

**Budget and Planning Subcommittees  
Meeting Agenda  
October 16, 2018  
1:40-3:00pm – Room 610 HH**

1. Approval of minutes for September 5, 2018 (attached)
2. Update on Financial Plan
3. Event Review Committee
4. Space Needs
5. New Business

**Joint Meeting: SPS-FPS  
Minutes  
October 16, 2018**

**Present:** Yi Li (*SPS Chair*), Steve Titan (*FPS Chair*), Ric Anzaldua, Ned Benton, Anthony Bracco, Jeffery Brown, Kinya Chandler, Brian Cortijio, Angela Crossman, Cheryl D'Antonio, Naomi Davies, Mark Flower, Elijah Font, Jay Gates, Karen Kaplowitz, Erica King-Toler, Erez Lenchner, Alena Ryjov, Doug Salane, Robert Till, and Alison Orlando (*Recorder*)

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1. **Approval of Minutes from September 5, 2018.** The minutes were approved as proposed.
2. **Update on Financial Plan.** Steve T. started by giving an update on the FY 2019 Financial Plan Projection. He explained that the plan has been submitted to CUNY with a \$6.2 million dollar deficit and that there has been no guidance from CUNY on about what to do regarding the deficit. He noted that he met with Ned B. and that they are looking at different opportunities for finding money. Ned B. added that there was a concern raised at the Council of Chairs meeting and also by the Faculty Senate that the longer we wait to solve the budget crisis the harder it will be to solve. He proposed the idea that each division at the college should send ideas that address the budget situation to Mark F. who could then assemble these ideas into packets for review. Steve T. said that this strategy makes sense and that there are some pockets of money to be found within the college. Steve T. then asked Mark F. to go over an analysis of our staffing compared to the other senior colleges within CUNY. Mark F. went over a series of slides that looked at staffing per 1,000 FTE at the senior colleges; the slides illustrated that our staffing levels are below the senior college average in almost all cases and that we are understaffed. There was then a discussion on the TAP Gap, and its impact on the college budget. Ned B. explained that in the past CUNY has adjusted the revenue target to account for the TAP Gap but this has not happened. He made an inquiry to Matt Sapienza on behalf of all the senior colleges about this, and he hopes that the consequences may be constructive for John Jay. Mark F. then went over a slide on our revenue stream to give the committee an understanding of where our money is coming in from.
3. **Event Review Committee.** Steve T. said that the Events Review Committee will be meeting this Friday, October 19 at 2:00 p.m. This committee will review the handbook and any utilization problems there may have been. The committee will then report to the SPS-FPS who will present any issues to the President. Ned B. said that he believed that Academic Affairs is most concerned about weekend events related to academics and departments being charged for these events. He said that there needs to be greater clarity in the document about these events. Yi L. asked for more details on this issue. Karen K. explained that academic events should be treated the same no matter if the event is happening during the week or weekend, and that students shouldn't be penalized for taking weekend classes. She gave the example of combining sections of a course when there is a guest lecturer and how a bigger room would be needed. She explained that on the weekend there is a possibility the program would be charged for the bigger room because of labor costs. Cheryl D. added that it really depends on the nature of the event, and the space that is needed. In some cases, the department is charged for labor, custodians, and AVS as these departments are not normally staffed on the weekends. Brian C. noted that the policy should be in-line with the philosophy of the college. Kim C. said that it depends on the nature of the activity. She added that if the activity is co-curricular in nature we could designate areas of the campus that can be utilized by the faculty on weekends. To minimize the need for additional staffing the faculty would be shown how to use the AV equipment, and the event would have to have minimal clean-up. Cheryl D.

explained that this would be easier to be done in certain rooms such as L.63 and L2.85. Ned B. asked if this idea could be referred back to the Event Review Committee. Steve T. said that he will reschedule the Event Review Committee meeting until November so there can be full representation on the committee and in the meanwhile he would call a small group meeting between Cheryl D., Brian C., Ned B., Kim C., Anthony B., and himself to explore this idea further.

