

**Joint Meeting: SPS – FPS
Minutes
August 12, 2013**

Present: James Llana (*SPS Chair*), Robert Pignatello (*FPS Chair*), Ricardo Anzaldua, Jane Bowers, MaryAnn Di Maggio, Janice Dunham, Karen Kaplowitz, Thomas Kucharski, Carina Quintian, Richard Saulnier, Mariani Mewengkang (*Recorder*), Alison Blachut, Ned Benton and Kim Chandler (via telephone)

1. **Approval of Minutes from July 25, 2013.** Minutes were approved as proposed.

2. **Budget Update Discussion.** Rob began by telling the committee that we should still be looking for additional savings and things we can do for cuts. Rob then discussed the content of the documents that were handed out. (attached) Page 1 of the document “FY2014 Budget Request” shows the list of proposed investments and accruals from the cuts. We will be making a substantial investment for CUNY First. We will also invest in an International Student Advisor as it is the President’s priority. He would actually like to do more but because of our financial state we cannot. We need to make investments in Distance Learning for course development. We will be keeping the recurring costs associated with Distance Learning in the Tech Fee. The Department of Student Affairs also needs administrative support. Veteran Support has been using money from the Student Association fees, and Space Planning is a 1-time expense that will be using money from the Aux Corp. The Faculty Workload mitigation is funded, and we have a pending request regarding TAP waivers. We are also pausing 35 vacancies in order to increase our savings. In order to avoid a deficit next year we need to eliminate expenses or generate more revenue. The only way for us to not have a deficit is to make more cut backs, so the cuts we are making now will remain for another year; this includes the pauses in vacancies. Enrollment is key for us in order to generate more revenue and decrease our deficit.
Pat then addressed the questions Ned raised in a previous email. (His questions are in bold)
 - i. **Are the CUNY First proposals one-year expenditures of overtime and special hours and one-time projects, so that they are not recurring in FY 2015? If any is recurring, what is to recur?**
Pat responded by saying that an investment of \$130,000 for full-time mostly in Enrollment Management for Scheduling Assistant. The Bursar is requesting 3 positions, but we are suggesting they have 2 positions at a lower salary. These costs will be recurring. In FY 2014 SIMS will be cut off. The students will need to transition into CUNY First. We will use Student Ambassadors to help their peers as we make these changes. Richard’s staff will need similar support. Richard has visited other campuses which did not lose enrollment while moving to CUNY First. We hope to use similar strategies so we too do not lose our enrollment numbers.
Karen asked if CUNY Central has been asked for more funding because of the costs of CUNY First. Rob answered and said that those requests fall on deaf ears.
 - ii. **What is the total SPG budget, including these proposed increases? What is recurring from last year? How much was budgeted for last year, how much was spent last year, and how much is being re-allocated for this year? Is the entire budget from last year being reallocated, or just what was spent last year?**
To answer this question Pat asked us to turn to page 6 of the “FY2014 Budget Request” document. (attached) Since we did not spend all the funds allocated for FY2013, it will

be repurposed. It will go towards a Coordinator for Graduate Studies position, which has been funded, but not filled. Ned asked if money was being allocated from CUNYFirst. Pat responded that these are accruals from the year-end balance that will rollover. Some funds in Aux Corp are for one-time expenses; the rest can be rolled over.

iii. Is the distance learning allocation for course development in addition to the \$200,000 from tech fee? What is the total budget for Distance Learning, and are revenues expected during FY 2015? Will the new online program start in Fall 2014?

There will be \$50,000 for course development. \$200,000 includes the Director's salary which is funded through Aux Corp. MaryAnn, Pat, Kim, Feng, and Joe Laub have met and went over the numbers. Mindy Bockstein has also met with the City Council to discuss Capital Funds. Ned then asked about the New Recruiter position. Pat said that that was funded in 2013 as a Multi-Media Developer, but Feng has recast it as a Lead Recruiter. That position will not need additional funding. Ned also asked if they plan on starting in FY 2014. The committee answered "yes, if not sooner."

iv. If Faculty Workload Mitigation is to come from RF accruals, is this the same pot of funds that is insufficient for travel? Is this effectively a proposal to cut faculty travel funds?

Jane answered this question and said that only a small amount comes from RF: \$24,000 per year to fund the Senior Scholar Release Program. This is new money from OAR indirect. It does not change the amount available for academic travel. The money used for post-tenure release (which will be variable each year) will come from faculty accruals in the tax levy budget, to be achieved by leaving two faculty lines unfilled per year. The revitalization of teaching funds will come from the tax levy adjunct budget in that an adjunct will be hired to replace the faculty member who is released.

v. Did the VPs decide to spend nothing to increase January and Summer enrollment revenues? The faculty had proposed reassignment for a faculty member.

Rob said that we still intend on increasing summer and winter enrollment. Jim also said that a workgroup is following up on these initiatives. Because there are no Pell funds for summer courses, it is a tougher challenge to get students to enroll. Ned then asked if Jim's group would be able to do anything for summer/winter without funding. Jim replied that his committee is coming up with strategies but they do not have any funds yet. Ned said that this is one area where revenue could be generated for this year. If we can do something, the payoff has potential. Rob also stressed the importance of attracting different students and a different population. Students who pay per credit are who we should be looking for. Jim said that we need to look for things we can do that will not cost money. If we can do that we will be in better shape.

Jane told the committee that she would send a message to the Chairs about the state of our budget. John Jay will be getting 34 new faculty members. Fourteen of them are on new lines, while the others are replacements for faculty who have left.

Jim then told the committee that we need a list of recommendations. Rob agreed and said that we need a plan to advance to the BPC. Jane also said that is important for the BPC to know how the SPS/FPS committee felt about the plan. Ned said that he would feel more comfortable endorsing a plan that was more completely written. Rob said that the formatting and presentation can be discussed. Karen and Ned suggested including the 4 bullets used in the Faculty Recommendations in the plan presented to the BPC because it provided an explanation and gave context.

Pat said that a new draft will be circulated via e-mail. We still need to close out this year, update our latest vacancies, and scrub our numbers before we can have a proposal. We

also need to balance FY 2015. Rob said that we will need to carry over cuts so next year's plan looks balanced. The University needs to see something balanced.

Karen made a motion that the SPS/FPS committee recommends to the BPC that they recommend to the President the Financial Plan discussed at today's meeting, August 12, 2013. The Financial Plan will include the narrative and 4 bullet points from the Faculty Recommendations document, and other relevant information, such as Jim's task-force for Summer/Winter programs, the new vacancy list, new faculty list, etc. The motion was seconded, and then voted on. The committee voted in favor of the motion with 9 votes for yes, 0 for no, and 0 abstentions. A draft of this plan will be circulated to the committee members before the BPC meeting on August 26.

3. **New Business.** There was no new business to discuss.

Rob ended the meeting and thanked everyone in the committee. The process this year has been great, and hopefully it can continue next year as well.