

Faculty Senate Minutes #314

Thursday, September 6, 2007

3:20 PM

Room 630 T

Present (25): Simon Baatz, Adam Berlin, Teresa Booker, Marvie Brooks, Dara Byrne, Elise Champeil, Edward Davenport, Virginia Diaz, Kirk Dombrowski, Konstantin Georgatos, P.J. Gibson, Heather Holtman, Tim Horohoe, Karen Kaplowitz, Richard Kempter, Jinwoo Kim, Ma'at Lewis-Coles, James Malone, John Matteson, Patrick O'Hara, Nicholas Petraco, Rick Richardson, Peter Romaniuk, Nancy Ryba, Davidson Umeh

Absent (11): Janice Dunham, Marcia Esparza, DeeDee Falkenbach, Gail Garfield, Amy Green, Amie Macdonald, Evan Mandery, Raul Romero, Francis Sheehan, Shonna Trinch, Thalia Vrachopoulos

Agenda

- 1. Announcements**
- 2. Adoption of Minutes #313 of the August 29, 2007, meeting**
- 3. Elections to College Committees**
- 4. Method of Selecting faculty to serve on the Search Committee for Provost**
- 5. Report on John Jay's budget**
- 6. Review of the agenda of the September 20 College Council meeting**

1. Announcements [Attachment A]

President Travis has issued a letter outlining the process for considering proposals for departmental restructuring; this process was developed in consultation with the leadership of the Faculty Senate and the Council of Chairs [Attachment A].

2. **Adoption of Minutes #313 of the August 29, 2007, meeting.** Approved.

3. **Elections to College Committees**

a. 2 Senators to serve on the Town Meeting Planning Committee: Elected: Karen Kaplowitz and James Malone

b. 3 faculty to the 504/ADA [Americans With Disabilities Act] Committee: Elected: Marvie Brooks, Roddrick Colvin, and Francis Sheehan

c. 5 Senators to serve on the College Comprehensive Planning Committee [CPE]: Elected: Elise Champeil, Karen Kaplowitz, and Evan Mandery

4. **Adoption of a method for choosing faculty to serve on the Provost Search Committee [Attachment B]**

The Executive Committee's proposed method for selecting the seven faculty members to be recommended by the Faculty Senate to President Travis for appointment to the search committee was reviewed [Attachment B]; this is the method the Faculty Senate has used for recommending faculty to serve on recent search committees.

Professor Gerald Markowitz has been appointed by President Travis to serve as the Chair of the Search Committee for Provost in addition to seven faculty members, three students and four administrators – Provost Bowers, VP Eanes, VP Saulnier, and Counsel Maldonado.

Senator James Malone spoke about the importance of choosing search committee members who are tenured full or associate professors, who have with the requisite experience and institutional memory. He suggested amending the proposal to permit only tenured faculty to serve on the search committee. Senator Rick Richardson spoke in favor of permitting adjunct membership. Senator Dara Byrne spoke in favor of permitting untenured full-time faculty members to serve on the committee, noting that since students are allowed to be on the committee untenured faculty members should be permitted as well. Senator Nancy Ryba agreed. Senator Adam Berlin suggested having a designated seat for adjuncts and a designated seat for untenured faculty. Senator Heather Holtman spoke in favor of having a diversity of representatives on the committee.

Senator Malone spoke against having untenured faculty or adjuncts on the search committee because they would feel vulnerable in terms of their employment status and thus would be less likely to feel they could speak or vote freely. Senator Richard Kempter said that he, an adjunct, does not accept Senator Malone's argument because he knows he is always vulnerable

and yet he still feels free to act and vote at the College as he sees fit. Senator Malone agreed that vulnerable people with sufficient courage can be free to speak frankly but said this is a rare combination.

Senator Richardson said that he favors allowing adjuncts and junior faculty to be candidates to serve on the search committee and then allowing the electorate to choose whether to elect them or not.

