

Faculty Senate Minutes #216

John Jay College of Criminal Justice

September 10,2001

3:15 PM

Room 630 T

Present (24): Luis Barrios, Orlanda Brugnola, James Cauthen, Elsie Chandler, Leslie Chandrakantha, P. J. Gibson, Betsy Gitter, Amy Green, Maki Haberfeld, Ann Huse, Karen Kaplowitz, Sandra Lanzone, James Malone, Peter Mameli, Evan Mandery, Lorraine Moller, Dagoberto Orrantia, Daniel Paget, Rick Richardson, Jodie Roue, Ellen Sexton, Robin Whitney, Susan Will, Liza Yukins

Absent (14): Edward Davenport, Jane Davenport, Kirk Dombrowski, Edward Green, Lou Guinta, Masqood-Uddin Kadir, Kwando Kinshasa, Gavin Lewis, Mary Ann McClure, Laura Richardson, Carmen Solis, Davidson Umeh, Margaret Wallace, Agnes Wieschenberg

Guest: Professor Tom Litwack

Invited Guest: Dean of Planning Rubie Malone

1. Announcements from the chair
2. Adoption of Minutes #215 of the May 23,2001, meeting
3. Invited Guest: Dean of Planning Rubie Malone: The Middle States Re-Accreditation Process
4. Approval of the proposed calendar of Faculty Senate meetings
5. Declaration of vacancies of two at-large full-time representative seats on the Senate
6. Update on the budget: Pres. Karen Kaplowitz & Professor Tom Litwack
7. John Jay's Performance Indicators: information item
8. Announcement of invitation for nomination/self-nomination for Senate committees
9. Election of the 6-member faculty panel of the College Judicial Committee
10. Election of 5 Senate representatives to the College Comprehensive Planning Committee
11. Election of 3 Senate representatives to the Town Hall Meeting Planning Committee
12. Discussion of the agenda of the September 13 College Council meeting
13. Update and discussion about John Jay's Barnes & Noble Bookstore
14. Update and discussion about health and safety conditions

1. Announcements from the chair [Attachment A]

The Senate was provided with written announcements [Attachment A].

2. Adoption of Minutes #215 of the May 23, 2001, meeting

By a motion duly made and carried, Minutes #215 of the May 23, 2001, Senate meeting were approved.

3. Invited Guest: Dean of Planning Rubie Malone [Attachment B]

Dean Rubie Malone was welcomed and congratulated on her new position as Dean of Planning. She expressed her appreciation for both the invitation and the congratulations but noted that the position she holds is that of *Acting* Dean of Planning. She said that she especially appreciates the invitation to meet with the Senate at the very beginning of the semester because the work of the Middle States re-accrediting process must begin immediately and, so, she wants to encourage faculty to volunteer to join the self-study committees.

Dean Malone distributed two handouts, one that summarizes the Middle States process, and a second that lists the 10 self-study committees, the committee chairs, and the members of the executive committee: the 10 committee chairs and the executive committee members together comprise the self-study steering committee [Attachment B]. She noted that outcomes assessment will be a large part of this self-study, explaining that outcomes assessment is determining how we know that what we do provides our students with what they need in order to be successful after they leave John Jay. She urged faculty to call her or the committee chair to volunteer to be on a particular committee, adding that she envisions about 12 people on each self-study committee.

Senator Betsy Gitter asked if someone will be hired from outside the College to redact the 10 self-study reports or whether this work will be done by the executive committee. Dean Malone said that someone will be hired to edit the report but not to write the report.

President Kaplowitz praised Dean Malone for seeking the input of the Faculty Senate and the Council of Chairs in determining the committee chairs and the members of the executive committee and urged continued consultation so that the process can be as successful as possible. Dean Malone agreed on the importance of consultation and noted that faculty are and must be an integral and essential part of the entire process.

President Kaplowitz suggested that there should be some mechanism for faculty to contribute input to those committees on which they may not happen to be a member, noting that while she plans to serve on one committee, she knows there are several other committees that are addressing areas about which she has particular concerns and she would like to contribute her ideas and recommendations about those areas. She added that she is certain the same will be true of many other faculty. President Kaplowitz suggested that the Middle States self-study committees be urged by the executive committee to consider various ways of providing opportunities for all members of the College community to be heard, such as through open invitations to meet with the committees, open hearings held by committees, and by conducting surveys. She said that the 12 members of each self-study committee, no matter how well intentioned and informed, will probably not be able to reflect or report the concerns and ideas of all or even most of our College community. Dean Malone commended those suggestions and said she would communicate them to the steering committee, adding that such input is consistent with her desire that everyone at the College be fully involved in the process.

Senator James Malone noted that in addition to the methods suggested, anyone in the College

community may send a written statement to any or even to all the self-study committees, expressing his or her ideas and recommendations. Dean Rubie Malone again urged everyone to become involved even if not at the level of serving on a committee. The Senate thanked Dean Malone for her work and her collegiality and she thanked the Senate for inviting her to this meeting.

