

**Joint Planning and Budgeting Committee
Meeting Minutes
Thursday, May 3, 2018
8:30 – 10:30 a.m., 220 Seymour**

ATTENDEES:

Voting Members

Mike Andriatch
Davida Bloom
Steven Breslawski
Frances Dearing
Scott Haines
Jim Haynes
Tom Hernandez
Shanelle Hodge
Debbie Jacob
Josh Johannes
Sara Kelly
Kadathur Lakshmanan
Teresa Major
Jose Maliekal
Brad Menear
Dave Mihalyov
Cherise Oakley
Summer Reiner
Sandeep Singh

Non-Voting Members

Denise Copelton: Co-Chair
Crystal Hallenbeck
Kathleen Peterson
Karen Riotto
Lou Spiro: Co-Chair
Melissa Wight

Guests

Fred Rion

REGRETS:

Voting Members

Joy Bhadury
Chantelle Nasri
Kathryn Wilson

Non-Voting Members

President Macpherson

The meeting was called to order at 8:32 a.m.

Approval of April 26, 2018 Minutes

Dr. Copelton asked the committee to review the minutes from the April 26, 2018 meeting. With no corrections, Mr. Menear motioned the minutes to be approved, Ms. Hodge seconded the motion, and all were in favor so the minutes were approved.

Announcements

Dr. Copelton made the following announcements:

- The May 10, 2018 committee meeting has been cancelled to accommodate events with the candidates for the Vice President of Administration and Finance position.
- We hope to be able to cancel most of the meetings scheduled for June, but members are requested to hold the May 17, 2018 meeting on their calendar. Dr. Haynes stated that there is a Directors meeting all day on May 17, 2018, so various committee members would not be able to attend the JPBC meeting on that day.

Enterprise Risk Management (ERM) Committee Update

Note: The presentation is available on Blackboard

Mr. Spiro provided a presentation on the Enterprise Risk Management Committee regarding where the committee is on assessing risks and the Risk Register. The following are suggestions or questions that were stated during the presentation:

- A few members stated concerns over considering the risks involved in extreme weather events. Mr. Spiro stated that at this point the committee has not concentrated on them. Right now, they are considering things that are more likely to happen or have happened. When the committee gets further into developing the register, they will be able to discuss and add the extreme weather events.
- Dr. Singh asked if there is there a way to externally validate the probabilities that have been assigned to the risks by the committee. His concern is that assigning risk levels can be subjective and sometimes motivated by individuals seeking resources. Mr. Rion stated that SUNY has not provided any guidance to provide external validation. Mr. Rion also stated he could reach out to sister institutions. Mr. Spiro stated that each school may be using a different format and depending on location, risk levels could be different. For example, some schools may get more snow than others and therefore the risk level could vary from school to school. Mr. Spiro did state that a request for more guidance could be brought to SUBOA as an agenda item.
- Dr. Peterson asked if the Risk Register could be used to determine the risk on the College if a department is lacking personnel. Mr. Spiro stated that the committee has not gotten there yet, but when examining the department that is at risk, it could be determined that there are ways to do things new or differently to mitigate the risk instead of a resource-based solution.
- Mr. Spiro stated the Risk Register is an ongoing document. Adjustments will be made per suggestions from Extended Cabinet and any comments that committee members would like to send to Mr. Spiro via email. Mr. Spiro also stated that the ERM committee meets bi-monthly.

Response to Division Presentations

Committee members discussed the following divisions individually and determined the following requests to be high priority:

EMSA

New Funding:

- Student Employees \$ 90,480

Temporary to Permanent Funding:

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| • Funding for Extraordinary Scholarships – from Central Reserves | \$1,655,200 |
| • Downstate Recruitment | \$ 263,100 |
| • SERC Operating Costs | \$ 285,000 |

Other Funding

- | | |
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| • Funding for Extraordinary Scholarships – from DIFR | \$1,350,000 |
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Reasons for these priorities:

- The funding for student employees and extraordinary scholarships helps with student retention rates.
- The Downstate recruitment increases our outreach to potential students as the number of students locally has decreased. This helps us get closer to achieving our enrollment goal.
- SERC operating cost is necessary funding, as we need to keep the building in operation.

Recommendations put forth by committee members:

- Encourage Admissions to look at the funding for local recruitment to see if any of that funding can be put towards the Downstate recruitment as the numbers have decreased for the local recruitment.
- Mr. Spiro noted that the Temporary to Permanent Funding requests listed for EMSA have been funded on a “permanent temporary” basis for years and that these will continue to be funded for the next five years in the upcoming financial model.

College Communications

New Funding:

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| • Hire Web Programmer | \$ 55,000 |
| • Hire Videographer | \$ 50,000 |
| • Hire One Communications Specialist | \$ 45,000 |

Reasons for these priorities:

- The College is in great need of a Web Programmer. Our website is most often the first contact we have with potential students. We need the support so that we can market the College better. This would also help preserve our reputation as there are many complaints from students and parents regarding broken links and missing information on the web. Members feel this funding request is top priority.
- A videographer is needed as College Communications only has the personnel capacity to complete two big videos a year like the Alumni/Athletics Hall of Fame video and the Open House video and has to decline requests to complete departmental videos. It was determined that in this day and age, students want more visual stories and fewer stories to read. This would help us really share our students’ stories and become more marketable.
- The Communications Specialist would assist with our public relations and assist with getting information and stories out on social media. This individual would write the scripts for the videos and this would help increase the efficiency of the video production process.

Advancement

New Funding:

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| • Hire 2 Major Gift Officers (MGOs) | \$ 150,000 |
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Temporary Funding:

- Prep New Comprehensive Campaign: Feasibility Study \$ 100,000

Committee recommends the following funding from Academic Affairs:

- Lifelong Learning Series Marketing \$ 2,000
- Lifelong Learning: Part-time Support for Multigenerational Engagement \$ 15,000

Reasons for these priorities:

- The Major Gift Officers are critical to the functionality of the office.
- The Feasibility Study needs to be completed in order to prepare for the next Comprehensive Campaign.
- The Lifelong Learning funding should come out of Academic Affairs as the Multigenerational Engagement is under Dr. Dauenhauer in Social Work.

The following recommendations were made via email regarding the division budget requests:

- Investigate if outsourcing some of the services would be a cheaper alternative than hiring personnel.
- Sharing positions with sister institutions that face similar budgetary constraints as well as compliance requirements. For example, sharing a compliance officer with Geneseo or Buffalo State.
- Asking faculty to serve in some of the needed roles. Particularly individuals who want to explore administrative options. It would cost the College in release time in terms of teaching but could save on salary costs.
- Encouraged the support of the immediate permanent personnel requests that Administrative and Finance has requested.

Recommendations by the committee for next year's process:

- Add a column on the summary spreadsheet to indicate the cost-benefit of providing funding. The cost-benefit information would have to come from each division and this request first needs to be put into the Divisional Call Letter requesting that the rationale for the budget request should include qualitative information and, if available, quantitative information and explain (not just list) the connection to the Strategic Plan.
- Members need to know how much money is available to spend. Similar to how members know the total amount available when recommending which investment fund proposals are awarded.

Other Items from the Committee

Dr. Copelton proposed that we still have the meeting on May 17, 2018, and requested that members not able to attend send their comments and/or recommendations regarding the Administration and Finance requests to her via email. She also requested that members hold the scheduled May 31, 2018 meeting in case we need to meet then.

The meeting was adjourned at 10:33 a.m.

Next Meeting: May 17, 2018, 8:30-10:30 AM

DC/LS/mw