \$6 billion over the CARES Act HEERF.
- *More Favorable Allocation Methodology:* USDOE revised the allocation methodology used in CARES. These modifications provided an overall benefit to CUNY, especially the community colleges. While the methodology, like the CARES Act, is mainly based on Pell, it also now allocates funds to colleges for part-time students and students who were fully online prior to the pandemic.
- *Some Allocation Amounts Are Publicly Available:* The amounts per college for the Supplemental Student Aid Portion and Institutional Portion are available on the USDOE website (refer to links below). However, amounts allocated for Minority Serving Institutions have not yet been announced.
- *We Do Not Need to Apply:* CUNY will not be required to submit a new or revised application to the USDOE, however, we will have 90 days from receipt to start drawing down the funds, which signifies our acceptance.
- *Timeframe:* We expect to receive the new funds by the end of March and will have one (1) year from that date to utilize them. A no cost extension can also be requested.

CRRSAA: Higher Education Emergency Relief Fund (HEERF II)

- *Student Aid Portion (Emergency Grants to Students):*
 - Colleges will be required to disburse emergency grants to students for the same amount as the CARES Act HEERF. For CUNY overall, the total will be \$118 million.
 - Institutions must prioritize students with *exceptional needs*, such as students who received Pell Grants, in awarding financial aid grants to students. However, unlike CARES, students do not need to be only Pell recipients or students that are eligible for Pell.
 - Colleges are required to ‘carefully document’ how they prioritize students with ‘exceptional need’.
 - Grants may be provided to students exclusively enrolled in distance education.
 - Grants can be used to satisfy a student’s outstanding account balance with the student’s written (or electronic) ‘affirmative consent’
 - However, the consent cannot be a condition of receipt of or eligibility for the financial aid grant.
- *Enhanced Flexibility for CRRSSA funds:*
 - Defraying expenses associated with coronavirus (including lost revenue, reimbursement for expenses already incurred, technology costs associated with a transition to distance education, faculty and staff trainings, and payroll).
 - Carrying out student support activities authorized by the Higher Education Act of 1965, as amended (HEA), that addresses needs related to coronavirus.
 - Making additional financial aid grants to students.
- *CRRSSA Rules Apply to Unspent CARES Funds*
 - Institutions have the expanded flexibility to use unliquidated (unspent) funds effective December 27, 2020 (the date of enactment of the CRRSAA).
 - Applies to any expenses or lost revenues incurred on or after December 27, 2020.

CRRSAA: Higher Education Emergency Relief Fund (HEERF II)

- *Indirect Costs and Direct Administrative Costs*
 - Indirect costs may be charged to the Institutional Portion of the award but may not be charged to the Student Aid Portion.
 - Use on-campus rate specified in the college's negotiated indirect cost agreement (if there isn't one, use 10%)
 - Must be consistently charged and not double charged
 - Direct Administrative costs
 - Reasonable direct administrative costs may be charged on the Institutional Portion.
 - Must be documented, necessary and reasonable, and follow Uniform Guidance cost principles
 - Both amounts are factored into the college's grants (e.g., no funds above the amount allocated are available for these costs).
- *Resources*
 - The USDOE is working on identifying and clarifying which specific CARES HEERF FAQs may continue to be relied upon given the changes under the new CRRSAA for an institution's unexpended CARES Act HEERF.
 - Links to website and information:
 - <https://www2.ed.gov/about/offices/list/ope/crrsaa.html>
 - <https://www2.ed.gov/about/offices/list/ope/faqsfora1crrsaaherfii.pdf>
 - <https://www2.ed.gov/about/offices/list/ope/factsheetheerfii.pdf>