4. Approval of the proposed calendar of Faculty Senate meetings

By a motion made and carried, the Senate approved the following calendar of meeting dates for the academic year:

Fall 2001	Spring 2002
Monday, September 10	Thursday, February 7
Tuesday, September 25	Wednesday, February 20
Thursday, October 11	Thursday, March 7
Wednesday, October 24	Wednesday, March 20
Wednesday, November 7	Wednesday, April 10
Tuesday, November 20	Tuesday, April 23
Friday, December 7 (all-day meeting)	Friday, May 10 (all-day meeting)

First meeting of 2002-2003 academic year
Wednesday, May 22

5. Declaration of vacancies of two at-large full-time faculty seats on the Faculty Senate

By vote of the Senate, the two seats for at-large representatives of the full-time faculty on the 2001-2002 Faculty Senate held by Professor Lou Guinta, who has resigned his seat because of the press of other obligations, and of Professor Laura Richardson, who has resigned from John Jay College, were declared vacant by unanimous vote of the Senate, as required in such situations by the Senate's Constitution. The Constitution also requires the Senate to then determine the method for filling a vacant seat. The Senate's Executive Committee recommended that a call for nominations and self-nominations be made to the full-time faculty and that written ballots be then sent to the entire full-time faculty (rather than to just the members of the Faculty Senate, which is another option). The Senate voted unanimously to adopt the recommendation of the Executive Committee and also approved the Executive Committee's recommendation that nominations and self-nominations be accepted by email, by phonemail, and through inter-office mail, with each nomination and self-nomination to be verified with all candidates directly as to their willingness to run and to serve, if elected.

6. Update on the budget: Pres. Karen Kaplowitz & Professor Tom Litwack [Attachment C]

Professor Tom Litwack, Chair of the Senate's Fiscal Advisory Committee, updated the Senate on College budget issues. He directed the Senate members to their copy of a letter that he and President Karen Kaplowitz sent to President Lynch in June in which they communicated their analysis of the College's fiscal situation and their recommendations [Attachment C].

After reviewing the recent budget situation, Professor Litwack noted that the picture looks better

now than it did in the Spring. It now looks as if CUNY will provide John Jay this year with one-half of the rental revenues generated by the properties on the Phase II property. Also, enrollment is up, which will enhance our revenues.

Professor Litwack reported that he and President Kaplowitz met with Provost Wilson earlier in the day to address the issue of the number of faculty lines that will be available for the 2002-3 academic year. The Provost noted that 20 full-time tenure-track faculty lines were allocated this year to be searched for now and to be filled by September 2002. This semester 15 substitute faculty were hired (including a College Lab Tech for Science, a counselor for SEEK, and a counselor for Student Development). An additional 19 substitute lines will be hired in the Spring.

Searches will take place next year for 19 full-time tenure-track faculty position, which are still to be allocated to departments, for hiring for Fall 2003. Provost Wilson explained he would rather not allocate the additional 19 tenure-track lines now, as it would be better to begin the searches early in the Fall semester, which it is too late to do now because the process of allocating the lines to departments and obtaining approval of vacancy notices from the CUNY Central Office takes six months.

In summary, 39 faculty lines are to be filled, most of which result from retirements and resignations: we lost 13 faculty to resignations, retirements, and non-reappointments; we did not rehire 20 substitute full-time faculty last Spring; and we deferred the hiring of 6 full-time faculty the funding for which had been provided by Vice Chancellor Louise Mirrer.

However, two tenure-track faculty were hired for this year, with funding provided by the CUNY Central Office: Distinguished Professor Steven Penrod (Psychology), who joined our faculty in September, and Distinguished Professor James Fyfe (Criminal Justice), who is to join our faculty in February.

President Kaplowitz added that the advertisement that just appeared in the *Week in Review* section of The New York Times was for only 16 tenure-track lines; the additional 4 lines are accounted for in the following way: 2 Sociology tenure-track lines were not included in the ad because that department's newly elected P&B Committee had decided to revise the description of the positions and could not do so in time for the ad deadline and, also, although the Department of English has 4 tenure-track lines, the English Department's P&B Committee has decided to search for only two of those lines now because of the difficulty of conducting four searches simultaneously.

President Kaplowitz also said that Provost Wilson told her and Professor Litwack that he is open to addressing the question as to whether specific lines will be for an open rank or for a range of ranks rather than being limited to assistant professors, as the 16 lines advertised in The New York Times are. Professor Litwack noted that it is the intention of the College for all the substitute lines to eventually be converted to full-time, tenure track lines.

President Kaplowitz also reported that Provost Wilson has asked John Jay's Director of Institutional Research Gail Hauss to develop a model for the appropriate number of faculty lines that each academic department should have, given each department's enrollment numbers and programmatic needs. Professor Litwack noted that such a model for the internal allocation of faculty lines is analogous to the allocation model for the senior colleges that John Jay has been requesting of the CUNY Central Administration.

Professor Litwack, noting that we also have been eagerly awaiting a "run" conducted by the CUNY Budget Office of the numbers for the draft of a funding model proposed by the consultants that the CUNY Budget Office hired, said that we should be receiving the document any day now. Senator James

Malone asked whether there will be an opportunity to comment about the proposed model. President Kaplowitz reported that CUNY Vice Chancellor for Budget Sherry Brabham told the UFS Budget Committee, on which she and Professor Ned Benton serve, that the model and the run of numbers will be provided to the UFS Budget Committee and to the Council of Presidents and to the Council of Vice Presidents of Administration and to similar groups so that there will be not only opportunity for comments but a request for comments. She assured the Senate that once she receives a copy of it, she will share it with the Senate (as long as the document is not issued as a confidential document).

7. John Jay's Performance Indicators [information item]

The Senate members were provided with a copy of the “John Jay College 2000-2001 Performance Indicators” Report which the College submitted to the CUNY Central Administration in June. The Report uses the template required by the CUNY Central Office and which comprises four columns: “Objectives”; “Indicator”; “2000-2001 College Targets/President’s Targets”; and “2000-2001 College Target Results.” [The 16-page document can be reviewed at the Faculty Senate Office; it is also available in the Office of Dean of Planning Rubie Malone.]

