I. INFORMATION ITEMS

1. Fall 2018 Enrollment Report
   Senior Vice Chancellor Matthew Sapienza and Assistant Vice Chancellor Laura Bruno

II. ACTION ITEMS

A. APPROVAL OF THE MINUTES OF JUNE 4, 2018

B. POLICY CALENDAR

1. Central Office - Reduction in Graduate Application Fee

2. City College/CUNY School of Medicine – Establishment of the CUNY School of Medicine Mission Driven Scholarships

3. Central Office - Chemical Inventory Management System
   Authorization of Contract with Research Applications and Financial Tracking Inc.

4. Central Office - Heating, Ventilation and Air Conditioning Maintenance Services
   Authorization of Contract with BP Air Conditioning Corp

5. Central Office – Cooperative Purchasing Agreement for Maintenance, Repair and Operating Supplies
   Authorization of Contract with W.W. Grainger, Inc.
The meeting was called to order by Committee Chair Fernando Ferrer at 7:20 p.m.

The following people were present:

**Committee Members:**
- Hon. Fernando Ferrer, Chair
- Hon. Robert F. Mujica, Jr., Vice Chair
- Hon. Henry T. Berger
- Hon. Kevin D. Kim
- Prof. John Verzani, faculty member
- Ms. Cecilia Salvi, student member
- President José Luis Cruz, COP Liaison

**University Staff:**
- Interim Chancellor Vita C. Rabinowitz
- Senior Vice Chancellor and Chief Financial Officer Matthew Sapienza
- Interim Chief Operating Officer Marc V. Shaw
- Vice Chancellor Judy Bergtraum (joined @ 7:54 p.m.)
- University Executive Budget Director Catherine Abata
- Director of Capital Budget Gwen Perlman (joined @ 7:54 p.m.)
- Director of Finance Compliance John Antonelli (joined @ 7:54 p.m.)

**Trustee Staff:**
- Senior Advisor to the Chancellor and Secretary of the Board Gayle M. Horwitz
- General Counsel and Vice Chancellor Loretta P. Martinez
- Deputy Secretary Anne Fenton
- Ms. Fenella Ramsami

<table>
<thead>
<tr>
<th>Cal. No.</th>
<th>DISPOSITION</th>
</tr>
</thead>
</table>

The agenda items were considered and acted upon in the following order:

**I. ACTION ITEMS:**

A. **APPROVAL OF THE MINUTES OF THE MEETING OF APRIL 16, 2018.** Moved by Committee Chair Ferrer and seconded by Trustee Kevin Kim, the minutes were unanimously approved as submitted.

B. **POLICY CALENDAR**

1. **Approval of Tuition and Fee Waivers and Stipends Students Enrolled in Service Corps - Puerto Rico Project.** Committee Chair Ferrer asked for the Committee’s approval to authorize a 3-Credit tuition and fee waiver and a $500 stipend for all participating students enrolled in courses affiliated with the Service Corps – Puerto Rico Program. As part of Governor Cuomo’s “New York Stands with Puerto Rico Recovery and Rebuilding Initiative”, 250 CUNY students will rebuild in Puerto Rico starting this summer. The Governor has requested participating students be afforded the opportunity to earn credits for their service in Puerto Rico and receive a $500 stipend. Lehman College has established a 3-credit Experimental Course called “Global Citizenship, Community Engagement, and Service in Latin America and the Caribbean”, specifically for students participating in the Service Corps – Puerto Rico Program. Additional CUNY colleges are identifying local 3-credit courses for students participating in the Service Corps – Puerto Rico Program as well.

Assistant Vice Chancellor Rachel Stephenson provided further background on the program design and implementation process of the Puerto Rico Project.

Board members praised the establishment of this program.
Moved by Trustee Henry Berger and seconded by Trustee Kim, and following discussion, the item was unanimously approved for submission to the Board.

2. Queens College - International Student Success Program Authorization of Contract with Navitas New York LLC. Committee Chair Ferrer asked for the Committee’s approval to authorize a contract with Navitas New York LLC, for the purpose of developing an International Student Success Program (ISSP) to identify prospective international students and assist these students to successfully matriculate and succeed at Queens College, at both the undergraduate and graduate levels. The value of the contract is dependent upon student enrollment in the program, and the revenue generated and retained by Navitas shall not exceed an estimated $6,000,000 annually for the initial five-year term.

Provost Dr. Elizabeth Hendrey provided additional information about the ISSP program.

A discussion about the program followed, including academic content and infrastructure, fee structure for cost-effectiveness, termination option, cohort size, procurement process, and tuition revenue.

