

SENATE EXECUTIVE COMMITTEE

Minutes of November 14, 2016

Present: T. Isekenegbe, O. Awoyemi, R. Ben-Nun, H. Clampman, K. Ellis, D. Gonsher, J. Katz, L. Lawton, J. Moghaddasi, F. Moore, C. Schrader, H. Skinner, S. Utakis

Excused: D. Gaffney, S. Mulkhan

1. **Meeting called to order** at 2:17 PM by F. Moore.
2. **Approval of November 14, 2016 SEC agenda:** Approved by unanimous voice vote.
3. **Approval of October 24, 2016 SEC Minutes:** F. Moore explained that copies of the minutes were unavailable for the meeting and that those minutes would be voted on at the December meeting.
4. **Report of the Chair:** F. Moore stated that many students had approached him with concerns regarding potential immigration changes as a result of the recent presidential election. C. Schrader said she was attempting to have Single Stop bring in a legal van to advise or counsel students. T. Isekenegbe also expressed his desire to have legal services visit campus to assist students.
5. **President's Report:** No report.
6. **Budget Report** (see report): K. Ellis introduced D. Alston and G. Galligan. D. Alston referred to her report, starting with the financial plan. She explained that the plan begins with the fiscal year 2017 and that the data for fiscal year 2016 was included for reference. She stated that the enrollment projections came from the enrollment office and that the college anticipated decreasing enrollment. She also explained that the college receives a base allocation and an allocation for specified programs. An increase in funding from 2016 to 2017, she said, was largely due to the expansion of the ASAP program. She pointed out that the vast majority of expenditures consisted of personnel services.

S. Utakis asked if the financial plan included funding for faculty and staff pay increases in January 2017. T. Isekenegbe explained that the city made a one-time pledge to cover the January pay increases.

In regards to projections of declining enrollment, T. Isekenegbe stated his position that the college could respond to declining enrollment numbers by increasing retention rates.

D. Gonsher raised the issue of using the website as a recruiting tool. She said surveys had shown that the most important factors for students were location and the programs and courses offered. E. Bayardelle said that the website is not the only way to recruit students but one of many tools.

H. Clampman asked why collection rates for Summer II and Summer III were significantly lower than collection rates for other semesters. G. Galligan said those numbers reflect monies collected by June 30.

H. Skinner raised the issue of the way in which the college markets itself. He believed that effective marketing would lead to increased enrollment.

D. Alston explained that the data on page three is a breakdown of expenditures between various divisions at the college.

C. Schrader, in response to a comment by H. Clampman, said that the college was considering taking a strategic look at hiring over next three years, particularly the hiring of adjuncts and fulltime faculty.

7. **Report from SGA:** No report.
8. **Report from the Faculty Council:** R. Ben-Nun said that the work of the COACHE Task Force had been extended into next semester. He announced some of the preliminary suggestions made by the task force. C. Schrader stated that CUNY is developing a university-wide exit survey.
9. **Approval of November 17, 2016 Senate agenda:** D. Gonsher asked about the status of Vice-Presidents and Deans. Specifically, she wanted to know when the committee would provide a report to the Senate. The agenda was approved with an amendment by unanimous voice vote.
10. **New Business** (see report): S. Utakis informed the body that La Guardia Community College and BMCC were circulating petitions to declare their colleges sanctuary campuses. She requested that BCC make the same efforts. F. Moore suggested that the proposal be brought to the Senate. A motion passed by unanimous voice vote to adopt the language in the report, substituting the phrase “Bronx Community College” for “La Guardia Community College.”

Adjournment at 3:25 PM by F. Moore.

Respectfully Submitted,

Jon Katz, Secretary

Attachment(s):

- Senate Agenda
- Budget Report
- La Guardia Community College petition

**AGENDA OF THE MEETING OF THE
BRONX COMMUNITY COLLEGE SENATE
November 17, 2016 12:15 - 1:45 P.M.
Nichols Hall 104**

1. Call to Order
2. Seating of Alternates
3. Approval of the Agenda
4. Approval of Minutes of October 27, 2016
5. Action Items:
 - a. Curriculum Committee **(10 minutes)**
6. President's Report **(15 minutes)**
7. Budget Report – V.P. Ellis **(20 minutes)**
8. Committee Reports **(5 minutes each unless otherwise noted)**
 - a. Academic Standing
 - b. Curriculum
 - c. Governance and Elections (10 minutes)
 - d. Instruction and Professional Development (10 minutes)
 - e. Space, Facilities, and Physical Plant
 - f. Student Activities
 - g. Student Government Association
 - h. University Faculty Senate
 - i. University Student Senate
 - j. Vice-Presidents and Deans
 - k. Community Relations and Special Events
9. Announcements and Reports **(2 minutes each)**
 - a. Chairperson, Vice-Chairperson, and Faculty Council Chairperson
 - b. Vice Presidents and Deans
10. Auxiliary Enterprises **(2 minutes)**
11. BCC, Inc. **(2 minutes)**
12. New Business **(time remaining)**
13. Adjournment