4. **Space Needs.** Ned B. handed out two documents that examined our square footage. He said that there is a shortfall between what we have and what we need. Steve T. added that our library is half the space of what we need. He also said that he thinks CUNY would agree that we are in need of space, and the issue is a shortage of funding from the state. Yi L. asked about the CUNY capital process and noted that if we don't start the process we will never get what we need. Ned B. said that we should update the master plan. Yi L. agreed and said that we should be able to put in a meaningful request for space if the opportunity arises.
5. **New Business.** Ned B. spoke about the Student Success Plan and the initiatives attached to the vision document. He feels that we should be thinking about the costs attached to the plan and visualize the actions attached to the plan.

John Jay College

FY 2019 Financial Plan Projection

	CUNY Approved FY18 Financial Plan	FY2018 Final CUNY Reported Results	FY2019
<b>BUDGET ALLOCATION AND REVENUE</b>			
CUNY Revenue Target	\$88,236,000	\$88,236,000	\$92,214,000
Avg Enrollment ((Fall + Spring)/2)	11,312		11,795
Base Allocation:	\$94,980,600	\$94,980,600	\$100,846,000
Add Resources for Collective Bargaining	\$3,117,200	\$3,117,200	\$0
Lump Sum Allocations	\$2,153,600	\$2,180,618	\$2,153,138
<b>Initial Tax-Levy Allocation (See Allocation Letter)</b>	<b>\$100,251,400</b>	<b>\$100,278,418</b>	<b>\$102,999,138</b>
Additional Allocations	\$3,004,517	\$3,052,227	\$3,943,348
NYC Budget Initiatives	\$6,478,575	\$4,878,431	\$5,623,598
Current Year Gross Tuition Revenue above CUNY Target	\$1,811,682	\$2,096,000	\$2,138,996
<b>TOTAL BASE BUDGET ALLOCATION</b>	<b>\$111,546,174</b>	<b>\$110,305,076</b>	<b>\$114,705,080</b>

<b>TOTAL BUDGET ALLOCATION</b>	<b>\$111,546,174</b>	<b>\$110,305,076</b>	<b>\$114,705,080</b>
<b>Personnel Services (PS) :</b>	<b>\$82,405,643</b>	<b>\$83,385,910</b>	<b>\$90,203,126</b>
Faculty	\$39,402,626		\$42,494,748
Administrative Staff	\$38,400,023		\$40,836,257
ECP	\$4,602,994		\$4,375,121
2% Labor Reserve			\$2,497,000
Retro & Ratification Bonus			
<b>Adjuncts:</b>	<b>\$15,786,930</b>	<b>\$15,494,340</b>	<b>\$16,123,348</b>
Teaching Adjuncts / CLTs	\$15,404,549		\$16,123,348
CETs	\$382,381		
<b>Temp Services:</b>	<b>\$5,699,471</b>	<b>\$5,342,870</b>	<b>\$6,243,104</b>
College Assistants	\$4,736,436		\$5,486,791
Non-Teaching Adjuncts	\$963,035		\$756,313
<b>TOTAL PS</b>	<b>\$103,892,045</b>	<b>\$104,223,120</b>	<b>\$112,569,577</b>
<b>TOTAL OTPS (See note below)</b>	<b>\$8,088,330</b>	<b>\$6,575,176</b>	<b>\$9,452,385</b>
<b>REFUNDS OF APPROPRIATION/ACCURALS</b>			
<b>TOTAL FINANCIAL PLAN EXPENDITURES</b>	<b>\$111,980,375</b>	<b>\$110,798,296</b>	<b>\$122,021,962</b>
<b>Operational YEAREND BALANCE</b>	<b>(\$434,201)</b>	<b>(\$493,220)</b>	<b>(\$7,316,882)</b>
Prior Yearend Balance	\$1,606,000	\$1,576,000	\$1,082,780
<b>Total Yearend Balance</b>	<b>\$1,171,799</b>	<b>\$1,082,780</b>	<b>(\$6,234,101)</b>

day operation of space reservations would continue to be managed by staff, and the Events Review Committee would be consulted on an as needed basis. Substantial changes requiring updates and amendments to the Events Handbook, as brought forward by the Events Review Committee and reviewed by the Strategic Planning Sub-Committee (SPS), will be forwarded to the President for approval and adoption.