Prof. John Verzani expressed interest in similar initiatives throughout the CUNY campuses.

Moved by Committee Chair Ferrer and seconded by Trustee Berger, and following discussion, the item was approved for submission to the Board. Trustee Kim and Ms. Cecilia Salvi abstained.

3. Borough of Manhattan Community Colleges - Engineering Services Authorization of Contract with Core Facility Services LLC. Committee Chair Ferrer asked for the Committee’s approval to authorize a contract on behalf of Borough of Manhattan Community College (BMCC) with Core Facility Services, LLC to provide preventive maintenance and operating services for the college’s leased space at 70 Murray Street. Such purchase shall not exceed a total estimated cost of $3,900,000 for five years. Core Facility Services will be using Gilbert International, Inc. as its MWBE subcontractor with a thirty percent goal for a total estimated value of $1,175,000 for five years.

Moved by Trustee Berger and seconded by Trustee Kim, and following discussion, the item was unanimously approved for submission to the Board.

4. Graduate School and University Center - Engineering, Maintenance and Janitorial Services Authorization of Contract with GCA Services Group. Committee Chair Ferrer asked for the Committee’s approval to authorize a contract on behalf of the Graduate School and University Center to purchase building operating, engineering, maintenance and janitorial services. The estimated contract price is $33,102,801 for the five-year period ending in 2023. This contract will include MWBE sub-contractor participation of approximately thirty-six percent of the total value of the contract, adding up to approximately $11,917,008 for the five-year period.

Moved by Ms. Cecilia Salvi and seconded by Trustee Kim, and following discussion, the item was unanimously approved for submission to the Board.

Committee Chair Ferrer recognized the efforts of BMCC and The Graduate Center for incorporating significant MWBE participation on these two contracts. In working with Senior Vice Chancellor and Chief Financial Officer (SVC&CFO) Matthew Sapienza’s office, these two colleges successfully changed their
procurement approach to incorporate MWBE on these agreements for the first time. These contracts will generate $13M dollars in opportunities for MWBEs, which aligns with this Committee’s pledge to supplier diversity.

5. Queensborough Community College - Replacement of Parking Lot Authorization of Contract with New York Asphalt Company. Committee Chair Ferrer asked for the Committee’s approval to authorize a contract on behalf of Queensborough Community College for the purchase of services to replace and upgrade their main parking field. The contract shall be awarded to the lowest responsive and responsible vendor pursuant to all University regulations, including submission of a MWBE and SDVOB utilization plan. After a public advertisement and sealed bidding process conducted by the College, the New York Asphalt Company was selected with a bid of $1,099,400.

Vice President William Faulkner provided further information about the contractual agreement.

Moved by Trustee Berger and seconded by Trustee Kim, and following discussion, the item was unanimously approved for submission to the Board.

6. Central Office - Administrative Excellence Initiative Authorization of Contract with Gartner Consulting. Committee Chair Ferrer asked for the Committee’s approval to authorize a contract with Gartner Consulting to work with the CUNY Institute on State and Local Governance on the Administrative Excellence Initiative, which will achieve over $75 million in savings over a four-year period for reinvestment in academic priorities. This engagement will prioritize initiatives that foster the efficient and effective delivery of systems, services, and technologies that are integral to the University’s function. The cost of this engagement will not exceed $1,524,000 for Fiscal Year 2018 through Fiscal Year 2020.

Interim Vice Chancellor Margaret Egan provided further information about the contractual agreement.

Committee Chair Ferrer inquired about the Information Technology (IT) framework and implementation processes relating to the Administrative Excellence Initiative.

Moved by Trustee Berger and seconded by Committee Vice Chair Robert Mujica, Jr., and following discussion, the item was unanimously approved for submission to the Board.

Ms. Salvi made a motion for the Committee to draft a resolution to extend the in-state tuition for students from Puerto Rico and the U.S. Virgin Islands for academic year 2018-2019 that were impacted by hurricanes Maria and Irma, to be voted on by the full Board at its June meeting. Committee Chair Ferrer seconded, and following discussion, the motion was approved.

7. Adoption of Fiscal Year 2019 University Budget. Committee Chair Ferrer asked for the Committee’s approval to adopt the appropriated Operating Budget allocations by campus and program, for the 2018-2019 University Fiscal Year beginning July 1, 2018, in a total amount of $3.6 billion, and to adopt the Capital Budget allocations, for projects authorized by The City University Construction Fund to address critical maintenance, infrastructure, and programmatic initiatives in support of the University’s mission.