Bronx Community College-CUNY
FY 2017 Financial Plan
Multi - Year Plan for Tax Levy Operations

	<u>FY2016</u> <u>Actuals</u>	<u>FY2017</u> <u>Financial Plan</u>	<u>FY2018</u> <u>Financial Plan</u>	<u>FY2019</u> <u>Financial Plan</u>
BUDGET ALLOCATION AND REVENUE				
CUNY Revenue Target	\$44,819,583	\$43,819,583	\$43,819,583	\$43,819,583
Annual Enrollment Headcount	11,307	10,676	10,415	10,418
Annual Full-Time Equivalent (FTE's)	7,934	7,822	7,629	7,631
Base Allocation	\$74,127,000	\$76,536,656	\$76,536,656	\$76,536,656
Lump Sum Allocations - ASAP Program	\$1,150,121	\$3,945,554	\$3,945,554	\$3,945,554
Lump Sum Allocations - ASAP Construction	\$786,000	\$822,580	\$456,780	\$0
Lump Sum Allocations - All Other	\$6,368,326	\$3,504,470	\$3,504,470	\$3,504,470
Current Year Gross Tuition Revenue above CUNY Target	(\$717,612)	(\$300,383)	(\$1,310,900)	(\$1,603,650)
TOTAL BASE BUDGET ALLOCATION	\$81,713,835	\$84,508,877	\$83,132,560	\$82,383,030
Prior Year CUTRA/Reserves	\$1,870,161	\$1,870,161	\$1,870,161	\$1,399,331
Additional Revenue - Philanthropy		\$2,162,619	\$2,162,619	\$2,162,619
Prior Year Adjustment & Revenue Surplus/Shortfall	(\$183,840)		\$241,881	(\$617,778)
TOTAL ADDITIONAL REVENUES	\$1,686,321	\$4,032,779	\$4,274,660	\$2,944,171
TOTAL BUDGET ALLOCATION	\$83,400,156	\$88,541,657	\$87,407,220	\$85,327,201
EXPENDITURES				
Personnel Services (PS)	\$58,745,450	\$61,135,270	\$61,953,270	\$61,753,270
Personnel Services (FT, OT, Holiday, Differentials)	\$58,128,237	\$58,863,766	\$59,681,766	\$59,481,766
Personnel Services - ASAP (FT, OT, Holiday, Differentials)	\$617,213	\$2,271,504	\$2,271,504	\$2,271,504
Adjuncts	\$9,184,331	\$9,310,000	\$9,184,000	\$9,184,000
Teaching Adjuncts	\$8,915,131	\$8,567,400	\$8,441,400	\$8,441,400
Teaching Adjuncts - ASAP	\$269,200	\$742,600	\$742,600	\$742,600
Temp Services	\$4,892,361	\$5,762,000	\$5,492,000	\$5,232,000
Personnel Services (FT, OT, Holiday, Differentials)	\$4,841,561	\$5,561,762	\$5,291,762	\$5,031,762
Personnel Services - ASAP (FT, OT, Holiday, Differentials)	\$50,800	\$200,238	\$200,238	\$200,238
TOTAL PS:	\$72,822,142	\$76,207,270	\$76,629,270	\$76,169,270
TOTAL OTPS :	\$8,707,855	\$9,734,620	\$9,378,620	\$9,151,620
Operating Expenditures	\$7,942,535	\$8,420,508	\$8,420,628	\$8,420,408
Operating Expenditures - ASAP Program	\$212,945	\$731,212	\$731,212	\$731,212
Construction Expenditures - ASAP Program	\$552,375	\$582,900	\$226,780	\$0
TOTAL FINANCIAL PLAN EXPENDITURES	\$81,529,997	\$85,941,890	\$86,007,890	\$85,320,890
YEAR-END BALANCE	\$1,870,159	\$2,599,767	\$1,399,330	\$6,311

Bronx Community College - CUNY
FY 2017 Financial Plan
Revenue Projection for Tax Levy Operations

