

MINUTES

Ramapo College Board of Trustees

Deans' Council

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Thursday, March 17, 2022, 9:00 am - 11:00 am

AC 202

A. Approval of Minutes

The minutes from the March 3 meeting were approved with a minor correction.

B. PNP Finalization

S. Gaulden shared that she will be meeting with other Vice Presidents regarding the PNP's at the President's request. Proposals that are advancing will be invited to an upcoming Cabinet meeting.

S. Gaulden requested the Deans look at the Qualtrics feedback as well as review her comments on the budget development.

C. Convener Job Description

https://docs.google.com/document/d/1x3Opo_HGryqAmvj4oB0y4Dvex1mllrgCVspEkpFoAc/edit

The Deans reviewed the edits for the proposed description. E. Petkus inquired about compensation. At this time, the current reassign time/stipend structure will remain in place until a conversation can be had with the union.

D. Couzens will send the Deans' Council approved updates to ER and inquire about the next steps. S. Gaulden will share this information with the FA President.

D. Budgets

B. Walkley and K. Stathis joined the meeting to discuss adjunct and overload budgeting. Other budget topics arose out of the conversation.

Lab Fees

E. Saiff noted that it is difficult to project the lab fees for the following year because it is based on the prior year's enrollments. S. Gaulden noted that increases/decreases can be requested through the budget change request process. E. Saiff agreed but noted the budget change requests timing does not align with the acceptance timeline for new students. It would be easier to project after yield season. P. Campbell recognized the need for additional extraordinary funds in FY23 across the board, given that Fall 2021 still had adjusted fees due to the pandemic delivery modes. B. Walkley commented that lab fee revenue is 50% of what is collected, and that fees do not cover only the consumables. She noted it is difficult to project based on actuals. She added that if there are increases to costs (such as subscriptions to softwares) the fee should be a course fee and an expense should also be added to the budget.

Graduate Programs Net Position

Trend data actuals were reviewed. C. Romano commented the graduate program model is changing and moving away from generating revenue from continuing cohorts; rather, the increase in 4+1 students is shifting revenues as well as recruitment and marketing efforts. The head counts

may be larger but student credit hours may be less.

Adjunct & Overload Budgets

S. Gaulden noted the FY23 projection is partially increasing due to an increase in negotiated adjunct costs, however, enrollments are decreasing. A. Lorenz added that emergencies and other full-time faculty leaves may contribute to that. S. Gaulden inquired if summer costs should be separated out still. B. Walkely noted it used to be evaluated separately but that is no longer the case; S. Gaulden recommending folding those projections into the schools. There was a general discussion about summer enrollments. C. Romano shared his perspective on 3+1 programs (three years of year-round undergraduate programs, plus one year of graduate study)

E. Unique Courses

S. Gaulden introduced a list of courses with unique workload or other compensation structures and the goal to ensure that faculty are being compensated equitably and fairly. Examples were provided that ranged from percentages of a credit, a full credit, a stipend, etc. She noted that none of the amounts/number are inaccurate, but did question if there is a mechanism to ensure similar scenarios are provided similar compensation.

E. Saiff, A. Lorenz, and E. Petkus volunteered to conduct an analysis of the various courses and determine the amounts of faculty time spent in each scenario and a rationale for the structure.

F. New Business

ALICE Active Shooter Training: S. Gaulden asked the Deans to encourage their faculty and staff to attend the training sessions.

Bergen County College Fair: C. Romano shared that 2,200 high school students were on campus for the fair. Over 4,000 people total attended the event, and it was hugely successful.