## 1.4 Event Request

The following guidelines apply to most if not all user groups and details the general practices required in preparing an event request for review. Internal user groups (student clubs, faculty, and staff) partnering with external organizations (user groups from outside the John Jay Community) where admission fees are being charged should pay special attention.

### a) Identify an appropriate location for your proposed event

Once you have created an event program and have a clear understanding as to when it will take place, it is now time to consider what facilities on campus would suit your program best. If you are unsure as to what facilities the campus has available, contact our Space Reservations Manager Cheryl D'Antonio at [cdantonio@jjay.cuny.edu](mailto:cdantonio@jjay.cuny.edu). As space is limited on campus, we recommend having flexibility with the requested dates of your event.

### b) Prepare the Event Request

The event request is the formal request for space. Attention will only be given to requests that have been filled out in their entirety. JJAY requests (Faculty & Staff) must submit their requests a minimum of 15 business days in advance. Groups external to the college must submit their requests 20 business days in advance of planned events. Meeting the above timelines does not ensure or guarantee the approval of the request.

On your event request, please give a detailed description of your event. Make sure to include maximum number of guests and, if possible, please include a diagram of your desired set-up. Indicate on the request if you would need audio/visual services and other auxiliary equipment so that we can accommodate – please be aware that certain fees may apply. Events held by outside groups will require a Certificate of Insurance. Be sure to review your request as incomplete forms may be rejected or held until the proper information is obtained and may significantly delay the review process.

### c) Request Submission & Review Process

Once your request is reviewed by the appropriate office or department, should any conflicts or concerns remain Space Reservations Manager Cheryl D'Antonio, in consultation with members of the Events Review Committee, will determine the best course of action in remedying the situation.

### d) Event Approval and Payment

Once the review process is complete final approval will be given by the Vice President of Finance and Administration. If applicable, the client will also be provided with necessary contact information, instructions, and invoiced fees (i.e. staffing and other site services). Sponsors and/or event organizers may be requested to meet with a designated JJAY

**d) Sponsoring Organizations**

A non-affiliated individual/organization may be sponsored by a JJAY academic department or administrative office. The sponsoring department must assume financial responsibility for the costs of the event and must also have a presence at the actual event. If the sponsoring department seeks a partnership discount on rental rates a written justification must be submitted to the Vice President of Finance and Administration.

**e) Athletic Facilities**

Athletic facilities include the Main Gymnasium, Auxiliary Gymnasium, Tennis Courts, Swimming Pool, Weight Room, Locker Rooms, and Showers. Visit [JJAYathletics.com](http://JJAYathletics.com) for more information. Organizations (affiliated or non-affiliated) interested in using any of the athletic facilities must contact:

**i. Catherine Alves**

Assistant to the Athletic Director  
Phone: (212) 237-8395  
[calves@jjay.cuny.edu](mailto:calves@jjay.cuny.edu)

**f) Gerald W. Lynch Theater**

Individuals/Organizations (affiliated and non-affiliated) interested in using the Gerald W. Lynch Theater must contact:

**i. Joshua Redfearn**

General Manager  
Phone: (212) 237-800 ext. 2156  
[jredfearn@jjay.cuny.edu](mailto:jredfearn@jjay.cuny.edu)

## 1.2 Purpose of the Guidelines

Public assembly space on campus is at a premium. We have a wide range of users from the college, from CUNY, and from outside organizations that rent our lecture halls, gymnasium, student dining hall, Moot Court and other spaces on campus. The purpose of our guidelines is to strike the best balance among space assignments for student clubs and organizations, faculty and staff, priority local uses; events that seek audiences beyond the campus community, such as conferences, workshops and lectures, and rentals to outside constituencies. The guidelines also seek to ensure that facilities costs are transparent, well understood, and fully covered across the totality of space assignments.