President Kaplowitz said that for the last search committee the Senate permitted adjunct faculty who had had six semesters of teaching service at John Jay to be nominated but this turned out to be too complex to verify. She spoke in favor of providing for slots for junior faculty and adjuncts on the faculty review panels, which will meet with all the finalists. She added that the Senate's past requirement of three annual reappointments for untenured full-time faculty had worked well. Senator Georgatos spoke in support of that approach.

Senators Gibson and Teresa Booker suggested that the problem of determining whether part-time faculty members have had six reappointments could be avoided if the candidate were required to bring documentation of the reappointments.

Senator Malone's motion that only full-time tenured faculty members may be eligible to serve on the search committee must be tenured was approved by a vote of 12 yes, 11 no, and 0 abstentions. The Senate then approved the method of electing the members of the search committee that had been proposed by the Executive Committee [Attachment B].

5. Report on John Jay's budget [Attachment C, D]

Senator Kirk Dombrowski presented a report on the College budget [Attachment C]. President Kaplowitz spoke about the heretofore flawed record-keeping at the College, so that John Jay's budget people cannot even get exact numbers as to the number of faculty members on our payroll.

Senator Marvie Brooks asked about the 38% cut in the library's book budget. Senator Dombrowski said that as far as he knows all departments are being asked for only a 10% cut.

President Kaplowitz reviewed the report on enrollment [Attachment D]. This year we did not increase our enrollment, which we had planned to do, and this is costing us CUTRA funds which we had been counting on.

President Kaplowitz said that there are negotiations going on about this. She noted we have a problem with retention. Our classes of juniors and seniors are much smaller than our classes of freshmen and significantly so and this is the opposite of the way things should be.

6. Discussion of the September 20 College Council agenda

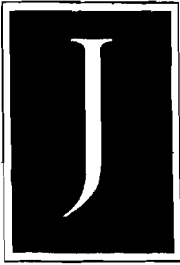
The September 20 College Council agenda comprises the following action items: approval of a letter of intent for a major in Gender Studies; and approval of four new courses in terrorism and international relations, a writing course focused on forms and genres, and two Russian for heritage speakers courses.

The meeting was adjourned at 4:40 pm.

Submitted by

Edward Davenport
Recording Secretary

ATTACHMENT A



JOHN JAY COLLEGE
THE CITY UNIVERSITY OF NEW YORK
OF CRIMINAL JUSTICE

PRESIDENT
JEREMY TRAVIS

MEMORANDUM

To: The John Jay College Faculty
From: Jeremy Travis, President
Re: Process of Considering Proposals for Departmental Restructuring
Date: August 21, 2007

During the spring, I sent an email to the John Jay College faculty stating that a process would be established in the fall semester to consider proposals being suggested by the faculty to create new configurations of our academic departments. The purpose of this memorandum is to further specify the process, including timelines for proposals, deliberations and decisions. The process described in this memorandum was developed in consultation with Interim Provost Jane Bowers, Professor Karen Kaplowitz, President of the Faculty Senate, and Professor Harold Sullivan, Chair of the Council of Chairs.

The important criterion governing the development of these guidelines is that any college should give careful consideration to proposals from faculty who recommend changes in the structures of its academic departments. Over the past several months, members of the John Jay faculty have been discussing a number of ideas regarding different configurations of our academic departments. Some propose the creation of new academic departments. Others call for the movement of faculty from one existing department to another. Other ideas are in the very early stages of discussion and have not yet taken final form. It is very important that all of these ideas receive thoughtful and respectful consideration.

Accordingly, as a first step we will require that faculty who seek approval for a change in departmental structure write a short (no more than 10-page) memorandum setting forth a rationale for the change. Each proposal should link the recommended structural reforms with the evolving mission of the College and articulate the potential benefits of the change for our curriculum, our faculty, and our students. All faculty members who wish to publicly support the proposal at this stage should list their names and departmental affiliations in the memorandum. (See the discussion below regarding faculty who wish to remain anonymous during this phase of the deliberations.) These proposals shall be sent electronically to Ms. Mayra Nieves, Secretary of the College Council (mnieves@jjay.cuny.edu), by the close of business Monday, October 15. Ms. Nieves will create a single document, containing all proposals, for distribution within the College community by Friday, October 19.

