

**SENATE BUDGET & FINANCE COMMITTEE**

**Zoom Online Meeting**

**Wednesday, October 28th, 2020**

**1:00 – 2:30 pm**

**Minutes**

In attendance: Profs. Ernest Ialongo (Chair), Linda Ridley, Alisa Roost, Norberto Michel Hernandez Valdes-Portela, Edme Soho, Slav Dushenkov, Joseph Gyan, Matt Moses, Ms. Amanda Howard (HEO), Ms. Daliz Perez-Cabezas (HEO); Mr. Brian Carter (SGA)

Absent: Muiz Agbaje, SGA

Guest: Esther Rodriguez-Chardavoyne, Senior Vice President of Administration & Finance

1. Call to Order
	1. The meeting was called to order at 1:00 pm.
2. Acceptance of the current agenda and minutes from the 5/6/20 meeting
	1. The agenda and minutes were accepted without amendments.
3. Open Discussion:
	1. New members of the committee were introduced to existing members.
	2. Brief discussion of materials that were disseminated prior to this meeting (i.e. preliminary year-end financial report, CARES Allocation).
	3. The committee used the polling feature on Zoom to elect a Chair and Secretary. The results were as follows:
4. 100% voted for Ernest Ialongo as Chair for a three year term.

Action: Yes: 9, No: 0, Abstain: 1.

1. 100% voted for Amanda Howard as Secretary for the fall 2020 semester. Action Yes: 9, No: 0, Abstain: 1.

1. Both polls were conducted anonymously and participant information was not collected with the poll results.

* 1. SVP Rodriguez-Chardavoyne joined the meeting at 1:21 pm and discussed the following
		1. Reviewed FY21 Operating Allocation Update memo from Senior Vice Chancellor Matthew Sapienza and noted:
			1. Given the financial deficit that the state and city is facing due to the pandemic and declining enrollment University-wide, the college is operating on a 20% budget cut.
			2. As of 7/1/20, allocations to colleges are dispersed on a monthly basis. The bulk of the monthly allocations are used towards personnel (PS) expenses. Despite the college’s reserve of 2.5 million dollars, there is a very real possibility of a 2-5 million dollar deficit towards the end of FY21. Due to the ever changing nature of the pandemic’s impact on the University’s budget, deficit projections are subject to change.
			3. Regarding OTPS payments, allocations are being used towards existing contracts, rental payments, facilities, resources and other obligations. The college must first demonstrate a need for these expenses to Central and then once the request is approved, funds are allocated.
			4. Revenue at the college is down due to declining enrollment (about 11% for incoming students). Since COVID-19 has directly impacted the University’s revenues and expenditures, a hiring freeze is in effect until further notice. In order to fill a vacancy, the college must demonstrate a need for the position and the request is subject to review and approval from the University’s Vacancy Review Board.
		2. SVP Rodriguez-Chardavoyne also reviewed the CARES Institutional Portion Allocation table with committee members and noted:
			1. The University received $41 million in CARES funding that cannot be used towards covering institutional deficits. At Hostos, the plan is to use the funding for: reimbursement of tuition and fees, professional development workshops for students, hiring a part-time nurse (currently the college has one full-time nurse), part-time domestic violence specialist and a part-time psychiatrist nurse. These personnel will provide critical health and wellness services to our students. Lastly, the college will use CARES funding to invest in campus distance learning resources (hardware, Ed Tech needs, software, devices).
		3. Since the onset of the pandemic, the Hostos Foundation has awarded $75,000 in scholarships. These funds have assisted students with tuition and other immediate needs.
	2. Looking ahead, budget planning is as follows:
		1. Given the fluidity of the situation and the hope of federal aid at some point during the spring semester, the college is not ready to discuss or implement budget cuts.
		2. Regarding strategies for enrollment and retention, the college is reviewing three software vendors that provide personalized nudges over text messages to support students on their path to success. The aim is for the software to be interactive (i.e. students can text back and receive individualized support).
		3. The college has spearheaded initiatives that still add a personal touch to student services in this online environment such as virtual orientation, advisement and admission sessions. Marketing and advertisements campaigns will also be implemented in the near future.
		4. The categories for CARES allocation and reimbursement have already been discussed. The college will submit their planning template to Central for review and approval.
		5. The SVP, in consultation with the President will discuss the possibility of sending a succinct budget update email to the college.
1. New Business
	1. There was no new business
2. Adjournment
	1. The meeting adjourned at 2:36 pm