FY/2017 Projected	FTE WORTH		CUNY/BCC Enrollment Target*			BCC's Financial Plan**			Variance Target vs Financial Plan		
		COLLECTION RATE	FTE	BILLED	PROJECTED REVENUE	FTE	BILLED	PROJECTED REVENUE	FTE	BILLED	PROJECTED REVENUE
Fall 2016	\$2,777	93.8%	7,928	\$22,016,056	\$20,646,657	7,928	\$22,016,056	\$20,646,657	-	\$0	\$0
Spring 2017	\$2,816	93.4%	7,558	\$21,284,542	\$19,884,019	7,716	\$21,729,653	\$20,299,842	(158)	(\$445,111)	(\$415,823)
Winter 2017											
Summer I - 2017		87.9%		\$437,000	\$384,000		\$437,000	\$384,000		\$0	\$0
Summer II and III - 2017		42.1%		\$1,020,000	\$429,000		\$1,020,000	\$429,000		\$0	\$0
Prior Year Revenue					\$1,759,700			\$1,759,700			\$0
Total					\$43,103,376			\$43,519,199			(\$415,823)
Annual FTE			7,743			7,822			(79)		
Revenue Target					\$43,819,580			\$43,819,580			\$0
Revenue Over/(Under) Target					(\$716,204)			(\$300,381)			(\$415,823)

FY 2018 Projected	FTE WORTH		CUNY/BCC Enrollment Target*			BCC's Financial Plan**			Variance Target vs Financial Plan		
		COLLECTION RATE	FTE	BILLED	PROJECTED REVENUE	FTE	BILLED	PROJECTED REVENUE	FTE	BILLED	PROJECTED REVENUE
Fall 2017	\$2,777	93.8%	7,664	\$21,283,732	\$19,959,884	7,700	\$21,383,117	\$20,053,087	(36)	(\$99,385)	(\$93,203)
Spring 2018	\$2,816	93.4%	7,381	\$20,785,953	\$19,418,237	7,558	\$21,283,334	\$19,882,891	(177)	(\$497,381)	(\$464,654)
Winter 2018											
Summer I - 2018		87.9%		\$437,000	\$384,000		\$437,000	\$384,000		\$0	\$0
Summer II and III - 2018		42.1%		\$1,020,000	\$429,000		\$1,020,000	\$429,000		\$0	\$0
Prior Year Revenue					\$1,759,700			\$1,759,700			\$0
Total					\$41,950,821			\$42,508,678			(\$557,857)
Annual FTE			7,523			7,629			(106)		
Revenue Target					\$43,819,580			\$43,819,580			\$0
Revenue Over/(Under) Target					(\$1,868,759)			(\$1,310,902)			(\$557,857)

FY 2019 Projected	FTE WORTH		CUNY/BCC Enrollment Target*			BCC's Financial Plan**			Variance Target vs Financial Plan		
		COLLECTION RATE	FTE	BILLED	PROJECTED REVENUE	FTE	BILLED	PROJECTED REVENUE	FTE	BILLED	PROJECTED REVENUE
Fall 2018	\$2,775	93.8%	7,545	\$20,937,748	\$19,635,420	7,704	\$21,379,636	\$20,049,823	(159)	(\$441,888)	(\$414,403)
Spring 2019 (= Spring 2018)	\$2,775	93.4%	7,381	\$20,483,317	\$19,135,515	7,558	\$20,973,456	\$19,593,403	(177)	(\$490,139)	(\$457,888)
Winter 2019											
Summer I - 2019		87.9%		\$437,000	\$383,992		\$437,000	\$383,992		\$0	\$0
Summer II and III - 2019		42.1%		\$1,020,000	\$429,012		\$1,020,000	\$429,012		\$0	\$0
Prior Year Revenue					\$1,759,700			\$1,759,700			\$0
Total					\$41,343,639			\$42,215,930			(\$872,291)
Annual FTE			7,463			7,631			(168)		
Revenue Target					\$43,819,580			\$43,819,580			\$0
Revenue Over/(Under) Target					(\$2,475,941)			(\$1,603,650)			(\$872,291)

Notes:

*Reflects enrollment targets submitted by the Academic and Student Success division to CUNY.

**Less conservative enrollment projections provided by the Academic and Student Success division and used in the college's FY 2017 Financial Plan (see page 1).

Legend:

FTE data provided by CUNY and BCC's Enrollment department.

FTE Worth represents average amount realized in FY 2016 and reflects higher tuition for PT students.