## 1.3 Event Review Committee

In order to ensure the best and highest use of space on campus, approval by Theater and Event Support Services is required. Criteria for approval can be found in the Events Handbook and is based on several factors including but not limited to attendance, activity, timeframe, expense, and revenue potential. In order to maximize our space usage, a request for a specific space may be denied in favor of a more appropriate location. For example; a 250-seat lecture hall, reserved for an anticipated attendance number of 30 guests, may be redirected to a classroom or smaller, more appropriate space. Theater and Event Support Services will consult with representatives of the Events Review Committee, chaired by the VP of Finance and Administration, and consisting of one representative from each division of the college, two student representatives (selected by the Student Council), and two faculty representatives (selected by the Strategic Planning Sub-Committee). Members of the committee would be approved by the President, and meet twice annually to review and revise room use policies based on 6 month metrics. The day-to-



FALL 2018 JOHN JAY SPACE ALLOCATION

FALL 2017 NASF/FTE COMPARISON WITH CUNY SENIOR COLLEGES FTE > 10,000

<b>Fall 2018</b>			
John Jay Space Allocation	TOTAL GSF	TOTAL NASF*	
BMW BUILDING	67,071	45,646	
HAAREN HALL	383,087	227,398	
NEW BUILDING	662,515	326,586	
NORTH HALL*	299,222	36,915	
WESTPORT	49,397	30,913	
TOTALS	1,461,292	667,458	
2018 PROJECTED FTE STUDENTS		12,261	
NASF / FTE PROJECTED FOR 2018		54	

\*North Hall Total NASF is adjusted down from 198,160 NASF to 36,103 NASF representing actual John Jay space use. BMW square footage increased and 54th Street removed.

<b>Fall 2017</b>			
NASF/FTE Senior colleges with over 10,000 FTE's	FTE	NASF	NASF/FTE
BARUCH	14,386	878,561	61
BROOKLYN	13,347	1,427,447	107
CITY COLLEGE	12,120	1,680,652	139
HUNTER	17,506	1,554,162	89
JOHN JAY	11,243	828,575	74
NYC COLLEGE OF TECHNOLOGY	12,918	638,007	49
QUEENS	15,121	1,437,726	95
STATEN ISLAND	11,108	750,872	68



Project	No Cost	Known Cost	Unknown Cost
Access to Faculty			X
Intrusive Advising			
A Focus on Writing			
Student Research			
Engaged Students			
Inclusive Community			
Credit Accumulation	X		
Alleviating Financial Need			
Contextualized Student Learning and Curricular Experiences			
Increase 4 Year Graduation Rates through the ACE Program		X	
First Year Experience		X	
Cohort Programs & Student Engagement Programs		X	
CUNY Justice Academy		X	
Student Wellness Supports			
Growing the Faculty and Expanding Diversity			X
Writing Across the Curriculum			
Curriculum	X		
Teaching and Learning:			
Expanding Undergraduate Student Research			
Integrated Career/ Academic Planning, Internships and Experiential Learning			
Summer / Winter STEM Accelerator			
Predictive Analytic Modeling Tool (Funded)	X		
Pilot Test of Approaches			
Expand Open Educational Resources		X	
Completion Grants, Excelsior Program			
Engaging the Entire John Jay Community			
Strengthening Our Use of Data			
Business Processes to Support Success	X		
Academic Policies & Momentum to Support Success	X		
Inclusive Community			