




Office of the Senior Vice Chancellor  
for Labor Relations

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**TO:** The College Presidents  
The Deans of The Professional Schools

**FROM:** Pamela S. Silverblatt   
Senior Vice Chancellor for Labor Relations

**DATE:** October 20, 2022

**SUBJECT:** The CUNY-PSC Agreement – One-Time Disbursement of Additional Travel Funds

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As a result of the COVID-19 pandemic, \$1,397,427 in increased funding for travel that had been negotiated as part of the 2017-2023 PSC-CUNY collective bargaining agreement for the period January 1, 2020, through June 30, 2021, was not allocated to the colleges.

The University and the PSC/CUNY reached agreement that the sum of \$1,397,427 that was not disbursed will be allocated to the colleges, on a **one-time** basis, in accordance with the following schedule:

October 15, 2022	\$698,713.50
July 1, 2023	\$698,713.50

With the disbursements set forth above, the University will have fulfilled all of its obligations pursuant to the terms of Article 28 ("Travel Allowances") for the January 1, 2020, through June 30, 2021 period.

Please refer to the November 16, 2021 Travel Funds memorandum for the University's allocation for the July 1, 2021, through June 30, 2022 period, and the July 26, 2022 Travel Funds memorandum for the University's allocation for the July 1, 2022, through June 30, 2023 period. Because the University Budget Office baselined the travel fund allocations for those periods into the colleges' budgets in FY18 and FY23, we will no longer issue memorandums advising of annual allocations, unless and until the PSC/CUNY and the University negotiate a change in the University-wide allocation.

As in the past, travel is funded through the individual college budgets, and allocations to individual covered employees<sup>1</sup> continue to be regulated by City and State travel guidance. The amount each college receives is set forth in the attached chart.

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<sup>1</sup> In accordance with Article 28 ("Travel Allowances") of the Agreement, travel funds are available to all members of the PSC bargaining unit, including adjuncts.

In order to provide a record of travel expenditures by college at the end of each fiscal year, the college should maintain travel records to document the use of the funds by staff within the bargaining unit and should segregate travel expenditures for attendance at professional meetings and conferences by unit members from other non-contractually funded travel, such as local travel unrelated to professional meetings and conferences and travel by deans, directors, and others excluded from coverage under the CUNY-PSC Agreement. The college's record should indicate the name of each recipient of travel funds, the purpose for which the funds were spent, and the amount of the expenditure.

The relevant expense codes are as follows:

<u>Account</u>	<u>Description</u>
52001	Local Travel-PSC Auto Rental
52002	Local Travel-PSC Grnd Trans
52003	Local Travel-PSC Meals
52201	Out of Town-PSC Airfare
52202	Out of Town-PSC Auto Rental
52203	Out of Town-PSC Lodging
52204	Out of Town-PSC Grnd Trans
52205	Out of Town-PSC Meals
52352	Conference/Seminar Registration

Due to the extraordinary circumstances of the COVID-19 pandemic, disbursements made on October 15, 2022, and July 1, 2023, can be used by covered employees to register for eligible in-person and online programs under expense code 52352 ("Conference/Seminar Registration").

Thank you for your cooperation.

Attachments

- c: Executive Vice Chancellor and Chief Operating Officer Hector Batista  
 Interim Vice Chancellor Christina Chiappa  
 Vice Chancellor Doriane Gloria  
 Ms. Laura Blank  
 Ms. Catherine Abata  
 Ms. Josephine Vidal  
 Ms. Annmarie Baldelli  
 Mr. Dean Hubbard  
 Chief Administrative Officers  
 Labor Designees  
 Human Resource Directors  
 Payroll Officers



## PSC TRAVEL ALLOCATION BY CAMPUS

Additional One-time Funding pursuant to the 2017-2023 collective bargaining agreement

	Full Time Instructional Staff*	Percent of Total Instructional Staff	Travel Allocation by College (effective October 15, 2022)	Travel Allocation by College (effective July 1, 2023)
<b>SENIOR COLLEGES, GRADUATE and PROFESSIONAL SCHOOLS</b>				
Baruch College	923	6.47%	\$45,173	\$45,173
Brooklyn College	860	6.03%	\$42,130	\$42,130
Central Office	478	3.35%	\$23,406	\$23,406
City College	910	6.37%	\$44,537	\$44,537
College of Staten Island	612	4.29%	\$29,947	\$29,947
Craig Newmark Graduate School of Journalism	46	0.32%	\$2,252	\$2,252
CUNY Graduate School of Public Health and Policy	91	0.64%	\$4,479	\$4,479
CUNY School of Medicine	142	0.99%	\$6,943	\$6,943
Graduate Center	741	5.19%	\$36,290	\$36,290
Hunter College	1,088	7.62%	\$53,252	\$53,252
John Jay College	816	5.72%	\$39,968	\$39,968
Law School	140	0.98%	\$6,836	\$6,836
Lehman College	703	4.93%	\$34,413	\$34,413
Medgar Evers College	381	2.67%	\$18,656	\$18,656
NYC College of Technology	635	4.45%	\$31,093	\$31,093
Queens College	929	6.51%	\$45,477	\$45,477
School of Labor & Urban Studies	57	0.40%	\$2,791	\$2,791
School of Professional Studies	138	0.97%	\$6,757	\$6,757
York College	367	2.57%	\$17,970	\$17,970
<b>SUB-TOTAL:</b>	<b>10,055</b>	<b>70.47%</b>	<b>\$492,372</b>	<b>\$492,372</b>
<b>COMMUNITY COLLEGES</b>				
Borough of Manhattan CC	1,027	7.20%	\$50,288	\$50,288
Bronx CC	519	3.64%	\$25,413	\$25,413
Guttman CC	119	0.83%	\$5,827	\$5,827
Hostos CC	419	2.94%	\$20,517	\$20,517
Kingsborough CC	644	4.51%	\$31,534	\$31,534
LaGuardia CC	783	5.49%	\$38,340	\$38,340
Queensborough CC	703	4.93%	\$34,423	\$34,423
<b>SUB-TOTAL:</b>	<b>4,214</b>	<b>29.53%</b>	<b>\$206,342</b>	<b>\$206,342</b>
<b>UNIVERSITY-WIDE:</b>	<b>14,269</b>	<b>100.00%</b>	<b>\$698,714</b>	<b>\$698,714</b>

**\*NOTES:**

- >Source: CUNYfirst as of September 2021
- >"Excluded" Staff not included in count
- >Hunter Elementary & High School Staff not included in count
- >Other than Annual Appointments not included in count
- >Persons on Leave of Absence not included in count
- >Graduate Assistant (deemed "Annual" in CUNYfirst) FTE's are pro-rated (A = 30% FTE; "B" = 15%; "C" = 22%; "D" = 7%).