

BOROUGH OF MANHATTAN COMMUNITY COLLEGE
The City University of New York

COLLEGE COUNCIL

Minutes

February 22, 2012

- I. President Pérez called the meeting to order at 2:15 PM.
- II. Everyone attended except:

Felix Apfaltrer	Jamell Henderson
Maria Castillo	Joel Hernandez
Louis Chan	Antoinette Holder
Rawle Chichester	Helen Huff
Toni-Marie Clarke	Nadarajah Kirupaharan
Jon Dash	Debbie Lane
Alex D'Erizans	Dailea Miller
Howard Entin	Kanu Nagra
Shanady Eugene	Jacqueline Nichols
Yvette Ghafoor	Alicia Perdomo
Michael Gillespie	Shirley Rausher
Chaim Ginsberg	Rochelle Rives
Dorothy Grasso	Kerry Ruff
Mesha Green	Tushawana St. Paul
Sunil Gupta	Philip Wander
- III. APPROVAL OF MINUTES:
 - A. The minutes of the November 23, 2011 College Council Meeting were approved unanimously.
- IV. President Pérez called for a moment of silence for Orville Hill
- V. STANDING COMMITTEE REPORTS
 - A. Vice President Elena Samuels gave a Budget Committee report. (See Attachment # 1)
 1. There was a discussion of the CUNY policy to penalize community colleges if they exceeded their enrollment projects.
 2. Vice President Scott Anderson stated that BMCC was exempt from this policy.
- VI. OLD BUSINESS: There was no Old Business

VII. NEW BUSINESS: There was no New Business

VIII. President Pérez adjourned the meeting at 2:25 PM

Attachment # 1
College Council Meeting

February 22, 2012

Budget Committee Report

Mid-Year Financial Report

The presented Financial Report provides analysis of resources, expenditures, enrollment, and staffing data for BMCC as of 12/31/11.

The comparison of projected total expenditures to total resources illustrates financial condition of the college anticipated at the year-end.

The total resources figure includes received and pending tax-levy allocations, philanthropy support portion of the Compact plan, Ledger 3 revenue, Technology Fee and adjustments for revenue collections above the target. Ledger three funds include revenues from Language Immersion program and funding for the Early Childhood Center. Adult and Continuing Education revenue and expenditures are excluded from this report.

Changes in the operating budget of the college are based on the college's ability to meet the enrollment targets established by the university. The college's finances are in good shape for the 2011-12 fiscal year. BMCC's fall 2011 enrollment was 24,463 students and spring 2012 enrollment is on pace and currently stands at 23, 827, which is within the target of 24,000 (+/- 500 students) established by the university. At mid-year Financial report date, BMCC projected to exceed its revenue target by \$3,1Mil. After the first two weeks of classes this projection has been lowered by approximately \$600K. The university will allow BMCC to rollover the projected budget surplus of \$1.7 Mil. to FY2012-13 for preparations needed to open Fiterman Hall in August of 2012 and reprogramming of vacated classrooms and offices at 199 Chambers Street.

Projected year-end expenditures are compared to FY2010-11 expenditures in total and by category. Total expenditures include those supported by the technology fee and by Compact philanthropy funds.

The overall projected \$2.4 million increase in Regular (full time) Personnel Service is attributed to the cost of contractual salary increases (approximately \$400K) and new hires of which \$1, 7 million is the estimated cost of additional full time faculty. BMCC will use a good portion of funds generated through the enrollment increase to hire additional full time faculty. The net increase of full time faculty as of spring 2012 is 60. These added full time lines will allow the college to keep pace with enrollment growth and will slow down the growth of teaching adjunct costs. However, despite the hiring of additional full time faculty, adjunct cost in spring 2012 is projected to be reduced only

slightly due to an effort to address the issue of class size. For fall 2011, the average class size was 27.1, in spring 2012, it was reduced to 26.5 on average. The hiring process for vacant administrative and student services positions, which becomes very critical with the increased student enrollment and full time faculty hires, remains to be subject to the hiring freeze rules.

Projected modest increase in Temporary Service (College Assistants) expenses by \$294,000 or 6% is due to filling of some support full-time vacancies with hourly personnel, as well as projected increase in tutoring cost.

Projected increase in OTPS (Other Than Personnel Services) expenses is due to several factors, among which are new contract for security services with higher hourly rates, increase in cost of maintenance of copiers/printers. The memo regarding OTPS purchases deadlines is posted in eProcurement system. March 15th is the final day for departments to encumber their OTPS budgets. Any unspent funds will be consolidated and redistributed to fund the college wide projects in order to ensure that the college's FY 12 budget is fully expended.

**The City University of New York
2011-2012 Mid-Year Financial Report
Borough of Manhattan Community College**

Comparison of Expenditures to Resources (\$000)									
	Tax Levy Allocation	Pending Allocations	Compact Philanthropy	Ledger 3	Technology Fee	Tuition Revenue Above (Below) Target	Total Resources	Expenditures	(Over)/Under Expenditure
FY2011 - FY2012	116,096.8	2,053.1	1,103.7	464.3	3,914.9	3,147.8	126,780.6	125,005.7	1,774.9

Expenditures (\$000)							
	Tax-Levy Expenditures	Compact Philanthropy	Technology Fee	Total FY2012	FY2011 Tax-Levy Expenditures	# Change (Tax-Levy Expenditures)	% Change (Tax-Levy Expenditures)
PS Regular	65,188.6	-	896.3	66,084.9	62,760.1	2,428	3.9%
Adjuncts	21,462.2	-	-	21,462.2	20,702.5	760	3.7%
Temporary Service	5,159.1	-	85.9	5,245.0	4,865.2	294	6.0%
Total PS	91,810.0	-	982.1	92,792.1	88,327.9	3,482	3.9%
OTPS	28,177.2	1,103.7	2,932.7	32,213.6	26,136.6	2,041	7.8%
Total	119,987.1	1,103.7	3,914.9	125,005.7	114,464.4	5,523	4.8%

Tuition Revenue (\$000)						
FY2011 Target	FY2012 Target	FY2011 Actual	FY2012 Projected	Tuition Revenue Change	% Change	Collections Above/(Below) Target
71,702	81,702	74,575	84,850	10,275	13.8%	3,148

Enrollment				Change Fall 2010 - Fall 2011	
	Fall 2009	Fall 2010	Fall 2011	#	%
FTE Undergraduate	16,350	16,955	18,564	1,609	9.5%
FTE Graduate	0	0	0	0	0.0%
Total FTE	16,350	16,955	18,564	1,609	9.5%
Headcount	21,424	22,534	24,463	1,929	8.6%

Staffing				Change Fall 2009 - Fall 2010		Change Fall 2010 - Fall 2011	
	Fall 2009	Fall 2010	Fall 2011	#	%	#	%
I&DR Teaching	399	401	408	2	0.5%	7	1.7%
Counselors & Librarians	27	26	26	(1)	-3.7%	0	0.0%
Total Faculty	426	427	434	1	0.2%	7	1.6%
I&DR Support	83	80	81	(3)	-3.6%	1	1.3%
Non-Instructional	121	131	119	10	8.3%	(12)	-9.2%
Civil Service	250	252	237	2	0.8%	(15)	-6.0%
Total Full-time	880	890	871	10	1.1%	(19)	-2.1%