

Minutes of Budget and Long-Range Planning Committee
Thursday, May 08, 2025

Attendance:

From Senate: Gonzalez, R; Nunez-Torres, A; Murphy, B; Ortega, B; Checa, A; Wang, HT; Reyes, D; Schwartz, D; Absolu, A.,
From the Faculty Personnel and Budget: Murphy, B; O'Neilaaa, C;
From the Administration: Puras-Silvas, J, Rotolo, R; Finger, R; Wright, J;

The meeting was called to order at 3:06 P.M.

1. Approval of the Minutes

There was a motion to approve the minutes of February 06th, 2025; Prof. B. Murphy initiated the motion. Gonzalez, R. seconded. The Budget and Planning Committee minutes of February 06th, 2025 was approved by at 3:07 P.M.

2. Reports

a. Association for Campus Activities Report

The report started at 3:08 PM.

VP for Student Affairs Dr. Jermaine Wright presented the report.

The report covered the governance and membership of the Lehman College Association for Campus Activities Inc.

Operating income is based on the number of student enrolled, that is, it defines the budget. The total funds is a combination of the operating income based on students enrolled and fund balance. VP Wright mentioned that the operating income is earmarked. Gonzalez, R. asked how it is earmarked? The operating income is earmarked by the board of trustees of the Lehman college association of campus activities.

Operating income for 2025 is \$2,345,254. Fund Balance to be used for the FY2025 is \$497,154. Puras-Silvas, J. asked how much is in the funds. The total funds to date available is \$4,650,320.

The report ended at 3:31 PM

b. Enrollment Update Report & FT Faculty Teaching Time Report

Report started at 3:33 PM

VP Enrollment Management Richard Finger presented the reports.

VP Finger presented the report of a comparison between May 7, 2025 and May 9, 2024. Overall target growth is 3.25%, to maintain the previously qualified organic growth. CUNY Current challenges to enrollment are among other issues, that Central Admissions remains delayed: only 84.5% of FTFT applications had been processed; No application filed after 11/1 had been processed. Transfer applications are only 60% processed. Second, Technical issues with the new CUNY Automated Transfer Process are impacting new transfer student processing. Current intervention for these and the other issues were discussed in the meeting.

VP Enrollment Management Richard Finger reported on Fulltime vs non-full time faculty by FTE's

VP Finger discussed that the data was compiled from CUNYfirst, workload reporting, EPAFs, and state payroll records, and that it does exclude college Now & Contract Enrollment; assigns First Year Initiative/cross-listed courses to home departments. Furthermore, the report data limitations were discussed: among other issues: (i) Lab faculty in Biology, Nursing, Physics not fully represented; (ii) Reassigned/banked time not captured; (iii) Counts FTE credit hours, not contact hours; (iv) Columns may not total due to rounding; (v) Non-FT faculty may include overloads, Graduate Center fellows, adjunct reimbursements, and executives teaching (Provost, Deans, VPs); (vi) First Year Initiative and Cross Listed sections assigned to home department.

The Report ended at 3:55 PM.

c. Auxiliary Enterprise Corporation Report from VP for Administration and Finance/Chief Financial Officer in her capacity as chair of the Auxiliary Corporation, Rene Rotolo

Report started at 3:57 PM

VP Rene Rotolo presented the report

The Auxiliary Corporation's finances show stability with gradual recovery after the significant disruptions of the pandemic (FY2020–2021). Revenues and expenditures generally move in tandem, suggesting a balanced budget with little surplus margin year to year.

Key Observations: Pre-Pandemic (2018–2019): Revenues were stronger and relatively stable. Expenditures aligned with revenues, with auxiliary services operating at predictable levels;

Pandemic Impact (2020–2021): Significant declines in revenue due to reduced campus activity (food services, facilities rentals, student events). Expenditures also contracted, but fixed costs limited the extent of reductions. These years represent the lowest financial performance in the dataset.

Recovery Period (2022–2023): Revenues began to rebound as campus activity resumed. Expenditures rose correspondingly, reflecting inflationary pressures and the cost of restoring services.

Current Year (2024): Revenues and expenditures stabilized close to pre-pandemic norms. Growth remains modest, but operations are sustainable. Financial performance shows resilience, though with narrow operating margins that limit discretionary spending.

Implications: The Auxiliary Corp has weathered the pandemic shock and returned to steady operations. Rising costs (contracts, inflation) may put pressure on future years unless revenues grow. The committee may want to monitor reserve levels and contract renegotiations to ensure continued stability. Opportunities exist to align auxiliary revenues more closely with student support and affordability initiatives.

Additional information is that the bookstore contract was not renewed. Decision on how the space will be used is yet to be determined.

Report ended 4:17 PM

d. Financial Update, Mid-Year Report

The report started at 4:18 PM,

AVP of Budget, Finance and Business Operations Director Bethania Ortega showed the updated Financial report for the 2025 fiscal year.

Campus-Based Resources: Projected Resources: \$136.7M (Q3 projection), up from \$119.2M in FY2024. Tuition Revenue: Net tuition revenue collections projected to surpass target by ~\$4.6M. Revenue growth is largely tied to enrollment headcount increases and stronger collection rates (91.3% vs 90.4% prior year)

Campus-Based Expenditures: Total Projected Expenditures: \$137.3M (Q3), slightly above plan but more controlled than earlier forecasts. Breakdown: PS Regular (full-time salaries): \$98.9M (72% of total) Adjuncts: \$20.1M (15%), trending above projections due to reliance on part-time faculty. Temporary Services: \$5.6M (4%), elevated from prior years. OTPS: \$12.8M (9%), slightly below mid-year projections

A. Nunez asked about the percentage of OTPS that is not spent per department. AVP Bethania Ortega answered that between 5% and 10%.

Balance / Reserves: Deficit Shrinking: Originally forecast at ~\$4.9M in Q1, now projected at ~\$0.6M in Q3. Reserves: CUTRA reserves remain unchanged at \$23.8M; other reserves at ~\$8.7M. Projected Year-End Balance: \$31.9M, nearly flat compared to FY2024 (\$32.1M).

Tuition Revenue Collections: Net tuition revenue increased ~\$3.1M (3.6%) vs FY2024. Collections expected to increase by ~\$3.2M (4.3%). Prior-year collections increased ~\$1.9M (40%). YTD actual collections are ~96% of target, with projections to exceed the goal by ~\$4.6M.

Report concluded at 4:45 P.M.

3. Unfinished Business

There was no unfinished business to report.

4. New Business

There was no new business to report.

5. Adjournment

There was a motion to adjourn the meeting; it was second. The meeting was adjourned at 4:50 P.M.

Respectfully submitted:

Alexander Núñez-Torres, PhD