Joint Meeting: FPS/SPS
Minutes
March 19, 2012
3:00 – 4:30 pm

Present: Ned Benton, Jane Bowers, Karen Kaplowitz, Staci Strobl, Harold Sullivan, Carina Quintian, Maki Haberfeld, Ricardo Anzaldua, Pat Ketterer, Richard Saulnier, Inez Brown *(Recorder),* Gina Galligan
Absent: James Llana *(SPS Chair)*, Robert Pignatello *(FPS Chair),* Thomas Kucharski, Virginia Moreno, Ben Rohdin, Francis Sheehan, Anna Singh

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1. Approval of Minutes for March 8, 2012. Minutes were approved without amendment.
2. Discussion: Mid-Year All Funds Budget Report. Pat led an in-depth discussion of the all funds budget. *(See handout: FY 2012 Tax Levy Financial Planning Mid-Year Projection)* The Tax Levy (first page of the handout) was discussed in detail at the previous meeting.
   - The Income Fund Reimbursable (IFR) monies are state funds and must be used in accordance with the state guidelines/regulations; it is a way to capture revenues other than tuition. In an ALL-FUNDS budget the monies are fungible. There is an 11.6% surcharge on expenditures plus a 5.9% surcharge paid to the University. This is expensive so if you do not have to have a program here, it is a good idea to move it. The College has to pay fringe benefits to personnel – 33% for FT and 10% for PT; there is no collective bargaining for the personnel on IFR accounts. The Tech Fee could be liable for back-pay as related to union contract(s). The University just announced that any course fees must be placed into an IFR account. However, for now, they will exempt the associated fees. The College is working hard to pay down the current IFR deficit.
   - Depository accounts are maintained in the Accounting Department; they are designed to be temporary accounts (i.e. Retirement Parties) and are not included in this report because they zero themselves out.
   - The University counts all of the monies in the Foundation. One goal of the Development Office is to get unrestricted monies.
   - Two strategic questions were posed: 1) How do we grow the money? 2) How are we spending the money?
   - Technology Fee: $615K worth of the Tech Fee funds is used for staff - these are fixed costs. A small portion of the tech fee is used for summer; this carry over is used to cover salaries. The Tech Fee Committee meets to determine the priorities for spending; they raised concern regarding the expenses for staff – i.e. new Director of Distance Learning. Rob will discuss this at a future meeting.
   - Research Foundation: The College is not interested in direct grant expenditures; they are a very limited portion of the research foundation. The new proposed *Distribution Model* is a different way of calculating so that there is more money available for Principal Investigators; it is currently being reviewed by the Research Advisory Council. This model would benefit faculty and incentivize them to write in more release time. Distribution to everyone comes out of the indirect; the College would like to make this "pot" of monies larger by including

release time net of ADJ release time. The surplus listed is a combined balance of basically all the overhead accounts.

- Adjuncts are hired on the College payroll but release time funds are used to pay adjuncts, then the College is reimbursed from the Research Foundation (RF). Release Time, RT Tran, Interest, College Travel, Start-Up Funds and Research Assistance Fund (all listed on page 5) are purpose-driven sub accounts.
- John Jay College Foundation, Inc. consists of largely restricted funds. Each account manager provides an estimate and most monies are intentionally spent over time. The *Other Program Expenses* category is where almost everything else is paid from. The numbers presented do not include any estimates associated with the Capital Campaign.
- Auxiliary Services Corporation (Not-For-Profit 5013-C): Revenue is largely derived from contracts and/or services. I.e. Food services, book store, cell towers, pouring rights (Pepsi), room rentals, facility rentals (historically $10K, but last year the College earned $30-$40K). The new building should bring in even more income; we project that this will be a strong revenue stream to offset the decrease in food services and the bookstore. The money from AUS is largely spent on things that we cannot use tax-levy dollars on; i.e. Orientation, commencement events, miscellaneous consultants.
- Student Activities Association: This is administered by the student association; the College does not really have much say in this process. Athletics Department HEOs are paid out of the tax-levy budget; this covers the PT staff also. This is related strictly to teams and not the credit-bearing athletics.
- Children's Center: The College does not have much say in this, as the center is funded largely from a New York State grant, student activities fees and some portion from the parents.

A breakdown by department is forthcoming and will be available for the current year. The revised out-year projection will be available at the next meeting. It will have a conservative estimate of next year's COMPACT; we should have a sense of how much with an understanding that it is subject to change.

3. New Business. There was a brief discussion of priorities and Jane shared her top priorities; this discussion will continue at the next meeting – April 3rd.
    1. A multi-year plan of building up the faculty (this is in the Master Plan).
    2. Stabilizing enrollment and stabilizing the revenue stream.
    3. Finish our retention plan.

It will be important to translate what is meant by increase and decrease; this may apply to more than just the number of students. I.e. Increase investment to improve quality.