8. Announcement of invitation for nomination/self-nomination for Senate committees

Senators were invited to self-nominate and to nominate other faculty to the Faculty Senate’s committees. The Senate’s Constitution permits non-Senators to serve on Faculty Senate committees. The slates will be voted on at a subsequent Senate meeting.

9. Election of the 6-member faculty panel of the College Judicial Committee

The College Judicial Committee adjudicates disciplinary charges brought against students by faculty, staff, administrators, or students. The following members of the faculty (who need not be members of the Faculty Senate) were elected by the Senate, by secret written ballot, to serve on the faculty panel of the student/faculty Judicial Committee: Professors George Andreopoulos, Jack Jacobs, Norma Manatu, Altagracia Ortiz, Lydia Segal, and Antony Simpson.

10. Election of 5 Senate representatives to the College Comprehensive Planning Committee

Only members of the Senate are eligible to be elected as representatives of the Senate on the College’s Comprehensive Planning Committee: elected were Professors Orlanda Brugnola, P.J. Gibson, Amy Green, Karen Kaplowitz, and Kwando Kinshasa.

11. Election of 3 Senate representatives to the Town Hall Meeting Planning Committee

The following members of the Senate were elected: Professors Karen Kaplowitz, James Malone, and Carmen Solis.

12. Discussion of the agenda of the September 13 College Council meeting

The agenda comprises approval of the proposed College Council meeting schedule; election of members to the College Council executive committee; election of student members to the College P&B Committee; approval of a new Literature course on “Gender and Identity in Western Literary Tradition,” created by Professor Liza Yukins, and of a new Drama course on “Gender on Stage and Screen,” created by Professor Amy Green. On this year’s Senate are both Senator Yukins, of the English Department, and Senator Amy Green, of the Speech and Theater Department, as well as Senator *Ann* Huse, of the English Department, who is teaching the proposed “Gender and Identity in Western Literary Tradition” course this semester. The three offered to answer any questions about the courses. The Senate members praised the course proposals and said they plan to vote to approve the courses at the College Council meeting.

13. and di about John Jay’ Barnes & Noble Bookstore

Senator Elsie Chandler reported that the Bookstore charged her students \$24 for a 200-page publication that is published by the US Department of Justice, and that is available free of charge, which she had ordered for a graduate psychology course she is teaching. The publication is available free from the Juvenile Justice Clearinghouse, a Federal Department of Justice (DOJ) government office. She said that upon learning that her students were being charged \$24 by John Jay’s B&N Bookstore for this free publication, she called the government agency, again, verified once again that it is free, and then told her students to return the book to the John Jay Bookstore and to each order the free book directly from the U.S. government’s Juvenile Justice Clearinghouse. She then wrote to Karen Kaplowitz, in her capacity as President of the Faculty Senate, and copied the letter to Provost Wilson, VP Witherspoon, VP Pignatello, and to April Moore, the new manager of John Jay’s B&N store. Senator Mameli said that, although he is not an attorney, to his knowledge it is not legal to charge for a free government publication. Senator Chandler said that as a criminal defense attorney, she believes the Bookstore’s action is very serious.

President Kaplowitz thanked Senator Chandler for having taken the time to write the letter and reported that subsequent to receiving the letter she met with Ms. April Moore, the B&N manager, who said that the John Jay Bookstore ordered the publication from a company that charged the Bookstore \$24 for each copy and for which she said she has invoices. (President Kaplowitz added that she had not asked to see any invoices.) Senator Chandler said that on her book order form she had included the phone number of the Government Publishing House publisher when she ordered the book. She said she follows the same procedure when ordering Amnesty International’s free publications for her courses. She said she is very troubled by this situation, by the inconvenience to her students and to herself, by the delay it caused her students in obtaining the text, and by the time she had to spend dealing with the situation.

Senator James Malone urged that the Senate’s Executive Committee meet with the Auxiliary Services Corporation (ASC), which is responsible for the bookstore, and recommended that the letter requesting such a meeting be addressed to Vice President Roger Witherspoon because he is the Chair of the ASC. President Kaplowitz said that a meeting had been promised during the summer by the VP for Administration but it had never taken place and, as a result, she initiated two meetings with the new B&N Manager, Ms. April Moore, herself. She reported her discussion with Ms. Moore about, among other issues, the faculty’s concern about what the faculty consider to be arbitrary and unrealistically early deadlines for book orders, which result in the assertion that John Jay faculty are “late” in submitting book orders for courses. Ms. Moore explained that the April 1 date for the Fall semester and the October date for the Spring semester are necessary because the Bookstore first searches every source of used copies of the ordered books from vendors and from warehouses and purchases all the used copies they can obtain

and only then, a few weeks prior to the beginning of the semester, does the Bookstore order the remaining number of copies that are needed from the publisher or warehouse and only those copies are new texts. Ms. Moore explained that in this way John Jay's B&N benefits, because it is able to realize a larger profit, and the students also benefit, because they can purchase used copies and, therefore, can save money on their books. Various senators asserted that the price of used copies is so high that students save virtually no money buying used texts and that, furthermore, this explanation for the unworkably early book order deadlines is not acceptable and the early extremely deadlines are not practicable for the faculty,

Senator Ann Huse reported that the Bookstore's determination to purchase used copies explains her situation: she had spent many, many hours selecting specific critical editions of the several literary texts she is teaching in her literature course, with each edition having been chosen on the basis of the specific supplemental readings included in that critical edition, and that she spent countless hours designing assignments and preparing class discussions based on both the literary texts and the supplemental readings. But despite having provided specific information about which edition of each text she was ordering, the Bookstore ordered used copies of all her texts, all of which were older and different editions. This has meant that none of her class preparations or assignments are viable and that, furthermore, many different older editions of each text were ordered and so students are in class with editions that have totally different paginations which means that even class discussions can not take place without tremendous difficulty.