SVC&CFO Sapienza presented the FY2019 Initial Operating Budget Allocations, highlighting the FY2019 State Enacted and City Executive Operating Budgets.
A discussion about the appropriated Operating Budget allocations followed, including funding sources, strategic investments, and Administrative Excellence efficiencies.

Vice Chancellor Judy Bertraum then presented the FY2018-19 Capital Budget, highlighting the priorities of the University, including funding received and distributed.

A discussion about the Capital Budget followed, including critical maintenance, appropriation process, unallocated funds, progress of existing facilities, and campus infrastructure.

Committee Chair Ferrer congratulated SVC&CFO Sapienza and VC Bertraum for providing clear and understandable documents of the budgets to the Committee for the purpose of transparency.

Moved by Trustee Berger and seconded by Trustee Kim, and following discussion, the item was approved for submission to the Board. Ms. Cecilia Salvi opposed.

Committee Chair Ferrer moved to adjourn the meeting. The motion was seconded by Trustee Berger and the meeting was adjourned at 8:50 p.m.
THE CITY UNIVERSITY OF NEW YORK

REDUCTION IN GRADUATE APPLICATION FEE

WHEREAS, the cost of applying to a master’s or doctoral degree program at CUNY is currently $125, which is the highest among local colleges and universities, and above the average of other major public universities in the United States, and

WHEREAS, as part of the University’s Strategic Framework, CUNY has committed to diversifying its master’s and doctoral programs, and

WHEREAS, unlike other student fees, the application fee is required at the time of application and cannot be financed through student loans or other forms of financial aid, and

WHEREAS, the current application fee is creating a barrier to entry for students of limited means and is in opposition to CUNY’s mission of providing access to a quality education, be it

RESOLVED, that the Board of Trustees of The City University of New York hereby reduces the graduate application fee from $125 to $75, and be it further

RESOLVED, that the CUNY Tuition and Fee Manual will be revised to include this new rate, as well as language that will state “Campus Directors of Graduate Admissions may waive the application fee in special cases, with the specific criteria for doing so approved by individual college presidents”.

EXPLANATION: This graduate application fee reduction will enable the 15 CUNY campuses with master’s or doctoral programs to increase graduate enrollment by providing greater equity and access to all students. The current application fee of $125 is higher than the average of $74 among local colleges and universities, and is also higher than the national average of $78. Every application cycle, colleges receive many requests for waivers of graduate application fees with no mechanism to do so. While Campus Directors of Graduate Admissions may waive the application fee in special cases, specific criteria for doing so must be approved by college presidents at each individual campus.
CITY COLLEGE / CUNY SCHOOL OF MEDICINE

ESTABLISHMENT OF THE CUNY SCHOOL OF MEDICINE MISSION DRIVEN SCHOLARSHIPS

WHEREAS, the CUNY School of Medicine (formerly known as the Sophie Davis School of Biomedical Education) was approved by the Board of Trustees in 2016, for the purpose of becoming a fully accredited medical school with a mission to provide access to medical education to talented youth from social, ethnic and racial backgrounds historically underrepresented in medicine, and to develop physicians committed to practicing in underserved communities with a special emphasis on primary care; and

WHEREAS, the former Sophie Davis School of Biomedical Education imposed a fee on graduates who did not complete a primary care residency and/or did not fulfill a primary care service commitment; and

WHEREAS, the CUNY School of Medicine requests to use a portion of these funds to create a Mission Driven Scholarship for the graduate medical education years to help offset the cost of medical school tuition; and

WHEREAS, the criteria for eligibility for the scholarship is based on a commitment on the part of the scholarship recipient to fulfill the mission of the School by completing a primary care residency and providing full-time primary care medical services in a primary care physician shortage area in New York State; and

WHEREAS, primary care is defined as one who provides comprehensive, continuous, and primarily ambulatory personal healthcare in family practice, general pediatrics, general internal medicine, general geriatrics, or primary care obstetrics and gynecology; and

WHEREAS, the school will require students/graduates who fail to meet the terms and conditions of the Scholarship to return those funds; and

WHEREAS, these returned funds will be reinvested into the Mission Driven Scholarship account to be made available for future scholarship awardees, be it

RESOLVED, that the Board of Trustees of The City University of New York hereby establishes the CUNY School of Medicine Mission Driven Scholarship and authorizes General Counsel to execute the Agreement setting forth terms and conditions of said scholarship; and be it further

RESOLVED, that the Board of Trustees of The City University of New York hereby authorizes the CUNY School of Medicine to award scholarships using these funds in conjunction with said Agreement terms and conditions, and require financial restitution from scholarship recipients for failure of meeting the terms and conditions of said Agreement.