Between October 19 and December 1, these proposals will be debated and discussed in a variety of venues, including the Faculty Senate, the Council of Chairs, and individual academic departments. The Faculty Senate will establish a process for distributing any formal, signed written responses to the proposals. By the close of business on December 1, the faculty who made the original proposals shall submit final versions of their proposals, again to Ms. Mayra Nieves, in electronic form. These final proposals should reflect the issues raised in the discussions of the preceding six weeks. (Proposals may be withdrawn by the December 1 deadline, but new proposals cannot be submitted at this time.) At this point, the Executive Committee of the College Council will take one of two actions – either refer the proposal to the College Council for its consideration, or, if a proposal warrants review by a committee of the College Council, refer the proposal to that committee, with a request that the committee report back to the College Council. The College Council will then consider and vote on these proposals.

Ultimately, any changes in the structure of John Jay's academic departments must be approved by the Board of Trustees of the City University of New York. The timeline set forth in this memorandum is designed to achieve the goal of bringing successful proposals to the Board of Trustees by the end of this academic year. A formal proposal to the Board must include the names of John Jay faculty who will be appointed to the new or reconstituted departments. Between the time of College Council action and submission to the Board, if the proposals have sufficient merit to be so referred, the College will ask for the names of those faculty members who wish to have their appointments considered for recognition within these departments. A faculty member need not be listed on the original proposal to be given the opportunity to petition to be named as a member of a new or restructured department.

I recognize that discussions about the structure of our academic departments can be both exciting and troubling. For those faculty who believe that a new structure will provide them a new scholarly home with colleagues who share their vision for teaching, research, curriculum development, and intellectual stimulation, these discussions provide welcome opportunities. For others who worry about how these changes might affect them, raising the possibility of new departmental structures may not be so welcome. Some faculty may alternate between these emotions. As a community, our goal should be to provide an open forum for these discussions, and to make sure that any individual faculty member who has questions about these issues can get answers to those questions. In this regard, Professor Kaplowitz and the Faculty Senate will continue to be open to inquiries from members of our faculty and will share answers to factual questions with the entire faculty.

It is my hope that the process described here, and the consultations we have been having over the past year, will ensure that we emerge from this chapter in the College's history in a better position to support the professional aspirations of our faculty, the educational goals of our students, and the potential of the College.

Agenda item #4: ATTACHMENT B

Method proposed by the Senate Executive Committee for electing faculty to serve on the Search Committee for the Provost & Vice President for Academic Affairs

Method of nomination: The Faculty Senate shall solicit nominations and self-nominations from the faculty. An email shall be sent to faculty inviting nominations.

Eligibility to be nominated and to serve: Faculty are eligible if they have received at least three annual reappointments at John Jay. Membership on the Faculty Senate is *not* a requirement for nomination or election.

Method for nominating: Faculty shall call or email a member(s) of the Senate Executive Committee, who shall be designated by the Executive Committee. Confirmation of receipt of nominations shall be sent by email by the member of the Senate Executive Committee so designated, who shall also ascertain whether nominees are eligible to run and, if so, whether they accept nomination.

Who shall vote: The members of the Faculty Senate and the members of the Council of Chairs shall together be the electorate. Each Senate member and each Chair (if *not* a member of the Executive Compensation Plan) shall have one vote.

Election statements: All faculty who are nominated and who accept nomination shall be invited to provide, by email, an election statement – maximum of 300 words. Such statements shall be optional and candidates may choose to not provide such a statement. Election statements shall be emailed to all members of the Faculty Senate and to all members of the Council of Chairs.

Who shall count ballots: The votes shall be counted by at least two members of the Senate Executive Committee or of the Senate who are not, themselves, candidates.

