

Budget Committee Meeting Minutes  
9/26/2016  
2:00 pm

Attending: Kay Conway (faculty), Jason Silva (student) Joyce Moorman (faculty), Elena Samuels (AVP for Finance), Jim Berg (Dean, Academic Affairs)  
Absent: Michael McGee (faculty), Ralph Buxton (Director of Financial Aid).

1. The BMCC Budget Committee unanimously elected Elena Samuels as a Chair and its representative at the College Council.

It was suggested that the committee members take turns acting as a secretary. Jim Berg volunteered to take minutes at this meeting.

2. The committee reviewed FY2017 Operating Budget allocation memo from Matthew Sapienza, CUNY Vice Chancellor for Budget and Finance, which was distributed on email prior to the meeting by Assistant Vice President for Finance Samuels. She provided the comments that helped the committee members to better understand the allocation methodology of tax levy funds to the community colleges. The highlights of FY 16-17 budget allocation are the following:
  - The State base aid per student FTE increased by \$100.
  - The City support has increased, largely to support the expansion of ASAP and STEM programs.
  - Beginning from FY16-17 state funding for community colleges will be used to cover a portion of University-wide shared services, and hosting services of CUNY's IT system.
  - FY16-17 base budget includes items funded outside of the model, similar to the prior year, including the revenue from tuition increases, efficiency and philanthropy targets.

The details of Lump Sum allocations including new money for College Focus, as well as recurring allocations for College Now, CUE, CUNY Start, and other programs were also reviewed

The combined FY2017 allocation from tax levy and other than tax levy funds \$166,688,577.

Kay Conway asked to confirm that Technology fee expenditures are being posted on the web site annually. E. Samuels did confirm this.

The Revenue budget was discussed. FY 16-17 revenue targets for community colleges are aligned with revenue collected the previous year and adjusted to ensure that funds are distributed equitably across the colleges. The FY16-17 tuition revenue target for BMCC is \$111,660.

3. The draft financial plan, which outlines the financial resources and their allocation to personnel services and OTPS expenses, presented to the committee was discussed.

E. Samuels commented that BMCC, being the largest community college, accumulated the financial reserve equal to 3% of its tax levy allocation and revenue overcollections. It is also prudent to increase it to 4% by the end of FY16-17, as approved by University Budget Office, in order to meet the unforeseen financial needs.

Kay Conway and Joyce Moorman expressed their opinion regarding the need to increase the spending for faculty development (including travel) and upgrading the software packages used by the academic departments.

For the next meeting, the committee requested the following information:

- OTPS expenditures of Division of Academic Affairs for FY15-16, by department and expense category.
- List of faculty who received the travel expense reimbursement and the amount of it in FY15-16.
- Headcount of faculty and other than faculty full-time employees for 5 years.
- List of all current college vacancies.

The meeting adjourned at 3:30.

Respectfully submitted,

Jim Berg