Meeting Minutes of the Governance Council

Wednesday, November 16, 2022; 1:30 pm – 3:30 pm; Room 708, Auditorium

Interim Chair: Brain Pavilonis

1. **Call to Order, Approval of the Minutes and Vote**

Brian Pavilonis, Interim Governance Council Chair, called the meeting to order at 1:40 P.M.

Brian opened the Meeting stating that this was the last Governance Council meeting he is chairing, and Glen Johnson would resume his position of Chair at the next meeting in February. Brian thanked all the volunteers and staff who assisted him, and reminded all in attendance to be respectful with each other while debating.

Dean Ayman El-Mohandes mentioned, and Brain concurred, that to comply with the “Open Meeting Law” initiated by Governor Hochul, all attendees attending the meeting virtually must list their full name or log off the meeting immediately.

Brian presented the September and October Governance Council meeting minutes for approval. The minutes for the September meeting were approved, and Mary Schooling made mention that she would be unable to discuss her contribution to Committee Matters. The October minutes will be changed to reflect this and will be approved at a later date.

1. **Dean’s Report**

The Dean opened his session thanking all volunteers and mentioning that Ilias Kavouras will perform as Interim Chair of the APT Committee, for the spring semester, while Christian Grov is on sabbatical leave.

The Dean progressed and discussed the following points:

* University would like in-person classes to return to spring 2020 levels, so SPH will return to a 45% in-person class/55% online class ratio.
* The construction on the eighth floor is complete. It is a beautiful space, and we have listened to your complaints. Its has been sound proofed for better sound absorbency. Much of the space has already been designated, with space for the RF and some hoteling.
* The Dean thanked the Search Committee for their work on the search for the new incoming Sr. Dean for Academic Affairs and Student Relations. Interviews have commenced and he is interested is seeing who the final candidate will be, stressing that we will find the best candidate for our School. Interviews will be completed by the end of the year. The Dean is pleased with the selection of candidates coming to the School and thanked the Search Chair, Terry Huang, and the Committee for their efforts.
* In absence of a Sr. Dean for Academic Affairs and Student Relations, the Dean thanked Robyn, Marilyn and Doris for their assistance with Academic Affairs.
* Elizabeth Kelvin is the Search Committee Chair for the four (4) new faculty lines the School is hoping to hire before August 2023.
* The School is also looking to hire someone in the near future in the area of Nutrition, with Ann, Karen and Ghada participating in that search.
* Global Health is also in need of a tenured faculty line and I am thinking of the best options to find a worthy candidate.
* A SPH “Friends Event” has been planned to build the endowment and naming of our School. “High Worth” individuals have been invited and we hope to garner a “significant number” for the School’s endowment.
* CUNY Schools have been pushing for a Board of Trustees (BoT) sub-committee on research for the next five (5) years, emphasizing the need to value graduate education. The sub-committee will seek to educate the BoT, and over time will influence future research investment throughout CUNY. Our School’s research numbers prove that SPH stands out as a high-performing research entity.
* The Kips Bay/SPARC Project is a five (5) year endeavor. We have a committee looking at the importance of its design and alignment with our School’s goals and needs. We need more office space and at least ten thousand feet of “wet lab” space.
* I may call on different SPH faculty and staff members to form a small committee to think about our transition, using different communication vehicles to inform others of the transition. I have asked Barbara Aaron to assist in this matter.
1. **GC Committee Matters**

**Budget Committee**

Budget Committee Chair, Dr. Karen Florez (EOGHS), was given the floor:

Karen introduced the Budget Committee to the Governance Council, as it is a new Committee, in its first year of capacity.

Wrapping up a quick introduction, Karen stated that the duties of the Budget Committee have been defined, and the Committee will review the School’s annual budget and provide the information to the Governance Council going forward.

Karen then surrendered the floor.

 **IV.**  **Associate Deans' Reports**

**Dr. Susan Klitzman, Sr. Associate Dean for Business and Administration**

Susan was given the floor and took the opportunity to “piggyback” off of Karen’s introduction of the Budget Committee.

Susan mentioned that the Budget Committee has reviewed last years’ budget and this years’ fiscal plan. Fiscal year 2022’s budget is “set in stone”, but the budget for fiscal year 2023, ending June 30, 2023, remains fluid.

The number for this year’s budget will continue to change, as we add staff and staff leave, changes to the budget will be have to be updated. With a budget of $16.8 million for this fiscal year, our highest expenditure is tax-levy salaries, making up the vast majority of our expenses.

CUNY’s tuition target for SPH last year was $8.4 million. This year our target is $8.5 million, and we are anticipating a small decrease in tuition revenue.

Our total operating budget amounts to approximately $26 million dollars, as the University provides all employee fringe benefits ($7 million), rent ($2.9 million) and additional expenses ($9 million).

Additional monies called CUTRA balances are brought over annually, and last year SPH has a CUTRA balance of $3.1 million that was brought over to this year’s budget.

We are tapping into our CUTRA balances this year and we must focus on ways to increase our revenue. Other initiatives, like the 4+1, and the 2+2+2 programs should help.

It is critical that we rely on the Budget Committee and CUNY to help us source through these financial difficulties.

Susan moved the topic from the School’s budget to recent personnel matters, stating we are working to staff the I.T. Department, please be patient as we do this. If there is an emergency, please contact either Mohit or Michelle, and added that Mohit is on vacation this week.

The I.T. team is working to address all concerns…

The School’s hours of operation during the upcoming spring semester will be Monday – Thursday, from 8:00 am, until 9:00 pm. The campus will be closed Fridays, Saturdays and Sundays, due in part to the shortage of Public safety staff we are experiencing.

Susan closed mentioning that the access to walk between floors 5 (five) through 8 (eight) has been resolved and closed her session.

**Dr. Michele Kiely, Associate Dean for Research**

Michele had no report and wished all “Happy Holidays”.

**Dr. Lynn Roberts, Associate Dean of Student Affairs and Alumni Relations**

 Likewise, Lynn had nothing to discuss, and told the member of the Council to email her if they had any concerns.

 **V. Adjournment**

At this point the meeting was adjourned and turned over the Curriculum Committee Chair Dr Sean Haley for a curriculum discussion among the School’s faculty.

Breakout sessions were held, with all feedback to be organized and reviewed at the next Governance Council Meeting.

All Other Items would be tabled until the next Governance Council meeting as well…

 Minutes respectfully submitted by Arthur McHugh.