EXPLANATION: Students admitted into the Biomedical Science Program in the former Sophie Davis School of Biomedical Education agreed to complete a primary care residency and to complete two years of full time primary care service in a primary care physician shortage area of
New York State, designated by the New York State Board of Regents as listed in the bulletin, *Regents Designated Physician Shortage Areas in New York State*. Students who failed to meet this service obligation were required to pay the school $75,000. The reasoning, in part, behind for this payment was to incentivize graduates of the biomedical education program to practice primary care, thus keeping in line with the school’s mission. Additionally, because graduates paid CUNY undergraduate tuition rates and not that of a traditional medical school tuition rate, the service commitment requirement was justified.

The CUNY School of Medicine now charges medical school tuition for the graduate portion of the BS/MD program, and as such, the school no longer requires a service commitment for graduates. However, the mission of the school has not changed and the shortage of primary care physicians has not decreased, especially in medically underserved communities in New York. Therefore, the school is seeking ways to encourage students to choose a career in primary care and to serve in medically underserved communities in New York.

To offset the cost of medical school tuition, the school is requesting to use a portion of formerly collected “service commitment funds” it has received and continues to receive, to be used as Mission Driven Scholarship for medical students entering the graduate years in the CUNY School of Medicine.

Eligibility criteria for this scholarship are based on a commitment on the part of the student to fulfill the mission of the school by entering a primary care residency and serving the underserved in primary care in New York State. The student must commit to serve full-time for a specified period, or the equivalent of one year for each year of scholarship funding received, in an underserved (federally designated physician shortage) area of New York State in primary care. The commitment will be enforced within six months after the completion of the primary care residency program.

In the event the graduate enters a non-primary care residency program, is dismissed from school for academic or disciplinary reasons or who voluntarily terminates academic training before graduation, or fails to meet other terms and conditions of the Agreement, the student will be considered to have failed to honor the service obligation and will be required to make restitution to the CUNY School of Medicine.
THE CITY UNIVERSITY OF NEW YORK – CENTRAL OFFICE
CHEMICAL INVENTORY MANAGEMENT SYSTEM

AUTHORIZATION OF CONTRACT WITH RESEARCH APPLICATIONS AND
FINANCIAL TRACKING (RAFT), INC.

WHEREAS, CUNY is required by the Resource Conservation and Recovery Act to keep an
accurate, up-to-date inventory of chemicals stored on its campus, and in order to meet this
requirement, CUNY has had a membership with the ChemTracker Consortium instituted by
Stanford University since October 2006, and

WHEREAS, Stanford University recently entered into an agreement with Research
Applications and Financial Tracking, Inc. ("RAFT"), assigning their rights to RAFT to the
ChemTracker brand and intellectual property. As such, in order to continue the membership, all
ChemTracker Consortium members are required to enter into an agreement with RAFT, and

WHEREAS, CUNY advertised this requirement, and received only one (1) response, be it

RESOLVED, that the Board of Trustees of The City University of New York authorize the
General Counsel to execute a contract with Research Applications and Financial Tracking, Inc.,
for Chemical Inventory Management System – ChemTracker, without competitive bidding and
pursuant to law and University Regulations. The contract term shall be three (3) years. CUNY’s
ChemTracker subscription shall not exceed an aggregate cost of $529,200 over the contract
term, chargeable to appropriate funding sources during the applicable fiscal year or years. The
contract shall be subject to approval as to form by the Office of General Counsel.

EXPLANATION: ChemTracker includes a detailed chemical reference database of
approximately 54,000 pure chemicals, mixtures and synonyms. This database includes physical
property, hazard toxicology, fire and building code, IBC (International Building Code), SARA
(Superfund Amendments and Reauthorization Act), DOT (Department of Transportation), and
many regulatory classifications and other identifiers.

CUNY will receive a 17% discount off RAFT’s Academic Discounted pricing. The total
subscription fee for all 20 campuses will be $176,400 annually, which is the same price CUNY
is currently paying.

RAFT has agreed to keep the annual price of $176,400 firm for the entire duration of the
contract. Additionally, the implementation cost associated with the transition to this new
ChemTracker 5 platform will be entirely covered by RAFT.