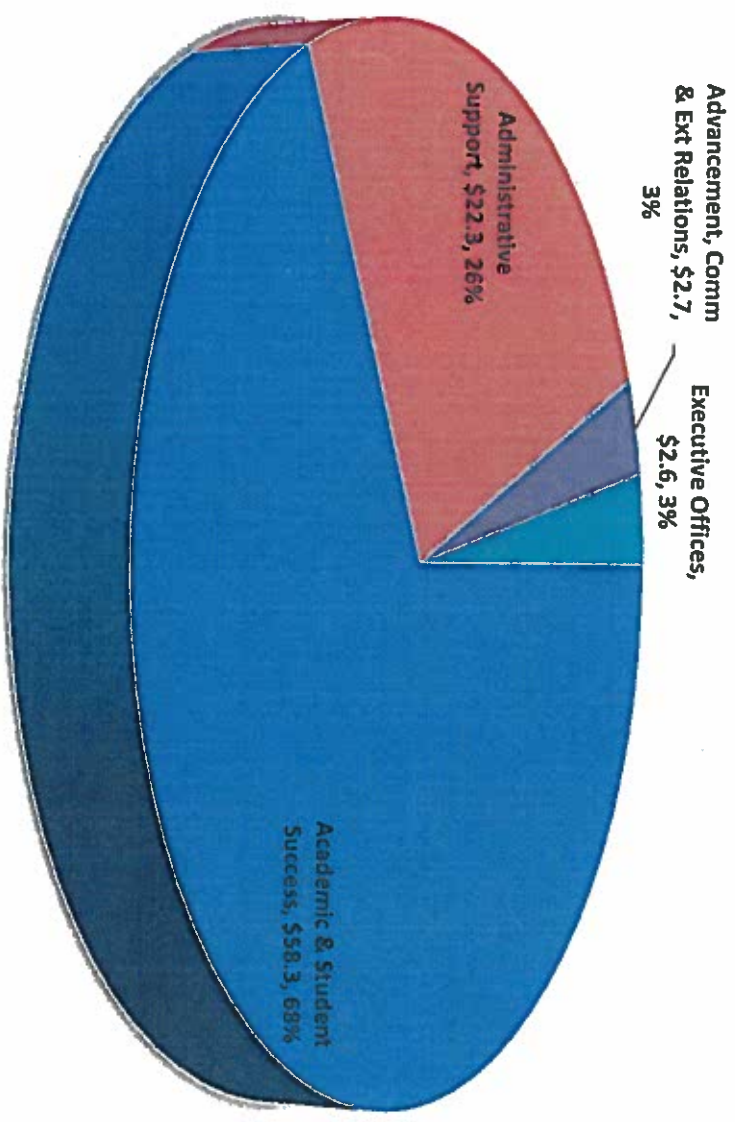
Prior Year Revenue held at FY 2016 projected level.

Collection rates for fiscal years 2017 - 2019 are held constant at the fiscal year 2016 level.

Bronx Community College-CUNY
FY 2017 Financial Plan
FY 2017 Projected Expenditures for Tax Levy Operations

<ul style="list-style-type: none"> • Academic (Teaching) Departments • ASAP • Library • Student Support Services • Library 	<p>Academic and Student Success</p> <p>\$58.3 Million</p>
<ul style="list-style-type: none"> • Business Office • Campus Administrative Services • Campus Planning, Environmental Safety • Human Resources • Information Technology • Maintenance & Operations • Public Safety 	<p>Administrative Support</p> <p>\$22.3 Million</p>
<ul style="list-style-type: none"> • Communications & Marketing • Development • Grants • Strategic Initiatives 	<p>Advancement, Comm. & Ext. Relations</p> <p>\$2.7 Million</p>
<ul style="list-style-type: none"> • Affirmative Action & Diversity • Legal Services • President's Office • Testing & Research • Workforce Development 	<p>Executive Office</p> <p>\$2.6 Million</p>

FY 2017 Projected Expenditures by Division,
\$85.9 Million



LaGuardia Community College sanctuary campus faculty petition

Dear President Mellow and Provost Arcario,

As members of the LaGuardia community, we all take pride in the work we do to serve a diverse community of students, many of whom struggle every day to obtain their education in spite of economic hardship and discrimination. The undersigned faculty and staff, are deeply concerned that in the wake of the recent election, this work may be endangered and we are certain that you share this concern.

We know that LaGuardia is committed to protecting the rights of all of its students, staff, and faculty regardless of race, religion, sexual orientation, gender identity, national origin, or immigration status.

We believe that the time is ripe to strengthen that commitment by declaring LaGuardia Community College a sanctuary campus. This would be a commitment to protecting our students, staff, and faculty from deportation, investigation, or other intimidation when they are on campus. This is a concrete action the college can take to defend the rights and safety of our community.

Declaring LaGuardia Community College a sanctuary campus will amplify our commitment to diversity, justice, and inclusion, values that sit at the heart of our mission. This is not a moment in which we can afford silence or passivity.

Awaiting your action,

Sincerely,

*** Required**

Name *

Position/Title

Email *