

**Budget and Planning Committee Meeting**  
**Minutes**  
**April 17, 2013**

**Attendees:** Jeremy Travis, Daniel Baez, Seth Baumrin, Ned Benton, Jane Bowers, Lynette Cook- Francis, Silvia Dapia, MaryAnn DiMaggio, Maki Haberfeld, Jonathan Jacobs, Karen Kaplowitz, Patricia Ketterer, Lawrence Kobilinsky, James Llana, Anne Lopes, Bonnie Nelson, Charles Nemeth, Lisandro Pérez, Robert Pignatello, Carina Quintian, Richard Saulnier, Michael Scaduto, Peter Shenkin, Harold Sullivan

The meeting came to order at 2:10 pm.

President Travis opened the meeting with the announcement of the passing of Dr. Gerald Lynch. As President of John Jay College for twenty-eight years, Dr. Lynch served as an important figure in John Jay history. The college will have an event to commemorate his legacy.

President Travis then discussed the discovery of a deceased faculty member in the Mathematics Department. VP Pignatello informed the committee that John Jay will do an internal investigation to determine some specifics. Based on a recommendation made by Prof. Kaplowitz, VP Pignatello has agreed to reach out to the Public Safety officers and offer counseling services, should they need or want them.

The discussion then moved to the announcement that Chancellor Matthew Goldstein is stepping down from his post. John Jay will need to discuss how this change will affect our budget.

1. **Approval of Minutes for February 13, 2013.** Minutes were approved as proposed.
2. **Presentation/Discussion on Budget.** SVP Pignatello led the discussion regarding our budget concerns for the next few years. We are facing a significant budget deficit next year. This is not due to overspending; it is a result of our revenue generation numbers. Even if our enrollment targets are met, the college is projecting a \$2.5 million deficit, but that number can move depending on how much revenue comes in this year. The State Budget was recently passed. While the numbers in the coming budget are somewhat similar to this year's budget, the Compact is smaller.  
Some steps have already been taken to save money. There is to be no discretionary spending on OTPS. Hiring of administrative staff will be lagged until July or September. There are 55 Non-Instructional positions currently open. We will need to decide which ones are priorities. The College Assistant budget will also need to be monitored closely. It is imperative that supervisors urge their CAs to use their Annual Leave hours, as it will cost the college money to pay those hours out. The CA's must schedule their leave before June 30, which is the end of our fiscal year.  
Though we are facing some budget issues, it will not affect faculty hiring. Therefore, it is imperative that we focus on our enrollment targets. We need to have the right mix of students who are out-of-state, transfer, graduate, Justice Academy, etc.
3. **Presentation/Discussion on Enrollment.** VP Saulnier reported on enrollment to the committee. John Jay is in the middle of the enrollment cycle for the fall semester. Though John Jay has met its FTE target for this year, the particular mix of students has created a drag on revenue. Certain students will bring in more revenue to the college so it is imperative that we pay

attention to specific targets. VP Saulnier is still waiting on numbers from the Macaulay Honors College. John Jay is aiming for twenty students, and we already have nineteen.

John Jay is close to finalizing an agreement to have rooms in the New Yorker Hotel, which can be used to recruit out-of-state students. The college will also need to devise strategies to recruit transfer students.

President Travis asked the Provost what the SPG has been working on for recruiting. She said that SPG is strategizing how to boost enrollment, while keeping the budget in mind. The new Director of Admissions has also provided ideas on how to recruit various students.

We should also begin to look for scholarship ideas, and ways to attract better students.

Prof. Benton informed the committee that twelve ads have been placed in six out-of-state college newspapers.

Provost Bowers said that we need to do more advertising for each particular program.

VP Saulnier also suggested advertising on sites like Idealist.org, or at career fairs in New York, Philadelphia, etc.

The conversation then turned back to student housing at John Jay. VP Cook-Francis informed the committee that the college will have 100 beds available, with forty-nine of them already filled. (Deposits are already in.) Most of the rooms are doubles, but we will have some that are singles, and triples. The addition of student housing will allow students to experience life in a residence hall. This also means that John Jay will need to provide on-call services, and have RA's available. John Jay will reserve these rooms for our out-of-state students. They should get first priority when it comes to student housing.

**4. Presentation/Discussion of Report on Internationalization. (presentation attached)**

Prof. Pérez gave a PowerPoint presentation on Internationalization at John Jay. In his presentation Prof. Pérez discussed national trends in internationalization, things that are already being done at John Jay, and recommendations for other programs and initiatives we should be doing to boost our International programs.

Prof. Benton agreed that International programs are something that John Jay should invest in; however, there is no money to do so. Having International programs would draw more students so we should find a way to do this.

President Travis told the committee that Prof. Pérez was asked to report on concepts, and not financials. He also added that within international programs, there are different domains. John Jay still needs guidance on facilitating these programs, how to garner faculty interest and participation, and basic "how to" approaches. International programs have been placed under Academic Affairs for further development.

VP Pignatello said that a business plan must be made. We should not leap into this project without an infrastructure. Someone knowledgeable should lead this effort. Dean Lopes agreed with that sentiment. The college needs someone with knowledge to spearhead this project.

Prof. Pérez reminded the committee that if the college "ramps" plans for International programs, we have to sustain them. He also added that the International Advisory Board would bring clarity to how we can approach international relationships.

Provost Bowers said that John Jay already has international students, and has staff that acts as advisors to these students, but we should commit to hiring someone who will be a fierce advocate for developing plans for the international programs. Both the President and Provost agreed that there is revenue to be made by having international partnerships. Since these opportunities come fast, the college needs to get a handle on how to approach them. The President also added that John Jay needs to be more engaged and also figure out what type of international school it wants to be.

5. **Brief Presentation on Space Planning in SPS/FPS.** VP Pignatello updated the committee on the status of space planning at the college. Ynes Leon is currently analyzing the information she received from the department chairs. The University is also in talks with the owners of Westport to see what our lease options are. With three leases nearing expiration it is important for us to look at some possible options. Iris Weinshall, the Vice Chancellor for Facilities Planning, Construction, and Management has been made aware of our space needs. With new programs coming in such as the Honors program and more international programs, and with our push to increase enrollment, our space needs are pressing. The college has some swing space, but that will all change in 2014 when North Hall goes back to the University.

President Travis said that the space plans are a high priority, affecting our vision for the future. It is important that John Jay does not miss out on opportunities, because we are lacking in space.

The meeting ended at 3:50 pm.