

**Joint Meeting: SPS – FPS
Minutes
June 5, 2013**

Present: James Llana (*SPS Chair*), Robert Pignatello (*FPS Chair*), Ricardo Anzaldúa, Ned Benton (via telephone), Kinya Chandler, Janice Dunham, Jay Hamilton, Karen Kaplowitz, Patricia Ketterer, Virginia Moreno, Carina Quintian, Richard Saulnier, Mariani Mewengkang (*Recorder*)

Guest: Lynette Cook-Francis

1. **Approval of Minutes from May 13, 2013.** Minutes were approved as proposed.

2. **Report on Budget.** John Jay will be receiving the same allocation as last year. The enrollment projections are the same as well, so it looks as if the college will be facing a tough year. We need to look for ways we can use our compact budget to overcome our deficits. We currently have 69 non-instructional vacancies. Though many are lagged, some through September, the vacancies close to being completed will still go through pending the President's approval. We also have 34 vacant faculty lines. Karen K. asked if the 15 faculty lines from the compact would be affected, but Rob told her that they would not be affected. Expenditures on College Assistants and OTPS will need to go down. These cuts will need to happen strategically rather than all across the board. We will need to find ways to leverage some of the compact money. We also need to make sure we are investing our funds in ways that can promote more collaboration, as well as program enhancement. The college also has to meet the philanthropy offset. Jayne Rosengarten will be contacted to talk about things that may be appealing to a donor. We will ask for a \$150,000 donation to contribute to the offset. Karen then told the committee that the Board of Trustees has decided to raise the Tech Fee by \$25 for full-time students and \$12 for part-time students in spring 2014. Rob confirmed this information and said that the increase will bring in an extra \$300,000. Ned expressed concern that these issues may present a "fork in the road" for him. If money is spent for MPA programs it will not help the college with their fund shortage, and if it's spent on things outside the MPA program then that would violate our own rules. Janice asked if funding for textbooks comes out of the compact. Pat said that textbooks and online subscriptions both come out of the compact. Karen also asked about the revised veteran's tuition. Rob said that the revised tuition will affect John Jay. Some money in the compact has been set aside for the veteran's financial aid, but not a lot. The discussion then moved to the TAP waiver. As John Jay students are more in need than students at the other senior CUNYs, John Jay waives more of these fees which in turn impacts our money and investments. The University sympathizes with us on this issue and seems to understand that it is especially unfair to John Jay. They will write a report to the Governor's Office to discuss how the TAP is affecting the CUNY colleges. There was also discussion that becoming a senior college affected John Jay too. We ended up losing some business and giving it to the community colleges instead. Jim asked Richard of the enrollment numbers will hold up. Richard answered and said that we have 430 more first choice students, and the highest yield rate last year. But our graduate applications have gone down. Transfer students have also been an interesting and tricky challenge. Many of the community college students cannot get mathematics qualifications. The University has also informed us that they cannot process the transfers due to hurricane Sandy. The college will stay open as late as possible for transfers. The transfer numbers will determine whether or not we make it in the next year. Though the transfer numbers are taking a bit longer, things are picking up. In the end, Richard thought that if we make the numbers for the next year, the following year's enrollment targets could remain.

Karen asked for clarity on how long transfers stay open. Richard told her that they stay open until the second week of August.

Jim asked Rob what the role of the committee should be in regards to budget planning. Rob said that he is interested in the feedback the committee may have. The larger committee (BPC) will be engaged in these discussions more heavily, but we should see how this committee interplays with the larger committee. We do not want the Chairs to think they are not included in these talks.

We should try to get recommendations as soon as possible so they can be presented to the BPC.

Some items that have already been recommended are:

- \$125,000 to retain the space consultant
- CUNY First Investments
- Initiative to increase International Programs
- College Assistant conversion programs
- Moves and construction in Haaren Hall (the University is only covering part of this)
- Investments in Educational Technology
- Investments in Student Affairs
- Teaching load reductions
- Veterans and support for the veterans

We will need to discuss which items are high priority before presenting these recommendations.

3. **Report on Student Affairs Expenditure Proposal.** VP Lynette Cook-Francis presented her budget requests to the committee. Student Affairs is a division going through growth. They recently received a grant for .75 million dollars. They are also preparing for John Jay's new dormitories. They are looking to engage students in the John Jay experience so they can become alums who remember the college. Student Affairs is poised to do more work with the students but they lack money for infrastructure.

Lynette wants some investments made for initiatives that will promote student and faculty interaction. This investment would align us with the goals of the institution.

She would also like investments made for communications and marketing. Student Affairs is the primary connection to students so it is important that we have better focus on communication. Having a communications consultant would help determine the best modes of connecting with our students.

Investments in assessment would also help the Student Affairs department. Assessment is the bedrock of what Student Affairs does. It helps us see what we're doing, what needs work, and how we can fix those problems.

Lynette is also requesting some money go towards professional development initiatives, veterans support, and an Assistant Dean of Students. Currently the veteran's program only has one person. They need more counselors, as well as counselors who specialize in specific fields, such as a career counselor, women's trauma counselor, etc. In regard to the Assistant Dean of Students, with John Jay moving in a new direction that has a residence life, we will require a different level of staffing. Perhaps in future years the college will consider hiring someone for this position.

Jim asked Lynette which of her suggestions is the biggest priority. She answered by saying that communications and assessment are her biggest priorities, but overall assessment is the number one priority.

Kim asked Jim if assessment is something that needs to be done throughout the entire college, considering the Middle States team made some comments about assessment. Jim said that the comments were about student learning, but it is still worth a conversation about it.

Virginia added that we do not talk about assessment enough.

Ned asked Lynette what her requests would mean for graduate students. She told Ned that the grad students are on her radar, but a lot of what they do is done through the Graduate

Student Council. She then asked Ned what he thinks would be appropriate. Ned said that a conversation needs to be had. Student services usually deals with the undergraduate students, but we need to be more deliberate about who does what. Kim suggested having the graduate students, program directors, student life, and dean all meet to discuss these issues.

4. **Report on Enrollment Management and Expenditure Proposal.** In addition to the presentation that Stephanie Autenrieth gave at the May 13 meeting, VP Richard Saulnier presented his budget requests to the committee. He stressed the fact that he considered Stephanie's proposals to be the biggest priority, but he also had some additional requests. His department currently has 8 vacancies open for positions for services to students. John Jay has increased its emphasis on transfer students. Therefore we need to be able to evaluate and counsel these students.
The J Express also has 9 call center positions open. The wait time for phone calls is 20 – 30 minutes. We want it to drop down to 15 minutes. In order to do so we will need more staff. Richard is also asking for money for DegreeWorks. They will need someone who will be able to do the coding for this program and be on hand to fix problems as they arise. As these programs are dynamic, they will need someone who will be able to do the programming and coding.
Richard encouraged the committee to think about the decisions we are making. We need to think about what will happen if we do not have services for our students. Consequences can include drops in enrollment.

Another meeting will be held before the financial plan is due. Some factors we should think about are - how can we generate money? How much uncommitted money do we have? How much money will open up once we cut back on OTPS and College Assistants? Which positions can be used more effectively, and which positions do no need to be filled? Perhaps we can ask the President to have the VPs look at their staff and review the vacancies in their domain.

We should also finalize our high priority requests, and list our low priority requests as well. Furthermore once the Financial Plan is done, this committee should have specific meetings dedicated to long term planning. It could be a healthy exercise for our institution.