

Strategic Plan Implementation
Meeting Minutes

Subject	#8 maintain financial health – meeting #2	Date	Mar 01, 2012
Facilitator	David Seward and Beth Hillman	Time	9 – 10 am
Location	Room 395, Bldg 200	Scribe	Ellen Crosson
Attendees	Ellen Crosson, Aaron Rappaport, Carol Cole, Tom McCarthy, Robin Crawford, David Seward, Alex D'Ull, Beth Hillman, Linda Bisesi, A.J. Thomas, Osagie Obasogie		

Key Points Discussed		
No.	Topic	Highlights
1.	Contingency Plan	Revenue must entail enrollment
2.	Let's make this meeting a brainstorming of ideas for programs/projects that generate revenue.	<p><u>On Programs:</u> Distance Learning (Robin); Identify JD students' fields of concentration/specialization to practice law when they graduate; LLM is currently offered to international students – why not offer this program also as domestic/specialized LLM?</p> <p>Certification classes such as Paralegal (Ellen), Taxation, etc.</p> <p>Look into Continued Learning Education.</p> <p><u>On Projects:</u> Conference-service functions that bundle services (Tom) for internal (students/faculty) and external customers (i.e., from Bar Prep & Bar Exams to events of other civic orgs, local businesses, other schools, government agencies, etc.);</p> <p>Capitalize more on bundling of services esp. during the summer, winter and spring breaks (school downtime) to include parking and even housing, if there is a need.</p> <p>Energy conservation = savings can generate revenue (Alex)</p> <p>Real Estate: Regardless of market trend, we should be looking into buying properties around the neighborhood (AJ & Alex); before looking elsewhere, we have in our backyard the potential to renovate and develop the Great Hall adjacent to the Tower Building (Ellen)</p>

Key Points Discussed

No.	Topic	Highlights
3.	How to approach Item #2 – Short term v. Long Term	<p><u>On Programs:</u> At Faculty meetings, there have been several discussions on pilot programs. Let's look into this and share with Committee (Beth/Aaron);</p> <p>Explore all possible avenues for cost reduction (i.e., faculty compensation/raises; to this note, staff reduction is very stressful and this is hard to balance when we are hiring faculty – explain this (Linda)</p> <p>David explained the budget. There is an allocation for faculty broadly defined \$10 million that includes salaries and benefits; no reduction in faculty resources even with the reorg.</p> <p>Energy saving programs existing as well as create more initiatives toward energy saving; better print management over and beyond what is currently offered to students and faculty, if any. Such print management program should also be beneficial to staff (A.J. & Alex)</p> <p>Synergize this committee with goals of other SPI committees.</p> <p><u>On Projects:</u> Look into existing projects and identify short v. long term; must be able to work on short term projects sooner rather than later; visibility is good for students (so they see where their money "tuition they paid for" is going).</p> <p>Must be able to categorize project priorities (brainstorm; list all projects and possibly in the interim color-code by importance: Yellow, Blue, Red – just as an example – David)</p> <p>Emphasis on direct marketing to external customers; done now but can be improved and be more aggressive.</p> <p>Study real properties that we can buy and develop to uplift the neighborhood/community</p> <p>Repositioning the College is very important but must be done in a cohesive and responsible manner.</p>
4.	Downside	<p><u>On Certification Programs:</u> must be careful that offering these programs does not conflict with our Hastings JD grads who are out there looking for jobs but are struggling to find one;</p>

Key Points Discussed

No.	Topic	Highlights
		<p>therefore, in the interim, turn into careers as paralegals. Would this be in competition with JD grads looking for jobs? (Linda)</p> <p>Continued Learning Education was discontinued a few years back. (Carol) What was the justification then and take those reasons, and study the need to bring it back.</p> <p>Imminent layoffs; talks of furlough or reduction of hours have raised the level of anxiety among students, staff (Obasogie)</p> <p>On bundling of services and direct marketing to external customers – what about Hastings students reservations v. external reservations? Gauge impact of event that is being reserved and how this can affect Hastings students’ orgs reservations for their events. (Alex)</p>
5.	Continue discussion next meeting	<p>Question on integrating Action Items from previous meeting to this meeting. (Ellen) We did not touch on this as much, in particular, Action Item on possible presentation by directors of LLM and Consortium (Academic Auxiliary Enterprise). What is the status? Must also look into status of other Action Items.</p> <p>(Ellen) Everyone must access the Sharepoint Site for updates and continue flow of discussion. Target dates must be achieved. Ellen to track progress of engagements and action item tasks. Let Ellen know if anyone has difficulty with access to Sharepoint Site.</p>

Action Plan				
No.	Action Item(s)	Owner	Target Date	Complete (%)
1.	<p>Re-educate and inform community, write talking points</p> <ul style="list-style-type: none"> This is a work in progress. Aaron & Beth have been meeting with David to structure talking points; target-audience faculty. David to present financial outlook to Faculty Meeting scheduled for Monday, March 19, at 3:30 p.m. 	Aaron & Beth		50%
2.	<p>Get smart on LLM, Consortium, SLI through meeting with Professors Faigman, Paul, and discussing SLI</p> <ul style="list-style-type: none"> Beth invited Prof. Joel Paul to present at next SPI Goal #8 Meeting this month. 	Ellen	March 29	50%
3.	<p>Next meeting on Feb 23, 10-11 a.m.</p> <p>Due to February 2012 being a short month, next meeting was rescheduled for Thursday, March 1 at 9:00 – 10:00 a.m.</p>	Ellen	March 1	100%
4.	<p>Brainstorm re space utilization possibilities and income</p> <ul style="list-style-type: none"> At March 1 meeting, Committee brainstormed on several ideas in the areas of programs and projects that can generate revenue for the College. It was agreed that revenue must entail enrollment. Discussions to continue at next meeting. Prioritize programs and projects that generate revenue, existing as well as those ideas discussed on March 1 meeting. 	ALL	March 29	10%
5.	<p>On Distance Learning as an academic auxiliary enterprise that can generate revenue</p> <ul style="list-style-type: none"> Beth would like to share to the group a written proposal from Andrew Gurthet of the Law Library. Beth emailed a copy of the proposal to Committee members. Andrew Gurthet followed this up through an email message that he would gladly assist and be available to answer any of the group's questions. Bring copy of DL written proposal to next SPI Goal 8 meeting for discussion 	Robin/Beth	<p>March 2</p> <p>March 29</p>	<p>100%</p> <p>0%</p>
6.	<p>A question on hiring additional faculty during layoffs and staff reduction. This is hard to balance when the College refers to budget cuts and/or the possibility of losing state funding, etc</p> <ul style="list-style-type: none"> David explained the budget in regards to faculty allocation. In addition, per David, he has a pie chart that he can share with the group at next meeting to explain further. 	David	March 29	0%
7.	<p>Follow-up if everyone is able to access SharePoint Site</p>	Ellen	Now through March 29	0%