

**Joint Meeting: SPS – FPS
Minutes
May 1, 2013**

Present: James Llana (*SPS Chair*), Robert Pignatello (*FPS Chair*), Ricardo Anzaldúa, Jane Bowers, Kinya Chandler, Mary Ann DiMaggio, Janice Dunham, Jay Hamilton, Karen Kaplowitz, Patricia Ketterer, Virginia Moreno, Carina Quintian, Mariani Mewengkang (*Recorder*)
Guest: Ynes Leon

1. **Approval of Minutes from March 20, 2013.** Minutes were approved as proposed.

2. **Report on Space Inventory.** Ynes Leon attended the meeting to update the committee on the space situation at John Jay. Ynes said that she is still missing some pieces of information, but she will send out a report soon. Based on the information she does have, it appears that a majority of the departments have no office vacancies. Some departments though have several empty offices or faculty members with multiple offices. Rob asked Ynes if there was a rampant problem with one professor occupying multiple offices. Jane responded and said that a professor should only have one office unless they need more than one. This is typically the case for grant related needs, but even then it will still need the Provost's approval.
Ynes said that in order to consolidate space, we may need to move departments. Currently we have lots of adjuncts occupying a lot of space. Additional information will be necessary so we can see the adjunct picture.
We also need to consider what our contract states when it comes to these discussions. Our contract says that each faculty member will be given 120 sq. feet of space.
3. **Discussion of VP Expenditure Proposals.** Rob began this discussion and told the committee that John Jay would be receiving the same Compact next year. Since we were originally expecting less, this is good news. The committee will need to have discussions on proposals.
Jim agreed and said that it is important to have independent requests and suggestions. This process will be over by summer's end, when we will bring recommendations to the BPC. There will also be an SPG proposal, and an Internationalization proposal. Though these proposals are still incomplete, it is important that we have a sense of what they look like.
Pat began to discuss the requests from the Vice Presidents. She also suggested that maybe we should invite the other VPs in to discuss their requests.
Pat said that she is continuing to see spending on College Assistants, and overtime expenditures. She stressed the importance of getting a handle on the College Assistant situation as the overspending on College Assistants is worse this year. There seems to be a disconnect between the PAF and allocation.
Jane suggested having HR create Temp allocations.
Kim said that the college relies heavily on College Assistants. In some departments such as SEEK it is hard to determine how many CAs will be needed, and for how many hours. Things get complicated when the CAs are not consistent.
Another issue that needs to be addressed is Annual Leave for the College Assistants. Any money that needs to be paid out for Annual Leave is counted as part of the current fiscal year. Often times that money has not been budgeted in.
Janice raised concern over this issue because most of the CAs in her department do not hit the 500 hour mark until May (at 500 hours, College Assistants earn leave). However it is in May that the Library needs CAs the most.

Kim told Janice that she would try to come up with a solution for the Library. Pat also said that some College Assistants work in two different departments which also adds some complications.

Jim asked Jane to review the spending proposals she has for the upcoming year. Last year Jane slowed down online initiatives at the committee's request, but she would like to continue developing the online programs this year. In order to do this she is requesting a line for a Director of Academic Technology and a line for a Lead Recruiter. Also, by next spring the college will have 2 online masters programs and certificate programs. Therefore it is important for us to have additional staff as we begin to roll out additional online programming.

Karen asked about Bill Pangburn, but Rob said that Bill is responsible for laptop loans, classroom technology, and doing tech support.

Jane also mentioned the need for Directors of Year-Round and Adult, Continuing, and Professional Studies. These have the potential to generate considerable revenue, and CUNY is encouraging everyone to develop and grow their Continuing Education programs.

Rob said that he anticipates a barebones year. He is only requesting hires if it is necessary for safety or maintenance. His department is requesting some College Assistants as John Jay is required to move to CUNY First. Rob is looking to invest \$90,000 to hire students to do the data clean-up necessary for this transition. He is also requesting another \$15,000 to fix up the Moot Court so we can take advantage of the technology in the room.

We may also need to allocate money for new signs. The cost of signage for doors, etc. is about \$1 million, but Rob said he would ask CUNY for funding. CUNY is also funding our backfill initiatives as Haaren Hall moves to North Hall, but they will not be paying for furniture. Most of the requests are for adjunct workstations, but if we just decide to give them desks and chairs we can save money.

Karen raised concern over the cut backs on cleaning people. She has noticed that since the cut, John Jay has not been as clean.

Rob addressed her concern and said that hours in facilities needed to be cut back. He needs to determine if an overnight shift and a day shift is too much. Their presence is also not spread evenly. Problems with supervision have also come up, so these are all issues that Rob said he would try and fix.

The committee agreed that an invitation should be extended to the other VPs so they can discuss their budget requests.

4. **Working with Space Consultant.** A draft has been submitted where John Jay has written a broad list of needs. We still need an idea of how much it will cost. We also need to get a sense of what CUNY wants. The hope is that the consulting project can begin by July 1.