Percentage of votes needed for election: To be elected, each of the seven candidates receiving the most votes must receive at least 40% of the votes cast. If a tie vote occurs or if an insufficient number of candidates receives 40% of the votes cast, a run-off election shall take place. In this run-off election, each member of the electorate shall be invited to cast a written, secret ballot. The run-off shall be among the top two vote recipients for every unfilled position. For example, if one position is unfilled, the run-off is among the two highest vote recipients; if two positions are unfilled, the run-off is among the top four vote recipients; if three positions are unfilled, the run-off is among the top six vote recipients, and so forth.

John Jay College
Year-End FY 2007/FY 2008 - 2010 Forecast (COMPACT INCREASE REVENUE TARGET)

	<u>FY 2005</u>	<u>FY 2006</u>	<u>Year End FY 2007</u>	<u>FY 2008</u>	<u>FY 2009</u>	<u>FY 2010</u>
BUDGET ALLOCATION AND REVENUE						
CUNY Revenue Target	\$51,848,000	\$53,521,000	\$54,453,000	\$55,424,000	\$56,353,000	\$57,328,000
Actual Enrollment / FY08-09 Projection	10,395	10,788	10,958	10,922	10,550	10,172
Full-Time Faculty	321	319	348	392	TBD	TBD
Base Budget(Including) COMPACT	\$43,970,911	\$47,239,400	\$50,004,000	\$56,391,800	\$58,218,100	\$60,044,400
Base Budget Reduction on Discretionary Spending		(\$225,600)				
COMPACT net Fringes			\$2,087,200	\$2,085,000	\$2,085,000	\$2,085,000
Philanthropy & Productivity			(\$258,700)	(\$258,700)	(\$258,700)	(\$258,700)
Lump Sum Allocations and Supplemental Allocations	\$7,813,900	\$10,210,200	\$15,161,399	\$10,099,693	\$10,099,693	\$10,099,693
Lump Sum	\$6,925,600		\$7,203,100	\$7,203,100	\$7,203,100	\$7,203,100
Additional Allocations	\$888,300	\$2,800,400	\$7,958,299	\$2,896,593	\$2,896,593	\$2,896,593
TOTAL BUDGET ALLOCATION:	\$51,784,811	\$57,449,600	\$65,165,399	\$66,491,493	\$68,317,793	\$70,144,093
Current Year Gross Tuition Revenue expected above CUNY Target	\$3,192,000	\$4,438,000	\$4,745,390	\$4,186,998	\$773,952	(\$1,700,592)
Prior Year Cutra Balance	\$5,189,374	\$3,790,000	\$3,433,000	\$1,258,510	\$0	\$0
Lease Revenue	\$3,125,000	\$1,875,000	\$1,612,825	\$1,612,825	\$0	\$0
CUTRA /Revenue Balance from Prior Fiscal Year	\$8,381,374	\$5,665,000	\$5,045,825	\$2,871,335	\$0	\$0
TOTAL CUTRA/Additional Revenue:	\$11,506,374	\$10,103,000	\$9,791,215	\$7,058,333	\$773,952	(\$1,700,592)
TOTAL OPERATING BUDGET (RESOURCES AVAILABLE)	\$63,291,185	\$67,552,600	\$74,956,614	\$73,549,826	\$69,091,745	\$68,443,501
EXPENDITURES						
Personnel Services (PS)	\$37,662,538	\$39,233,516	\$45,444,668	\$50,452,854	\$52,367,074	\$54,281,294
Adjuncts	\$8,443,587	\$9,403,921	\$10,761,290	\$10,053,951	\$8,875,000	\$8,875,000
Temp Services:	\$5,456,315	\$6,477,893	\$6,845,192	\$5,914,758	\$6,222,538	\$6,530,318
TOTAL PS:	\$51,562,440	\$55,115,330	\$63,051,149	\$66,421,564	\$67,464,612	\$69,686,612
OTPS	\$6,343,536	\$7,411,997	\$9,034,129	\$6,500,195	\$6,731,695	\$6,963,195
UBO Adjustment	(\$1,441,689)					
TOTAL OTPS :	\$4,901,847	\$7,411,997	\$9,034,129	\$6,500,195	\$6,731,695	\$6,963,195
TOTAL FINANCIAL PLAN EXPENDITURES:	\$56,464,287	\$62,827,327	\$72,085,279	\$72,921,758	\$74,196,307	\$76,649,807
YEAR-END BALANCE:	\$6,826,898	\$5,025,273	\$2,871,335	\$628,068	(\$5,104,562)	(\$8,206,306)

