

**Joint Meeting: SPS – FPS  
Minutes  
February 6, 2014**

**Present:** James Llana (*SPS Chair*), Robert Pignatello (*FPS Chair*), Ricardo Anzaldua, Ned Benton, Jane Bowers, Kim Chandler, Janice Dunham, Mark Flower, Jay Hamilton, Shereef Hassan, Karen Kaplowitz, Patricia Ketterer, Thomas Kucharski, Carina Quintian, Robert Troy, Mariani Mewengkang (*Recorder*)

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The meeting began with the committee members introducing themselves. Two new members were added to the group. Mark Flower, our new Business Manager, and Robert Troy, John Jay's new Vice President for Enrollment Management.

1. **Approval of Minutes from October 21, 2013.** Minutes were approved as proposed.
2. **Spring/Summer Schedule of Meetings.** Jim gave a brief explanation of the purpose of the SPS/FPS meetings. As the subcommittee to the larger Budget and Planning Committee, the members of the SPS/FPS work to create proposals and recommendations regarding John Jay's budgets, strategic initiatives, and space plans. The proposals and recommendations are then brought forward to the BPC for discussion. Beginning in March, the SPS/FPS committee will meet at least two times a month for the duration of the spring semester, and will also conduct meetings in the summer mainly with the aim of producing recommendations for the FY2015 financial plan.
3. **Mid-Year Financial Report.** Rob and Pat discussed the Financial Plan Projection for 2014. (attached)  
For the past couple of years John Jay has had to deal with budget concerns. The college has had to take drastic measures to ensure we have a balanced budget. At the beginning of our plan there were 72 vacancies. The essential positions were filled with staggered hiring. The other positions remained open unless the President granted an exemption. By holding off on filling all the vacant positions, John Jay was able to save \$1.7 million. The 5% reduction in College Assistants will remain in effect.  
Overall, enrollment in the University has gone down. While it poses no problem for John Jay this year, things will be more difficult next year.  
The college will use the Compact allocations for new faculty. John Jay currently has 14 searches in progress. Any remaining funds will be used to invest.  
Rob stated that these projections are based on an assumed growth of 335 FTEs.  
Tom suggested that we get away from gross numbers, but rather focus on how to get these students. How will John Jay plan for it?  
In response to this, Rob said that every college has to make enrollment predictions because they affect how the Compact is spent.  
Ned informed the committee that the number of online applications has gone up. He also stated that both MPA programs need a budget. There have been objections to the infrastructure fee being charged though the fiscal committee approved it.  
Shereef asked if CUNYfirst strategies will be discussed. Rob informed him that strategies will not be discussed in detail at the SPS/FPS meetings. He also added that John Jay has a great team leading the CUNYfirst initiatives. Communication plans have been created because it is important that the move to CUNYfirst goes well. So far John Jay has a 68% success rate with the faculty claiming their accounts.

Robert T. said that the enrollment target numbers are ambitious, especially considering the 10% drop in community colleges.

Other considerations for our budget plan include the “wish list” of our VPs and Deans. They will be invited to attend an SPS/FPS meeting to discuss their budgetary wants and needs. Ned questioned the necessity of a process that would lead them to discuss spending funds that will never materialize. Instead, he suggested giving them a number that is conceivable and then ask them to discuss what their priorities are within that limitation. Rob said that the VPs have already been asked about their thoughts for the budget. They will be invited to discuss them in April. John Jay is expecting a \$400,000 shortfall, so the VP’s should tell us what we are cutting. Ned asked if there was confidence in the numbers we are asking the VP’s to work with. Tom also added that there has been a 40% drop in the CRJ master’s program because of the new GRE requirement.

Jim said that a discussion about the college’s priorities is especially appropriate at a time of fiscal stress. This discussion should take place at our April 1, meeting. By then we should have our enrollment numbers in.

- 4. Space Update.** Rob informed the committee that the Space Planner and vendors will be taking a tour of John Jay on Feb. 7, 2014. He will also be given a chance to talk to them about John Jay’s needs. The vendors will place bids, and a decision will be made by the University in March. Rob then said that before anything happens information will be needed, such as how many faculty lines are needed. Ned said that he would like the information going to the vendors to be presented to the committee first. Ned also said that we need to identify who will be responsible for putting together the information for the vendors. Kim told Ned that there were people already working on gathering this information. Anthony Carpi, Kim and Pat, and Jane’s Academic Plan all need to converge. The Chairs will also need to provide information so all the information can be aggregated. Rob added that we need to identify departments who will grow, shrink, or stay the same, and those factors are dependent on funding. Ned said that we should “paint a picture of how things will look.” It would be more effective if we give them our assumptions. Kim then said that we need to involve the Office of Space and Capital Planning. They should be the keepers of this information. Jim agreed to provide a status report on where we are with collecting information for the consultant; he will speak to the relevant individuals to do this.

Janice stated her concerns about space for the Library and its archives. The library has long term space needs and she would like the opportunity to make her case. Tom said that we need to know the Academic Plan before we can put together this document. In response to that Karen said that we will need a subcommittee for the Academic Plan. Ned asked Rob how the vendor will be selected. Rob told him that it will be discussed in a meeting. One representative from each university will be a part of this meeting.

- 5. New PMP.** Jim began this discussion by telling the committee that CUNY has introduced a new PMP. The new PMP will have three parts to it. The first part will be dictated by CUNY and will apply to all campuses. Part two will be applicable to specific sectors. A new faculty satisfaction goal has also been added to part two. The third part of the PMP will require input from this committee, and the campus at large. John Jay must submit 3 – 5 goals we hope to achieve. This committee should give recommendations to the President on what these goals should be. We should discuss the metrics and recommendations at our March 18 meeting. Karen asked if there was a deadline. Jim answered by saying that a deadline has not yet been set, but we should assume it is in June.

- 6. Mission Statement Review.** An ad-hoc committee has been put together to discuss changes to our current Mission Statement. Jim presented the committee with the names of the members of the Mission Statement Review Committee. (attached)  
Our Mission Statement needs to be updated as it was recommended by the Middle States team. Updating our Mission Statement will also help us come up with a new Master Plan. The Mission Statement Review Committee will be co-chaired by, Jane, Jim, and Karen.