

**Strategic Planning Subcommittee
Meeting Agenda**

March 7, 2023

1:40pm – Zoom (details in the calendar invite and below)

1. Adoption of the minutes
2. Staying focused on our strategic priorities while confronting CUNY reductions
3. New Business

Strategic Planning Subcommittee
Minutes
March 7, 2023
1:40-2:50pm

Present: Allison Pease (*Chair*), Cat Alves, Ric Anzaldúa, Ned Benton, Shu-Yuan Cheng, Mark Flower, Heath Grant, Karen Kaplowitz, Evan Mandery, Dyanna Pooley, Nancy Velazquez-Torres, and Alison Orlando (*recorder*)

Guests: Hungde Chan, Rulisa Galloway-Perry, Brian Kerr, Andrew Sidman and Robert Till

1. **Approval of minutes from February 6, 2023.** The minutes were approved as proposed. **Staying focused on our strategic priorities while confronting CUNY reductions.**
Allison P. explained that we are working on maintaining our strategic priorities as we reduce our baseline budget by \$4.1 million as mandated by CUNY. She briefly went over the 2020-2025 Strategic Plan and provided an update on our progress towards our goals. Mark F. went into specifics on the reductions being made and how we will be able to continue to support our strategic plan while meeting our budget target. Some areas of savings that Mark F. spoke about include facilities staffing, theatre related expenses, and a reduction in the temp services budget. He also mentioned that Allison P. and Andrew S. were able to find \$1.6 million in savings within the course schedule. Other areas of savings that were explained included retirement savings, and savings due to the restructuring of vacancies. Mark F. also said that the college is looking at how to improve our collection rates. Ned B. asked if the savings found in the course schedule are due to having fewer sections being taught by adjuncts and making the schedule more efficient. Allison P. explained that we are hiring 43 faculty including 19 lecturers, which brings a lot of teaching capacity. She added that the college is lesser enrolled with 13,000 students compared to historically being closer to 15,000 students. She said the savings has been found by shrinking the schedule to meet the student demand that exists but also to staff our full timers completely. Andrew S. talked briefly about the new scheduling process. He explained that there was a detailed look at how full each section was, and enrollment caps were used as a basis to figure out how much demand there was for different courses. He added that what was developed asks departments and programs not to go over a total number of sections but there is an understanding that there is flexibility on how they schedule. He said that moving forward this will be a more detailed model that looks at changing enrollment trends and will be used as a basis for recommending a total number of sections. Demi C. inquired about professional studies and revenue within that area. Allison P. explained that office was closed as it was not bringing in revenue and costing the college around \$300,000 annually. Cat A. asked how vacancies will be handled moving into next year. Mark F. said that we have 73 vacancies, and only 5 will not be filled. The goal is to support all services that we are offering but that all positions will have to be approved by the Vacancy Review Board. The goal is to continue to strategically to replace people.
2. **New Business.** There was a short discussion on Middle States. Ned B. inquired if there is anything that this group should be aware of regarding the visit. Allison P. explained that the visiting team will meet with the SPS along with the chairs of the assessment committees. Allison P. talked about the structure of the three assessment committees (Academic, General Education, and AES), and explained that the chairs of the assessment committees come to the SPS to report any findings. Allison P. asked for an informal update from the AES Assessment Committee since the co-chairs are here today. Dyanna P. explained that update reports from the AES units were due on Feb 1, and that the final assessment reports are not due until June 1. Allison P. added that there is nothing of note that this committee should do to prepare for the visit from Middle States.