Senator Jodie Roure reported that the books for her class were also the incorrect editions. Senator Sandra Lanzone reported that she discovered that the book she had ordered was out of print although she was never informed of the fact. Later she was assigned to teach sections that originally had been assigned to another instructor and because she did not wish to use the books originally ordered for those sections, she was technically "late" in handing in her book orders; she noted that the changes made during and even after registration are such that the designation of "late" book orders is not fair or relevant.

President Kaplowitz reported that she briefed Ms. Moore, during her two meetings with her, about the last three years of serious problems and increasing dissatisfaction by many faculty with the Bookstore, about the culture of lying to faculty and students that seemed to have become endemic among the store's staff, and that she showed Ms. Moore the responses to the Faculty Senate's three surveys of faculty about their experiences with the bookstore. Ms. Moore had expressed shock about the lying, which she had said she would never tolerate among her staff, and about the level of faculty dissatisfaction and said many problems and errors about this semester's book orders had already been made when she assumed the position of manager during the summer and that many such problems were discovered by mere chance. President Kaplowitz said she provided Ms. Moore with a copy of the memorandum sent last semester by Professors Michael Blitz, Betsy Gitter, Harold Sullivan, and herself, on behalf of the Senate and the Chairs, about the agreements reached with the B&N regional manager and which had been also sent to the head of the college division, a document Ms. Moore said she had not seen before. As a result, Ms. Moore honored one of the agreements recorded in the document by removing the sweatshirts and similar clothing from the store to make room for more bookshelf space for the beginning of the semester.

Ms. Moore had also reported that because of her assessment of a variety of problems, she has had to replace the entire John Jay Bookstore staff. (During the summer the Student Council president told President Kaplowitz that she expects to continue working in the John Jay B&N and to continue to be the person who is in charge of receiving the faculty's book orders.)

Senator Rick Richardson noted that there have been problems with the Bookstore since he has been at the College and suggested the Senate should investigate the possibility of the College creating a book cooperative. Senator Richardson, upon being asked to look into what a cooperative bookstore would entail, agreed to learn about how cooperatives have functioned at various colleges. Senator

Orlanda Brugnola noted that cooperative bookstores have failed at Columbia and at Syracuse.

Senator Betsy Gitter suggested we survey other college bookstores to learn the date that they require book orders to be due: she said the stores she is already familiar with require book orders only a few weeks before a semester begins. For example, she said, NYU requires book orders by July 15 for the fall semester, which begins about a month later. President Kaplowitz noted that the contract between the College and the Bookstore states that the date for book orders shall be established by the Bookstore in consultation with the Auxiliary Services Corporation (ASC). Senator James Malone moved that the Senate direct the Senate's Executive Committee to write to Vice President Witherspoon, requesting a meeting with the ASC and that the Executive Committee meet with the ASC to discuss book order due dates and other bookstore issues that are of importance to faculty and students. The motion was seconded and passed by unanimous vote.

14. Update and discussion about health and safety conditions

Several Senators reported that several faculty and staff had been unable to reach 911 when using College telephones when Dean Hector Ortiz was being attacked in North Hall and were finally able to call 911 only by using someone's personal cell phone. The College administration states that 911 was and is accessible from all College phones. The Senate decided to focus not on what might or might not have happened in the past but rather to focus on the present and on the future and, therefore, voted to direct President Kaplowitz to write to the College administration formally confirming the Senate's understanding, which has been informally conveyed to various individuals, that henceforth all College phones will have full access to 911, which is both a legal requirement and a moral imperative. The motion was approved by unanimous vote.

Senator Orlanda Brugnola reported that her department, *Art*, Music, and Philosophy, feels strongly that the faculty need to be included in the new security plans about such initiatives as turnstiles and cameras. President Kaplowitz recalled that when Vice President Pignatello briefed the Senate last May about 157 security cameras that will be installed in North Hall and in T Building, he had cautioned that because North Hall is so maze-like, many areas of North Hall might not have camera coverage. After that meeting, she asked the Senate's representatives to the College Security Advisory Committee, Professors Maki Haberfeld and Pat O'Hara, about the extent of their involvement in the planning of these initiatives and had been told that the Security Advisory Committee had not been called to meet in about a year and that they had not been consulted about the turnstiles or the cameras. Senator Roure reported that she was present and witnessed the immediate aftermath of Dean Ortiz' stabbing and that it had felt very close to home for her and that she is worried about the safety of our students and our faculty and staff. She added that she cannot even visit her brother at Columbia University without showing identification to security personnel. The Senate recommended that the issue of security and safety at the College be placed on the agenda of a Senate meeting in the very near future.

By a motion duly made and carried, the meeting was adjourned at 5 PM.

