

**SPS Meeting – Minutes
September 13, 2012**

Attendees: Thomas Kucharski, Ned Benton, Karen Kaplowitz, Carina Quintian, Janice Dunham, James Llana, Jane Bowers, Ric Anzaldua, Ynes Leon, Francis Sheehan, Robert Pignatello

Meeting called to order at 2:25 pm.

As John Jay continues to increase its student population and number of faculty, space is becoming a growing concern. With the leases to BMW and Westport ending in two years, it is important to discuss space issues and how we can address them.

Ned Benton began the meeting by passing out the space resolution document from 2008. He told the committee that their essential task should be fixing the issues between “space we have and space we need.”

In order to do this we must consider several questions.

1. How many classrooms do we currently have? What size are they?
2. How many classrooms do we need?
3. How do we break down which classes we need?
4. In what ways can we manage the demand? Can we offer more classes on-line, or on Friday?
5. What will we do once North Hall closes?
6. How much space and how many offices does each department need? We will need to factor in the number of full-time faculty and adjuncts we will be adding during the next 3 – 5 years.

Tom Kucharski agreed with Ned. He stressed the importance of knowing what spaces John Jay currently has, and how each space is being utilized. He also pointed out that the document Ned handed out made no mention of space for research. Research labs are necessary because they enable us to secure some grants. Tom asked that the data be updated, as he has more faculty members than what is shown in the report.

Associate Provost Jim Llana reminded the group that they cannot solve each Department’s individual office problems, but we should focus on the space issues strategically. We need to get a lot of data. Tom then asked about the status of the Space Consultant. AP Llana said that the Space Consultant position has been included in the budget, but the college is still trying to determine when those plans will go forward.

Provost Jane Bowers informed the committee that the lease for the BMW building and Westport end in 2014. We need to discuss whether or not we want to renew these leases for another ten years, or if John Jay should look for other options. Provost Bowers also thinks that

we need to be frank about the growth expectations we see for each department in the next 3 – 5 years.

The question was raised if 80th Street is aware of John Jay's space needs. Since John Jay just received a brand new building, it may be hard for them to believe we are short of space. Janice Dunham said that CUNY has a metric for determining how much space each college needs based on the number of students.

Tom then asked if we could tweak the schedule so our space is better utilized. We need to figure out what courses are being offered, and when. How can we achieve maximum efficiency? In order to do this we will need an inventory of all our classrooms, and a list of courses offered. We will also ask VP Saulnier to provide us with the projection of classroom needs, and the fill rates of each course.

SVP Pignatello suggested the committee also spend some time discussing the scope of work we need the Space Consultant to do. He mentions that Scott Paige may be a good choice to fill this position as Scott has done work with other CUNYs and also has templates for John Jay. VP Pignatello would like to consolidate into one location once the BMW and Westport lease is done. We also need to be mindful that we are running out of space for our support offices. We need to begin these discussions with CUNY now as these discussions tend to take a long time. We also need to put an emphasis on efficiency. Some departments have more space than they need, so we may need to reallocate.

Ned encouraged the committee to consider some factors that can affect our space planning discussions. These factors are:

- Curriculum change
- Enrollment numbers
- Pathways
- On-line courses
- Classroom utilization
- Hybrid classes
- Research space

Meeting ended at 3:35 pm.

The next SPS meeting will take place on October 15, 1:40 pm in room 610T.