Notes:

- The last CUNY-imposed enrollment target given to the college was 9 995. Beginning FY05, CUNY has increased revenue targets only, which the College has converted to enrollment target increases (an increase of 1 FTE = \$5,168 increase in revenue target)
- Actual Enrollment Source: Office of Enrollment Management
- FY 2008 enrollment target of 10,781 FTE and \$3,493,000 in FY08 CUTRA reflects a revised enrollment projection of 215 additional FTE (original target 10,566) generating \$1,258,000 over FY 08 original plan.
- FY 2008 - 2010 projections include Compact and Investment Plan allocations and expenditures.
- FY 2007 Allocation and OTPS Funding include Honors College allocation and expenditures of \$1.2 million

REVENUE/CUTRA ANALYSIS

COMPACT INCREASE (Current Fin Plan)				
	FTE'S	REVENUE TARGET	REVENUE GENERATED	REVENUE OVER /UNDER
FY06		\$53,521,000		
FY07	10959	\$54,453,000	\$59,198,390	\$4,745,390
FY08	10922	\$55,424,000	\$59,010,998	\$3,586,998
FY09	10550	\$56,353,000	\$57,126,952	\$773,952
FY10	10172	\$57,330,468	\$55,629,876	-\$1,700,592

Revenue Target Freeze to 2007 Level				
	FTE'S	REVENUE TARGET	REVENUE GENERATED	REVENUE OVER /UNDER
FY06		\$53,521,000		
FY07	10959	\$54,453,000	\$59,198,390	\$4,745,390
FY08	10922	\$54,453,000	\$59,010,998	\$4,557,998
FY09	10550	\$54,453,000	\$57,126,952	\$2,673,952
FY10	10172	\$54,453,000	\$55,629,876	\$1,176,876

Proportional Reduction in Revenue Target based on FY07 Revenue Target Per FTE				
	FTE'S	REVENUE TARGET	REVENUE GENERATED	REVENUE OVER /UNDER
FY06		\$53,521,000		
FY07	10959	\$54,453,000	\$59,198,390	\$4,745,390
FY08	10922	\$54,269,155	\$59,010,998	\$4,741,843
FY09	10550	\$52,420,764	\$57,126,952	\$4,706,188
FY10	10172	\$50,542,560	\$55,629,876	\$5,087,316

Note FY08 Current Year Cutra is higher by \$600,000 based on prior year cash balances.

	FTE	Target Per FTE	Target
FY07	10959	\$4,969	\$54,453,000
FY08	10922	\$4,969	\$54,269,155
FY09	10550	\$4,969	\$52,420,764
FY10	10172	\$4,969	\$50,542,560

Registration Report

Classification	Fall 2006 End	Fall 2007 08/28/07	Difference
Freshmen	5426	5487	61
Sophomore	2743	2723	-20
Junior	2289	2279	-10
Senior	2008	2042	34
Graduates	1833	1921	88
2nd & Non-Degree	160	205	45
Total	14459	14657	198
New Freshmen	2829	2837	8
New Transfer	908	915	7
New Graduate	571	667	96
Difference in Headcount		198	198
Change with Prior Fall		198	
% Change		3.29%	
Target FTE		11260	
Registration FTE Target		11360	
Undergraduate FTE	10344	10354.6	
Graduate FTE	1125	1161.3	
Total FTE	11469.6	11515.9	
% Target/Final FTE's Achieved		101.37%	
FTE per Head Count	0.793	0.786	