Respectfully submitted,

James Cauthen
Co-Recording Secretary
&
Amy Green
Vice President

Membership of the 2001-2002 John Jay Faculty Senate

At-large Faculty Senate representatives:

The following faculty are the elected at-large representatives on the 2001-2002 Faculty Senate:

Full-time faculty at-large representatives elected by the full-time faculty:

Edward Davenport (SEEK/English)
Jane Davenport (Library)
P.J. Gibson (English)
Amy Green (Speech & Theater)
Lou Guinta (Communication Skills)
Maki Haberfeld (Law, Police Science, CJ Adm)
Karen Kaplowitz (English)
Kwando Kinshasa (African-American Studies)
Sandra Lanzone (Counseling/Communication Skills)
Daniel Paget (*Art*, Music, Philosophy)
Laura Richardson (Counseling & Student Life)
Carmen Solis (SEEK)
Agnes Wieschenberg (Mathematics)

Adjunct faculty at-large representatives elected by the adjunct faculty:

Orlanda Brugnola (Art, Music, Philosophy)
Edward Green (Mathematics)
Rick Richardson (Sociology)
Robin Whitney (English)

Department representatives to the Faculty Senate:

The following faculty were elected by their departments as the 2001-2002 department representatives to both the Faculty Senate and the College Council:

African-American Studies: Maqsood Kadir
Anthropology: Kirk Dombrowski
Art, Music, Philosophy: Mary Ann McClure
Counseling and Student Life: James Malone
English: Ann Huse
English: Liza Yukins
Foreign Languages & Literature: Dagoberto Onantia
Government: James Cauthen
History: Gavin Lewis
Law, Police Science, Criminal Justice Adm: Evan Mandery
Library: Ellen Sexton
Mathematics: Leslie Chandrakantha
Physical Education & Athletics: Davidson Umeh
Psychology: Elsie Chandler
Public Management: Peter Mameli
Puerto Rican Studies: Luis Barrios
Science: Margaret Wallace
SEEK: Jodie Roue
Sociology: Susan Will
Speech & Theater: Lorraine Moller
Thematic Studies: Betsy Gitter

Better Teaching Seminar on the Digital Library:

A Better Teaching Seminar, on the Digital Library, on October 3, at 3:15 PM, in the Library Classroom, will be presented by Professors Katherine Killoran, Maria Kiriakova, and Bonnie Nelson.

Revised College Council calendar of meetinm:

<u>College Council Meeting</u>	<u>Executive Committee meeting</u>	<u>Agenda deadline</u>
Thursday, Sept. 13	Tuesday, Sept. 4	Thursday, Aug. 30
Wednesday, Oct. 17	Wednesday, Oct. 3	Thursday, Sept. 27
Wednesday, Nov. 21	Monday, Nov. 5	Monday, Oct. 29
Tuesday, Dec. 11	Monday, Dec. 3	Tuesday, Dec. 27
Thursday, Feb. 21	Tuesday, Feb. 5	Friday, Feb. 1
Thursday, March 14	Tuesday, March 5	Wednesday, Feb. 27
Thursday, April 11	Tuesday, April 2	Friday, March 22
Monday, May 13	Thursday, April 18	Tuesday, April 16

CUNY Board of Trustees calendar of meetings:

<u>4:30 PM Board Meeting</u>	<u>4:00 PM Agenda Public Hearing</u>	<u>Speakers' Sign-up Deadline</u>
Monday, Sept. 24	Thursday, Sept. 20	Friday, Sept. 14
Monday, October 22	Monday, Oct. 15	Friday, Oct. 12
Monday, Nov. 19	Monday, Nov. 12	Friday, Nov. 9
Tuesday, Jan. 22	Monday, Jan. 28	Friday, Jan. 18
Monday, Feb. 25	Tuesday, Feb. 19	Friday, Feb. 15
Monday, March 25	Monday, March 18	Friday, March 15
Monday, April 29	Monday, April 22	Friday, April 19
Tuesday, May 28	Monday, May 20	Friday, May 17
Monday, June 24	Monday, June 17	Friday, June 14

Faculty members on CUNY Board of Trustees Committees:

Fiscal Affairs: Karen Kaplowitz; alternate: Bernard Sohmer
 Facilities, Planning, & Management: Karen Kaplowitz; alternate: Bernard Sohmer
 Academic Affairs: Sandi Cooper; alternate: Cecelia McCall
 Student Affairs: Martha Bell; alternate: Lenore Beaky
 Faculty, Staff, & Administration: Anne Friedman; alternate: Manfred Phillips

Faculty retirements, resignations, and other separations from the College:

Mavis Aldridge: Counseling & Student Development
 Noel Calhoun: Government
 Migdalia deJesus Torres de Garcia: Puerto Rican & Latin American Studies
 Melinda Guttman: Speech & Theater
 Constantine Guzman: History
 Farrukh Hakeem: Law, Police Science, CJ Adm.
 Anthony Harriott: Visiting Professor
 Sarah Heidt: Art, Music, Philosophy
 Richard Koehler: Law, Police Science, CJ Adm.
 Robert Jay Lifton: Psychology [2/1/02]
 Shmuel Lock: Law, Police Science, CJ Adm.
 Ellen Marson: Foreign Languages
 David Shapiro: Psychology

Faculty on Fellowship (Sabbatical) leave:

Professors Nathan Gould, John Kleinig, Catherine Rovira, and Daniel Vona are on Fellowship leaves.

