

Budget and Planning Committee Meeting

May 8, 2012

Notes/Minutes (amended 7/26/12)

Attendees: See attached list

1. Approval of Minutes from February 29, 2012

Whitney Brown identified a spelling error in the second page, third bullet. Minutes will be modified to reflect the correction. Otherwise, minutes approved.

2. Approval of Minutes from October 6, 2011

Minutes approved.

3. Chairs Report – President Jeremy Travis

President Travis opened the conversation by recognizing the Chairs dissatisfaction with the decision-making process regarding budget and planning items. The Chairs do not feel engaged, nor do they feel the process is consultative or purposeful. Acknowledging the need to change the process, the President consulted with SVP Pignatello, Provost Bowers, and Associate Provost Llana to discuss.

Philosophically, the President believes there should be an integrated planning and budget process. Integration is necessary because of all of the changes occurring across all aspects of the College. We are a new entity, and big changes are coming. His recommendation was as follows -

- **Regularly Scheduled Meetings:** As we look towards next year, President Travis recommended regular BPC meeting be scheduled with topical agendas. He believes meetings should be aligned with the annual planning cycle and should incorporate three major themes –
 - Seasonal Budget Cycle
 - Major Policy Recommendations
 - University Indicators (PMP)

The first Fall Semester meeting should be focused on the budget with a discussion of the University's allocation. The second meeting of the Fall Semester should be focused on Enrollment. What did we do? What did we learn? The first Spring Semester meeting should include a "mid-year" budget update. The final fiscal year updates and the year ends. The BPC should hear major policy recommendations as they occur throughout the year (ex: Taskforce findings). PMP indicators should also be part of the discussion and incorporated into our calendar of meetings.

- **More Frequent FPS/SPS Meetings:** The experiment of the joining the FPS/SPS committees appears to be a success. Nominations of ideas should come from the joint sub-committees to the larger BPC.
- **New Chairperson of the BPC:** Responsibility for chairing the BPC will shift from the Senior Vice President Pignatello to Associate Provost Llana.

The goal of the President's recommendations is to have a strategic, regularized budget planning process in line with annual cycles. By late Spring next year, the BPC should have a prioritized list of recommendations for consideration for the Financial Plan submission in the subsequent Fall.

Comments / Reactions

- Karen questioned how the Strategic Positioning Initiative helped the college target "intentional recruits" – such as military veterans. President Travis confirmed it does.
- Jane noted how the recommendations for financial plan initiatives in late Spring of the preceding year aids in faculty recruitment planning. President Travis noted that the transfer of responsibility for the BPC is consistent with the notion of the importance of Academic Planning.
- Harold noted that it appears we are still targeting Criminal Justice in our recruitment efforts and new programs are not being targeted.
- VP Saulnier responded that we will be taking a different approach to recruitment and need to balance making our enrollment targets with raising standards and investing in new majors. Non-criminal justice majors are part of the recruitment plan.
- Bonnie Nelson suggested that meeting minutes and data be put on the Web and meeting dates be put on a public calendar so more people are aware.

Announcements

President Travis closed his remarks by announcing two major accomplishments of the College:

- The Chancellor has announced that John Jay College of Criminal Justice will be admitted to the Macaulay Honors College in Fall 2013.
- John Matteson has been approved by the Chancellor to be a Distinguished Professor

4. Update on SPS/FPS recommendations for FY2013

Senior Vice President Pignatello reviewed the updated Financial Plan projections and estimated timeline for the FY 2013 Financial Plan process. Since the NYS budget was adopted in a timely manner, we are expecting to receive the Operating Budget allocation from the University in the early summer. The joint Strategic and Financial Planning subcommittee will continue to meet and make preliminary recommendations by the end of May. The president's executive staff is holding a planning retreat in early June to discuss recommendations and proposal from staff. SPS/FPS will review output from ESM and make final recommendations in late June. Those recommendations will be shared with the BPC

and the financial plan will be developed in August based on input from the BPC. There will be a meeting in the early fall of the BPC to finalize the plan or, if plans are due prior to that date, the BPC will be called into session.

5. Review of sources for Budget Information

Pat Ketterer reviewed and distributed the screen shot of the information that is available to everyone on Inside John Jay. The information includes Financial Plan Projections, Department Reports of OTPS (purchases) expenditures and Temporary (Part-time) personnel expenditures, Planning Committee Reports and minutes.

6. New Business

The Chair discussed the appropriate frequency for the BPC to hold meetings. After some discussion, it was decided that the BPC would meet at least twice each semester but could convene more frequently if necessary. It was also discussed that perhaps there should be an open budget forum or town hall meeting annually to allow participation by more of the community.

Next Meeting: date to be determined