

**Joint Meeting: SPS – FPS  
Minutes  
February 20, 2013**

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

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1. Approval of Minutes for December 21, 2012. Minutes approved as proposed.
  
2. Adjustments to Financial Plan. The FTE value has resulted in decreased revenue for the college. Therefore it is important that a plan be made now so we can be in a better place next year. We need to come up with ideas that will generate a saving of at least \$1,000,000 to roll over into next year's budget.  
An idea mentioned was to hold off on hiring. Right now, John Jay has 80 vacancies, but we need to maintain 40 of them. Also, by delaying some administrative hires, the college can save a few hundred thousand dollars.  
Other ideas include delaying some of the branding plans, under spending at the honors college, delaying the purchase of copiers, and delaying the conversions in Public Safety. It was also suggested that the college delay the funding for maintenance in the Science department.  
The investments the college makes need to be tied to increasing revenue. Funding for marketing and recruitment initiatives should not be delayed. We need to look for ways to increase graduate enrollment and summer enrollment. We should also support the Distance Learning initiatives.  
Tom said that nothing was being done to market the master's programs. A robust marketing plan needs to be created. He suggested giving stipends to students, or using master's students as teaching assistants as a way to attract more graduate students. In response to this Pat said that the Aux Corp budget has money for graduate scholarships. Perhaps some of that money can be used to give students a stipend.  
Rob questioned how we should develop a marketing plan. Ned suggested using Feng Wang's marketing ideas. Jane suggested using a marketing research firm that specializes in higher education, or educational marketing companies. They can help answer questions such as: who is the market we are targeting? How do we reach them? How many touches should we do?  
Karen asked how Baruch was able to get a 75% increase in transfers. The committee agreed that it would be a good idea to find out how Baruch was able to do this.  
It was mentioned that the college hopes to have a block of dorm rooms by the fall semester. Hopefully this will attract more students to John Jay. Out-of-state students would receive first priority for student housing.  
Karen asked if anything was being done to recruit veterans. Richard replied that nothing was being done at the moment. He said that it might be difficult because veteran pay is determined by date. Other factors that make it difficult are that veterans are only allowed to attend public institutions, and that there is a limit on the number of credits they can take.  
The committee decided to have a longer discussion on graduate students, and veterans, at the next meeting. The results from the VPs meeting should also be shared at the next meeting.

A motion was made to approve the approach by the Budget Office to identify personnel and OTPS cuts in the current financial plan, with the expectation that the results would be presented at the next meeting.

7 members of the committee voted unanimously in favor of the motion.

3. Committee Planning. It was mentioned that the faculty members will be given the chance to weigh in on the financial plan for FY2014.
4. Space Planning. Rob told the committee that he has spoken to Scott Paige. Rob has also agreed to prepare a draft to define the elements of a proposal for the space consultant. The information we need to include in the proposal are:
  - the future of office needs based on a 3 – 5 year plan
  - status of current rental properties
  - how to rethink what we do at Westport
  - information from the department heads and chairpersons
  - the amount of space we have currently
  - academic initiatives
  - our research needs
  - plans for enrollment growth
  - freshman experience information (60 sections in fall 2013)The committee also asked that separate meetings to specifically discuss space be set up.
5. Assessment Document. Tom made a motion for recommendation that the committee endorse the “Comprehensive Assessment at John Jay College” document for consideration by the College Council.

7 members of the committee voted unanimously in favor of the motion.