2001-2002 Committee election results – election of instructional staff members:**College Personnel & Budget (P&B) At-Large Faculty Representatives:**

Andrew Kannen, Kwando Kinshasa, Jarnes Malone

Committee on Undergraduate Honors, Prizes, and Awards:

Marsha Clowers, Janice Bockmeyer, Mayra Nieves

Faculty Elections Committee:

Valerie Allen, James Cauthen, Maria Kiriakova, Norma Manatu, Dorothy Schulz

Ceremonial Occasions Committee:

Marvie Brooks, Jane Katz, Laura Richardson, Christine Varholy

Committee on Student Interests:

Sandra Lanzone, Doris Torres

Student Evaluation of the Faculty:

Luis Barrios, Keith Markus

Proposed Revised CUNY Policy on Intellectual Property:

In the Fall 2000, Chancellor Matthew Goldstein convened an Intellectual Property Committee, comprising CUNY and Research Foundation faculty and staff, and chaired by Vice Chancellor for Legal Affairs Frederick Shaffer. On May 16, 2001, the Committee issued its draft revised policy and is requesting comments, concerns, and suggestions, which may be sent to Vice Chancellor Shaffer at 535 East 80th Street, New York, NY 10021 or at fshaffer@fiorello.cuny.edu. The text of the draft revised policy and the cover letter from the committee can be found at www.cuny.edu/abtcuny/policies. The Committee has announced that in the Fall, they will convene a series of meetings to solicit comments from faculty and other interested members of CUNY. Comments may also be sent to the University Faculty Senate which is also planning to hold a hearing, the date of which will be announced. The final version of the revised policy will be presented to the CUNY Board of Trustees for approval.

Committee meeting schedules announced:

Undergraduate Standards Committee: Sept. 20, Oct. 31, Nov. 29, Dec. 12.

Comprehensive Planning Committee: Sept. 17 (to be revised); Oct. 18, Nov. 14.,

Women's Studies: Sept. 6, Oct. 9, Nov. 6, Dec. 5.

Student Council election results certified:

President: Timyiaka Thomas

Secretary:

Vice President: Michael Watson

Treasurer: Whitfield Joshua

Graduate Representatives (4 seats):

None

Senior Representatives (4 seats):

None

Junior Representatives (4 seats):

Andre Patnett, Michael Ercolano

Sophomore Representatives (4 seats):

Shauna-Kay Gooden, Miguel Estrella, Julio Retana

Freshman Representatives (4 seats):

Miguel Rodriguez, Melissa Gobin

Student/Faculty Judicial Committee (6 seats): Odel Suero, Robert Mandell, Celina Alfred**,

Joseph Mercado**, William Santana**, Leon Kendall**

(**) Appointed by President Lynch

Full-time substitute faculty hired this semester:**Art**, Music, Philosophy: Thalia Vrachopoulos

Physical Education: Helaine Cigal

Counseling: Erica Lewis

Psychology: Elaine Bow

English: Jeffrey Heiman

Psychology: Aphrodite Clamer-Cohen

Government: Jonathan Kranz

Puerto Rican/L.A. Studies: Francisco Chapman-Veloz

History: Antoine Abraham

Science: Linda Rourke

History: Grey Umbach

SEEK: Troy Coleman

Bramshill (England) Police College Visiting Professor:

Professor Neil Wain is this semester's Visiting Bramshill Professor.

MIDDLE STATES COMMITTEES

EXECUTIVE COMMITTEE

Members	Department/Sub-committee	Tel. No.
Dr. Rubie Malone (Chair)	Dean of Planning & Retention	Ext. 8810
Dr. Maria Volpe	Sociology	Ext. 8693
Dr. Lou Schlessinger	Psychology	Ext. 8779
Dr. Makie Haberfeld	Law, Police Science & CJA	Ext. 8381
Dr. Larry Kobilinsky	Associate Provost	Ext. 8884
Dr. James P. Levine	Dean of Graduate Studies and Research	Ext. 8422
Ms. Gail Hauss	Institutional Research (Ex-officio)	Ext. 8316

SUB-COMMITTEE CHAIRS

Dr. Harold Sullivan	Mission Goals; Institutional Integrity	Ext. 8194
Dr. Jose Morin	Governance; Organization and Administration	Ext. 8751
Dr. James Malone	Students/Support Services; Catalogs/Publications	Ext. 8137
Dr. Andrew Karmen	Faculty/Research and Scholarship	Ext. 8695
Dr. Janice Bockmeyer	Educational Programs General Education & Graduate Education	Ext. 8196
Professor Bonnie Nelson	The Library and Technology	Ext. 8267
Dr. Maureen O'Connor	Institutional Effectiveness and Outcomes; Institutional Renewal	Ext. 8776
Dr. Roberta Blotner	Specialized Education Activities; International Programs, Training & Service	Ext. 8428
Dr. Robert Loudon	Facilities, Equipment and Other Resources	Ext. 8639
Dr. Ned Benton	Planning, Budgeting & Resource Allocation	Ext. 8089



ATTACHMENT C

JOHN JAY COLLEGE OF CRIMINAL JUSTICE

The City University of New York

445 ~~West~~ 59th Street, New York, N.Y. 10019

212 237-8000

June 28, 2001

To: President Lynch

From: Karen Kaplowitz, President, John Jay Faculty Senate
Tom Litwack, Chair, Faculty Senate Fiscal Affairs Committee

Dear Gerry:

We are writing to present to you our analysis of John Jay's current fiscal situation and our analysis of what we believe must be done *now* to prepare for the fiscal situation that will face us during the 2001-2002 school year. In brief, *we believe that the college faces a potentially disastrous fiscal situation during FY 2002 and, therefore, beginning immediately, non-tax-levy funds should be spent only to meet critical college needs until it becomes clear whether or not those needs can be met with other resources.* In addition, we believe, even if we receive the maximum in additional revenues from CUNY that we can reasonably hope for next year (i.e., \$750k from lease revenues), we will almost certainly have to sell the apartment and/or use our non-tax-levy funds to meet essential college needs.

