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Strategic Planning Subcommittee (SPS)

May 16, 2018

1. Review Minutes
2. Space Planning—Process
3. Follow-up items for fall:
 - a. Strategic Planning—Academic Affairs Plan 18-19
 - b. Space Manual Review Request
4. New Business

**Strategic Planning Subcommittee
Minutes
May 16, 2018**

Present: Anne Lopes (*Chair*), Steven Titan, Ric Anzaldua, Ned Benton, Anthony Bracco, Angela Crossman, Naomi Davies, Sandrine Dikambi, Mark Flower, Rafael Garcia, Karen Kaplowitz, Erez Lenchner, Matthew Perry, Alena Ryjov, Doug Salane, Fatime Uruci, and Alison Orlando (*Recorder*)

1. **Space Planning – Process.** Anne L. began by asking if anyone had any ideas or comments about the space planning process. Ned B. explained that there is a body of annual information that this committee should receive regarding space and we should start with that being circulated. Steve T. mentioned that one of the difficulties with having a Space Master Plan is that the Strategic Plan needs to be updated first. Anne L. then briefly discussed some of the changes that have occurred since the creation of the last Strategic Plan. Naomi D. explained that space planning starts with basic data and information that we don't have. She added that it would be helpful to have organizational charts, which would give an understanding of the space needs of college. Anthony B. added that there needs to be shift in culture to look at the needs of the college and not that of the individual department. Anne L. asked what data and information would be helpful to collect. Naomi D. said to start the organizational charts would be good to have and they should include information about the role or status of those listed in the chart. Anne L. said she will supply this information for academic departments but it would not be in chart form. The information she will supply will include a list of faculty, their status and the support staff associated with the academic departments. Mark F. said that he is working on a project verifying if staff are associated with the correct department. He said he will share this list as well. Anne L. said that she will also request that the Vice Presidents supply organizational charts of their areas that include a listing of their staff by department including vacant positions. Ned B. then spoke about the Faculty Senate Statement on Space Planning and Management; he explained that the statement lists information that should be provided to the SPS on an annual basis. The information listed in the statement includes the following: an inventory of available classroom space, inventory of class sections scheduled in classrooms, inventory of academic department space, inventory of administrative space, inventory of research space, inventory of library space and the annual statement of space need. Ned B. said that he will circulate the Faculty Senate Statement again to the committee. Anne L. spoke about the issue of utilizing classrooms outside of the Monday – Thursday grid. Fatime U. added that it is important to know our available space but until we utilize our space on off-peak hours she doesn't think that CUNY will be open to hear our space issues. Ned B. said that one of the reasons why our class rooms may be utilized less than other campuses is because of our strong online presence. Anne L. said that she will work on getting the information listed in the Faculty Senate Statement for the SPS meeting in the fall. She added that she will make a request to the Vice Presidents for information that she is unable to collect.
2. **Strategic Planning - Academic Affairs Plan 18 – 19.** Anne L. explained that the committee should be involved in the strategic planning process of the college. She briefly described the strategic planning process and explained how the Vice Presidents each have their own plan that they update for the upcoming year. She said that once the Academic Affairs Plan is completed, she will forward it to the committee.
3. **Space Manual Review Request.** Ned B. said that it seems that many of the issues that were raised last June have been resolved, and he asked if a status report could be provided. Ned B. then gave out a handout labeled "Rental Guidelines and Rates" asked if it could be

explained in more detailed. He added that he is unsure how a partnership is defined. Steve T. said that there is a room specific price list that goes along with this. Ned B. asked if he could provide it and Steve T. said that he would. Ned B. asked if a partnership rate includes academic programs. Anne L. explained that credit bearing academic programs cannot be charged. Ned B. said that the manual is not clear on this and that this needs to be stated in the manual for faculty to understand. Ned B. then inquired about other events academic programs have been charged for such as career events. Anne L. said that this is part of a larger discussion involving weekend courses and that the President should be involved. She said that she and Steve T. will talk to President Mason about this and that they will provide her feedback to the committee. It was decided that the committee will meet again in July. Fatime U. explained her concern about the committee meeting in July and if this would allow for student representation. Karen K. suggested that the new leadership of the student council come to the meeting and participate.

4. **New Business.** There was no new business.