This single source acquisition has been advertised as required by law.
THE CITY UNIVERSITY OF NEW YORK – CENTRAL OFFICE

HEATING, VENTILATION AND AIR CONDITIONING MAINTENANCE SERVICES

WHEREAS, the University requires preventive maintenance and repair services for its heating, ventilation, air conditioning and refrigeration (HVAC) equipment located in eight (8) leased facilities in the Boroughs of Manhattan, Queens and Brooklyn, and

WHEREAS, these services are required to properly maintain equipment purchased by CUNY for these leased facilities, and for services needed for specific space needs such as server and telecommunication rooms, and

WHEREAS, CUNY conducted a competitive solicitation for a vendor to provide HVAC preventive maintenance and repair services and received six bids, be it

RESOLVED, that the Board of Trustees of The City University of New York authorize the General Counsel to execute a contract with BP Air Conditioning Corp. (“BP”) to provide HVAC preventive maintenance and repair services for the Central Office locations. This contract is being awarded to the lowest, responsive and responsible bidder after public advertisement and timely submission of sealed bids pursuant to law and University regulations. The contract shall be for two (2) years and shall not exceed $540,784. The contract shall be subject to approval as to form by the Office of General Counsel.

EXPLANATION: The HVAC equipment being maintained under this contract was purchased by CUNY and installed at the various locations to meet specific needs (such as server and telecommunication rooms). Since maintenance of this equipment is not covered under any lease agreement, CUNY is responsible for providing its own maintenance.

Under this contract, BP will provide as needed HVAC preventive maintenance and repair services on a time-and-materials basis for all the locations. In addition, BP has committed to subcontract 33% of the total spend, or $178,460, to NYS-certified MWBE firms.
THE CITY UNIVERSITY OF NEW YORK

COOPERATIVE PURCHASING AGREEMENT FOR MAINTENANCE, REPAIR AND OPERATING SUPPLIES

AUTHORIZATION OF CONTRACT WITH W.W. GRAINGER, INC.

WHEREAS, the University currently purchases a significant volume of maintenance, repair and operating supplies against the New York State Office of General Services contract (the “OGS Contract”) with W.W. Grainger, Inc. (“Grainger”), and

WHEREAS, the University is a member of Educational and Institutional Cooperative Services, Inc. (“E&I”), a purchasing consortium, and

WHEREAS, E&I has in place an agreement with Grainger for maintenance, repair and operating supplies that is available for use by E&I members (the “E&I Consortium Contract”), and

WHEREAS, the University has determined that the E&I Consortium Contract offers more advantageous pricing, and more closely meets the University’s form, function, and utility requirements, than the OGS Contract, and

WHEREAS, as part of the University’s deep commitment to the development and growth of New York State-certified minority, women, and service-disabled veteran-owned businesses, Grainger has elected to participate in a business mentor-protégé relationship with a State-certified firm to provide mentorship in key business management functions, and technical trainings to develop and enhance skill sets, and

WHEREAS, for these reasons the University desires to utilize the E&I Consortium Contract in accordance with law and University policy, and a notice has been placed in the New York State Contract Reporter to disclose the University’s intention to enter into an agreement to make purchases under the E&I Consortium Contract, be it

RESOLVED, that the Board of Trustees authorize the General Counsel to execute all agreements that are necessary or useful in order for the University and the Colleges to make purchases under the E&I Consortium Contract (as its terms may be modified or supplemented by the University), which agreements shall be subject to approval as to form by the University Office of General Counsel. The E&I Consortium Contract term expires on January 31, 2020. It is estimated that over the term of the E&I Consortium Contract the annual aggregate spend will be $3.5-$4.0 million for the University.

EXPLANATION: Colleges need to purchase on an ongoing and as needed basis, maintenance, repair and operating supplies for their day-to-day operations. By utilizing the E&I Consortium Contract, the University anticipates a savings of 8%-10% over the current OGS Contract with Grainger. Based on the University’s current spend against the
OGS Contract, it is estimated that savings would amount to between $280,000 and $400,000 a year. In addition to the savings, the E&I Consortium Contract offers growth incentive rebates up to 2% and an ecommerce discount of 0.5%. The E&I Consortium Contract also offers the end users an opportunity to take advantage of Vendor Managed Inventory (VMI) Services, which will reduce overages and inefficiencies in stock room management. The E&I Consortium Contract also offers the opportunity for individual campuses to develop “hot lists” that can be customized to individual campus-specific needs resulting in deeper discounts on high-volume purchases. This strategically sourced contract will have an MWBE participation goal of 30%. The MWBE mentor-protégé relationship that Grainger has agreed to will accelerate the development of the NYS-certified firm; CUNY will be monitoring the progress and development bi-annually with Grainger and the firm.