As we are sure you know, we met with Basil, Rob, and Angela (and Ned, Don, and Patsy) on June 27 and, based on that meeting, and previous meetings, we have arrived at certain conclusions about our fiscal situation that we want to share with you. Before doing so, however, we want to commend you, and Basil, Rob, Don, and Angela for successfully meeting our commitment to CUNY to not overspend our budget this year. It was not an easy task, and accomplishing it, we believe, will significantly improved our standing with the CUNY Budget Office and, we believe, will strengthen our case for greater budgetary assistance from *CUNY* in the future. Rest assured, moreover, that we, and the Faculty Senate, will continue to argue as strongly as we can for fair budgetary treatment of John Jay by CUNY in the future.

However, we may well be facing a far more difficult fiscal situation next year (2001-2002) than originally imagined, especially if we do not receive significant additions to our budget (e.g., from lease revenues) from CUNY; and we believe we must plan now for all reasonably possible eventualities. Indeed, *assuming neither additions to nor deletions from our current allocation from CUNY, the college could well be facing a deficit in excess of \$1 million next year given current spending and revenue projections.* Our analysis follows:

ATTACHMENT C (cont.)

The college, of course, came up with a plan to pay back *CUNY* \$1.5 million next year and still spend within our budget allocation. However, the college needs to spend far more than the plan calls for. Those expenditures are (approximately) as follows:

- \$400k: summer session costs not funded by the Adjunct allocation
- \$100k: to provide additional course sections during the regular school year to minimally reduce overcrowding and harmful cancellation of sections because of marginal underenrollments
- \$ 50k: essential administrative reclassifications
- \$ 75k: for advertisements and travel expenses necessary for recruiting new faculty for 2002-2003 (30 lines x \$2,500/line = \$75k). We believe that it is essential to the future well-being of the college that we be able to recruit the best available new faculty members; and, therefore, that this budget item should be of the highest priority.
- \$ 50k faculty and administration travel to important conferences. (We question this item, ourselves, but other people feel that it is important and it may well be.)

Thus, necessary spending additional to that contemplated by the plan totals \$675k. Moreover, *this figure does not include the \$500k in important spending needs other than hiring full-time faculty (e.g., for library acquisitions) detailed by Rob, in his memo to V.C. Brabham of April 5, as important needs we would meet with sufficient lease revenues.*

Moreover, if we do not sell the apartment (for \$200k), and we do not over-enroll/collect as originally contemplated in the plan (for \$330k), we would have \$530k less in revenue than the plan called for; $\$675k + \$530k = \$1.205$ million less.

The plan, of course, did *not* call for *not* replacing faculty who resigned or retired during the 2000 - 2001, or during the 2001-2002 school year, and we believe those faculty, approximately 10 in number, must be replaced with full-time faculty -- if only with substitute full-time faculty -- for 2001-2002. We recognize that some significant savings can be achieved here. Thus, assuming that the substitutes were hired at an average of \$40,000/year and that they replaced faculty members who were paid at an average of \$60,000/year, \$200k in spending could be saved in comparison with 2000-2001. (Savings from the reduction of a Distinguished Professor designation are already in the plan.)

Thus, assuming the college fills, with substitutes, only 10 of its approximately 36 currently open full-time faculty lines in 2001-2002 -- and we believe far more lines should be filled with substitutes if at all possible -- and assuming the expenditure and revenue projections detailed above, the College would face a deficit next year of approximately \$1 million.

How can this deficit be met? Of course, we all hope that *CUNY* will come through with substantial additional revenues; and we may have some over-collection revenues. But unless the projected deficit is substantially satisfied by additional revenues, we believe the following steps may be necessary (and they may be necessary, even if we do have substantial additional revenues, to hire more than 10 full-time faculty substitutes, for library acquisitions, and to meet

ATTACHMENT C (cont)

the other needs detailed in Rob's memo of April 5).

1. *The apartment must almost certainly be sold* (not immediately, but if it appears that meeting our deficit and other essential needs cannot otherwise be accomplished).

2. *You had already promised that you will contribute an additional \$200k from non-tax levy funds to meet our obligations to CUNY, and to satisfy the spending needs detailed above, "if necessary." It seems to us that, barring an unexpectedly great infusion of additional funds from CUNY for 2001-2002 (or an unexpected forgiveness of debt), that will certainly be necessary.* Unfortunately, however, barring the unexpected the \$200k will clearly not be sufficient to satisfy our remaining needs, even if the apartment is sold. Fortunately, however, additional non-tax levy funds should be available to more closely meet these needs.

According to projections provided by Bob Sermier in his memo of April 26 to faculty leaders (see attached), there will be a "remainder" of \$235k in Auxiliary Corp. funds at the end of this fiscal year (~~after~~ the payment of \$140k committed to deficit reduction). (And we commend you for keeping Aux. Corp. spending sufficiently low this year to allow for that surplus.) Apart from deficit reduction, projected Aux. Corp. expenditures for this year are \$184k. And expected Aux. Corp. revenues next year are, we believe, \$350k. Thus, if non-deficit-reduction Aux. Corp. spending next year equaled that of this year (\$184k), and if the original commitment of \$190K for deficit reduction for 2001-2002 was met (as we know it will be), that would leave \$200k+ available for the college needs detailed above. ($235 + 350 - 184 - 190 = \$211k$.)

There is in addition, however, the Research Foundation [RF] account. According to the Summary of Financial Activities of the Office of Sponsored Programs, dated 4/20/01 (attached) at the end of this Fiscal Year there will be \$502,530 available in the account to meet the commitment for payback and forward funding for next year. (Again, we commend you for maintaining these necessary savings.) However, net incoming funds for next year should total approximately \$750,000. (They were estimated to be \$874,530 for this year.)

