

**Budget and Planning Committee Meeting  
Minutes  
February 13, 2013**

**Attendees:** Daniel Baez, Seth Baumrin, Ned Benton, Jane Bowers, David Brotherton, Kim Chandler, Maki Haberfeld, Jay Hamilton, Kenneth Holmes, Jonathan Jacobs, Karen Kaplowitz, Mehak Kapoor, Allison Kavey, Patricia Ketterer, Lawrence Kobilinsky, Thomas Kucharski, Nilsa Lam, James Llana, Anne Lopes, Bonnie Nelson, Allison Pease, Robert Pignatello, Carina Quintian, Richard Saulnier, Francis Sheehan, Nancy Velazquez-Torres

**1. Approval of Minutes for November 19, 2012.** Minutes approved as proposed.

**2. Mid-Year Budget Report.** Rob P. led this discussion and informed the committee that John Jay is facing serious revenue problems. As a result, the college will be without a surplus this fiscal year, which in turn can lead to a significant problem next year. The loss of revenue can be attributed to a lower than expected FTE value due to the particular mix of students. We met our headcount target but the revenue from those students fell short of expectations. There has been a decline in graduate enrollment and winter enrollment. Summer enrollment did not meet our target. All these factors have created a \$2 million paper deficit.

The college is also losing money because the VA is not reimbursing \$340,000 to cover the veteran's tuition. John Jay charges out-of-state veterans the in-state rate, but the VA will not be covering the difference.

In the meantime, we will need to create revenue targets, and target expectations for the summer, winter, transfer, out-of-state, etc.

Allison P. asked why winter enrollment went down. Was there something different that caused such a significant drop? The response to her question is that winter enrollment is not covered by Financial Aid. Therefore fewer students are willing to pay for a winter course out of pocket.

Patricia K. discussed the factors that go into making the financial plan. One is the University allocation. We had an increase of 1.3 million, and a base increase of \$200,000. While we originally thought we would be \$2.6 million above our target, we are now only \$22,000 above the target. Because we crafted expansion plans based on revenue, we need to address expenditures. Since CUNY cannot do anything to aid us this year, we need targeted savings so we can roll it into it into next year.

We need an intervention on both our revenue and expenditures. Rob P. said that analysis must be done to determine what happened to out-of-state enrollment, and graduate enrollment.

David B. asked what the college is doing to attract graduate students, and what our recruitment plans are. He was told that the SPS/FPS groups have been meeting to discuss recruitment initiatives. Rob P. also said that we need to recruit in more markets, and market in New Jersey. We should also advertise the college. Karen K. suggested purchasing ads in college newspapers, and placing them in New Jersey's papers.

Seth B. asked what ideas exist for budget intervention. Patricia K. responded by saying we need to look at ways to reduce our expenditures. We need to think about the things we can live without, at least until July.

Ned B. asked if we could add accounting courses to our summer course offerings. Harold S. said that full-time faculty don't want to teach in the summer. Anne L. told the committee that there are already plans for summer enrollment.

- 3. Enrollment Report: Spring 2013 and Some Key Trends.** Richard S. gave the committee a presentation on the enrollment picture at the college. John Jay came in first among the other CUNY's as our student's first-choice. John Jay is getting more applicants which is positive because this will allow us to be more selective.

The enrollment numbers are both positive and not positive. John Jay missed its target for transfer students by close to 300, while getting close to the overall headcount target. Flash enrollment gives the best estimate of what the final enrollment numbers may be. The senior college number is down by .5%, and the FTE is flat at the University.

- 4. CFO Report.** Rob P. gave the committee updates on several items. John Jay was successful in getting funds for the new building. There is a struggle in Public Safety with coverage issues. John Jay needs coverage for events, weekends, etc. especially because, among other things, the University uses our space often for events.

Personnel in Public Safety has changed too. We have 26 police officers, and 50 student officers. The student officers are under the College Assistant title. With the addition of the New Building, John Jay has increased its number of student officers. In order to be a student officer, they must have a minimum GPA.

Other CUNY's have contracts with police officers. They are used to watch parking lots, go on key runs, etc. CUNY has also introduced Campus Security Assistants. They are similar to the Student Officers, but operate under a different title. (Not College Assistant) John Jay has lost student officers because they have moved to a Campus Security Assistant position at other CUNYs. John Jay will move towards converting our student officers to Campus Security Assistants.

Questions were raised about whether the CSAs will be militarized. There were also inquiries made about uniform requirements and what their duties would be. Rob responded by telling the committee that the CSAs will have a uniform, but it will not be a police officer look. Their duties will be the same as the duties they are doing now. Someone in the committee also wanted to know if the requirements to be a CSA will stay the same. Rob said that it would be easier to be a CSA. You just have to fill out an application, take an exam, and pass a screening. John Jay is looking to transfer the current student officers into CSA positions. The CSA position also allows for both part-time and full-time hours. The University will be giving \$500,000 for CSAs.

- 5. CUNY 2020.** Karen K. began this discussion by letting the committee know that the CUNY 2020 has been approved by the state legislature. CUNY will be receiving \$55 million a year, for the next five years to compete. Grants will go from \$5 million to \$25 million.

The grants will go towards initiatives that aim to: improve the quality of life, create a pro-growth & pro-job environment, foster innovation.

CUNY will be most supportive of proposals that are created as a joint partnership between senior colleges and community colleges.

- 6. Middle States Update.** Jim L. talked about the preliminary visit by the Middle States Team Chair, Robert Bogomolny. The visit which took place on January 30, 2013, went very well. The Self-Study will go to the entire Middle States team on March 8<sup>th</sup>. The team will be visiting the College from April 21<sup>st</sup> – April 24<sup>th</sup>. Each member has been assigned a specific standard to focus on. They will then write a report based on their findings, and the adequacy of the Self-Study.

It is very important for the chairs to make sure their faculty is informed about the Middle States reaccreditation process; the John Jay Middle States website is a good source of information. More information regarding Middle States will be sent out as we get closer to the team visit.