

**Joint Meeting: SPS – FPS
Minutes
October 2, 2012**

Present: James Llana (*SPS Chair*), Ricardo Anzaldua, Jane Bowers, Kinya Chandler, Jay Hamilton, Pat Ketterer, Tehmoor Nawaz, Carina Quintian, Richard Saulnier, Mariani Mewengkang (*Recorder*)

Associate Provost Jim Llana called the meeting to order at 1:50 pm.

1. Approval of minutes for July 10, 2012. Minutes were approved as proposed.
2. Introduction of New Member. Jim introduced and welcomed Mr. Tehmoor Nawaz, our new student member on SPS.
3. Discussion of Process Used to Develop Recommendations for the FY2013 Financial Plan. Jim led the review of how the committee handled the process for financial plan recommendations. Jay said “there have been some definite improvements to the process. Information flow will always be a problem, but progress has been made.” Jim mentioned his disappointment with the “unimportance of information.” John Jay had results from the PMP and an extensive analysis of progress on the Master Plan but not a lot of reference was made to the data. Provost Jane Bowers said that PMP data was looked at by the SPG to determine if money was being used effectively. She also mentioned the importance of relying on each other for data so we can see if the investments made is actually improving what we invested in.
Pat Ketterer also said that it was necessary to have discussions which include data. As most of the discussions in the spring revolve around financial plans, fall could be used to discuss data. Pat also recommended a continuation of the process we did this past year, because it has been much better than it has been in the past. Kim Chandler suggested streamlining data and information in an electronic format. In doing so, information can be shared in a timely fashion. In the past, the committee has gotten stuck on certain topics and has spent multiple meetings discussing the same thing.
Jim mentioned the need of having discussions “pre-compact.” Pat said that last year the college early on committed itself to expenses for the following year, in effect pre-spending the Compact funds before they were announced by the University. By the time discussions started in earnest on the financial plan recommendations, there was already a list of expenditures locked in; this will often be unavoidable, but the committee should be aware of all the proposed expenditures funded by the Compact at the time the Compact is announced. The college needs to be careful about how we “obligate” our funds. Provost Bowers told the committee that last year John Jay had to replace people, but this year the college should be more stable. She also told the committee that they were invited to think about the college’s 3- 5 year hiring plan.
4. Review of Middle States “preliminary” draft on planning and budgeting. Jane said that on pg. 7 of the report, the story isn’t clear enough. John Jay will not be getting North Hall so our space issues will not be getting any better. The college is in the process of creating new initiatives and programs, so there needs to be a story on how the college plans on dealing with these issues. Pat voiced her concerns about our current space issues. John Jay is in need of space, but we have no control of getting more space without the University. VP Richard Saulnier also mentioned his concern that we do not have enough classroom space as the college is expecting 300 FTEs for next fall. Jane said that classroom size and utilization needs to be taken into consideration. VP Saulnier agreed and said that analysis needs to be done on how rooms are

being utilized. Maximum class sizes are often much lower than the capacities of the rooms assigned to them, and therefore we start with under-utilization.

Jim told the committee that the SPS is holding meetings to discuss the space issues. The Middle States chapter on planning will be rewritten as the space planning story unfolds. Scheduling and distance learning will be included in the revised version.

Kim also said that research spaces need to be included in the narrative. As John Jay is pushing to be a research-oriented institution we need the facilities to accommodate that expectation.

Discussion also centered on the discrepancies between reports provided by CUNY First, and John Jay's Human Resources. We need to know how many full-time faculty members we currently have, but the two reports differ. Ric Anzaldúa suggested using IPEDS as that information comes from the DOE. Jim suggested a meeting is in order to sort this out.

5. New Business. The committee discussed—strictly speaking this was just SPS business--whether or not the committee wanted to invite Chairs to attend the SPS meetings on space planning. This was prompted because Maki Haberfeld, chair of LPS asked to attend and present her concerns about space.

The committee decided that the chairs will be invited to a meeting late in the semester after some of the broad recommendations have taken shape. The chairs will be given an opportunity to speak after the members of the committee have spoken, and the chairs will be allotted a set amount of time to speak.

VP Saulnier then gave the committee a brief presentation. While John Jay can grow enrollment for 2013, space will be an issue, especially considering we will be losing North Hall.

Currently we have a problem between scheduling vs. capacity. John Jay does not schedule based on capacity, instead it is based on faculty recommendations. We need to look at section capacity and how many sections are being filled. We also need to consider if we are utilizing our seats as efficiently as we need to. In order to maximize utilization, we will need to reschedule some things. We will need to have utilization data as well as data regarding seat demands in order to develop strategies for fall 2013.

The meeting ended at 3:00