3. *We believe that it is essential that all available and incoming RF and Aux. Corp. funds be held in reserve, to the maximum extent possible -- i.e., except for truly critical expenditures -- until we all have a better picture of what our fiscal situation will be next year (i.e., what our total revenues will be). Clearly, if we do not receive a substantial increase in currently expected revenue (e.g., from lease revenues) all available non-tax levy funds will be needed to meet essential college needs. And, even with an increase of \$750k in revenue, and the sale of the apartment, unless there were further reductions in staff than originally contemplated by the plan an additional \$500k would be needed to meet the need **for** expenditures detailed above (including the \$500k in vitally important other than faculty hiring expenditures detailed in Rob's memo of April 5th).*

One more point, Gerry: **As** you know, of course, a number of years ago the college Budget Committee adopted a policy under which net RF funds were distributed according to the formula of: one-third to your office, one-third to the Provost's office, and one-third to

ATTACHMENT C (cont)

departments and PI's generating those funds. We believe that, in light of the serious fiscal situation we may be facing, the college Budget Committee should be asked, as soon as necessary, to consider revisiting this policy for the 2001-2002 school year and, specifically, to consider whether a smaller portion of RF funds should go to departments and PI's so that more RF funds are available for essential *college-wide* needs.

Thank you very much for your consideration of this letter, Gerry. We realize that it has been long, but we believe that the precariousness of our fiscal situation requires, and justifies, our lengthy analysis. We look forward to discussing these matters with you further after our fiscal situation becomes clearer. In the meantime, we hope you are having a very good summer.

Sincerely yours,

Karen and Tom

cc: Basil Wilson
Rob Pignatello
Angela Martin
Don Gray
Ned Benton
Harold Sullivan
Amy Green

ATTACHMENT C (cont)

ATTACHMENT A

President's Non-Tax Levv Revenue and Expenses - 7/1/00 thru 3/31/01

(All in Dollars (\$))

	<u>Aux Corp</u>	<u>RF Account</u>	
A. Unrestricted Cash on 6/30/00	74,000	7,000	
B. Total Expected Receipts In Cash For This Fiscal Year	485,403	150,000	
C. Projected (i.e., Budgeted) Outlays For The Year, and Actual Expenditures Thru 3/31/01			
	<u>Budgeted Aux Corp (12/21 revision)</u>	<u>Spent to 3/31 Aux Corp</u>	<u>Spent To 3/31 RF Account</u>
1. Campus Events	49,722	29,571	45,676
2. Local Events	26,612	23,425	4,750
3. Non-Local Events	1,867	3,302*	0
4. Amenities	28,639	21,773	5,631
5. Congratulations/ Condolences	1,727	1,719	0
6. Recruitment/Registration	19,934	4,823	7,669
7. Community Services	6,582	5,930	7,325
8. Student Association	28,676	11,438	0
9. Student Scholarships	20,000	5,000	0
10. Reserve (Contribution to Deficit Reduction Plan)	140,000	0	0
TOTALS	<u>323,999</u>	<u>109,981</u>	<u>41,051</u>
D. Projected Total Expenditures For Year Without Contribution To Deficit Reduction		183,999	54,355
E. Committed For Deficit Reduction		140,000	100,000
F. Projected Total Cash Outlays		323,999	154,355
G. Projected Remainder ((A+B) - F)		235,404**	1,645

■ * - expended prior to 12/21/00 budgetary revisions

** - available to meet next year's assessment of \$190,000

Office of Sponsored Program
 Summary of Financial Activities
 For the Period of July 1, 2000 - March 31, 2001

ATTACHMENT C (cont)

	Estimated 7/1/00-6/30/01	Actual 7/1/00-3/31/01	Estimated 4/1/01-6/30/01
Balance	\$ 846,570	\$ 846,570	\$ 874,530
Net Incoming Funds	\$ 600,000	\$ 637,200	\$ 100,000 [2]
Total Funds Available for Distribution	\$ 1,446,570	\$ 1,483,770	\$ 974,530
Current and expected obligations for 2000-2001			
• Personnel including adjunct replacements (includes fringe benefits)	\$ 210,000	\$ 219,744	\$ 42,500
• Transfers to PI, Departments, and College as per distribution agreement	\$ 250,000	\$ 320,545	\$ 50,000
• Forward funding for State grants and contracts	\$ 190,000 [1]	\$ 186,809 [1]	\$ 45,000 [1]
OTPS	\$ 20,000	\$ 29,031	
Total Distributions	\$ 670,000	\$ 756,209	\$ 144,500
Balance Available after Distributions	\$ 776,570	\$ 727,641	\$ 830,030
Return of Forward Funding for State grants & contracts	\$ 190,000 [1]	\$ 146,909 [3]	\$ 22,500 [3]
Balance Available after Return of Forward Funding	\$ 966,570	\$ 874,530	\$ 852,530
Fiscal deficit obligations	\$ (350,000)	\$ -	\$ (350,000)
Total Available after Deficit Obligation	\$ 616,570	\$ 874,530	\$ 502,530 [4]

[1] Will be returned to the College as contracts and grant awards come in and will go to meet the College's obligation towards its fiscal plan.

[2] During the 2000-2001 year it is expected that revenues will be received to enable the College to meet its 2001-2002 obligations.

[3] Estimated amount of funds returned within this fiscal period. Balance of funds will be returned next fiscal period due to delay of sponsor transmitting funds.

[4] Funds will be used in order to cover \$350,000 for next College deficit reduction plan as well as covering anticipated costs such as forward funding for next fiscal year.