

**Joint Planning and Budget Committee
Meeting Minutes
Thursday, February 28, 2019
8:30 – 10:30 a.m., 220 Seymour**

ATTENDEES:

Voting Members

Sondra Aman
Mike Andriatch
Davida Bloom
Frances Dearing
Scott Haines
Tom Hernandez
Katy Heyning
Debbie Jacob
Sara Kelly
Brooke Leddon
Jose Maliekal
Cherise Oakley
Kathy Peterson
Summer Reiner
Jay West
Katy Wilson

Non-Voting Members

Denise Copelton: Co-Chair
Crystal Hallenbeck
Karen Riotto
Jim Wall: Co-Chair
Melissa Wight
Jim Zollweg

Guests

Lynda Cochran
Dawn Footer
Celia Watt –
*representing Susan
Stites-Doe*

REGRETS:

Voting Members

Steven Breslawski
Kadathur Lakshmanan
Teresa Major
Dave Mihalyov
Susan Stites-Doe

Non-Voting Members

President Macpherson

The meeting was called to order at 8:35 a.m.

Approval of the Minutes

Dr. Copelton asked the committee to review the minutes from the February 14, 2019 meeting. With no corrections, Dr. Peterson motioned the minutes to be approved, Mr. Haines seconded the motion, and all present voting members were in favor except for two abstentions. Therefore, the minutes were approved.

Announcements

- Dr. Copelton announced that Ms. Leddon would be going to the National Qualifiers. Ms. Leddon stated that the event is for diving and it will be held this weekend at RIT.
- Dr. Copelton stated that nominations are still being accepted for the upcoming vacancies on the committee. The nomination information and form are located on the Daily Eagle. The deadline to submit nominations is Friday, March 1, 2019. Nominations are currently being accepted for the following positions:
 - Faculty Co-Chair Elect
 - COSAC Representative
 - Faculty Representative, Arts & Sciences (Two-year position)
 - Faculty Representative, Arts & Sciences (Three-year position)
 - Faculty Representative, Business & Management (Three-year position)
 - Professional Staff Representative (Two-year position)
 - Professional Staff Representative (Three-year position)

The question was raised regarding the two vacancies for the School of Arts & Sciences and if there is supposed to be two representatives for that School. Dr. Copelton stated that the vacancies are listed that way because of where those current Faculty Representatives are from. It was recently discovered when reviewing the charge, that there is supposed to be a Faculty Representative from each School and the fourth representative can be from any School or can be a Librarian.

In addition, Dr. Copelton stated that there are currently no nominations for the School of Business and Management. Dr. Watt stated that a request has been made to the faculty within the School and there should be a nomination by tomorrow.

- Dr. Copelton stated that after the discussion at our last meeting regarding the Strategic Plan Update presentations and discussions that occurred with Goal Group Leaders, it has been decided that the Goal Group Leaders will give a brief update on the progress within the goals. This decision was made because if the presentations were not completed this year, there would be limited opportunities to request resources for the next fiscal year. Dr. Copelton is updating the presentation guidelines. The presentations will be much shorter than originally planned and are scheduled to occur on April 25, 2019 instead of April 11 and April 25. Committee members are being asked to hold the April 11 meeting on their calendars in case any agenda items need to be moved to that day.

Call Letters for DIFR, BASC & BSG

Note: The Call Letters are available on Blackboard

Dr. Copelton asked the committee to review the Call Letters for DIFR, BASC and BSG. With no questions or requested changes, committee members decided to vote on the approval of the Call Letters. The results of the present voting members were as follows:

Approve – 11

Not Approve – 0

Abstain - 0

Fee Based Budget Subcommittee Report

Note: The report is available on Blackboard

Ms. Riotto presented a summary of the Fee-Based Budget requests for 2019-2020 as well as the voting results and comments from the subcommittee regarding the budget requests.

The following questions, answers and discussion points occurred during the presentation:

- The question was raised regarding the reason behind using both the terms Alumni Fee and the Gift to the Fund for Brockport. Ms. Riotto stated that SUNY refers to the fee as the Alumni Fee, whereas on campus, the fee has been named the Gift to the Fund for Brockport. Mr. Andriatch stated that only the Gift to the Fund for Brockport (Optional) is listed on the student's bill.
- Clarification was requested regarding the increase amount per year for the Gift to the Fund for Brockport (Alumni Fee). Ms. Riotto stated the requested increase is \$5 a semester and \$10 per year. In addition, this fee is not subject to the HEPI increase limit as this fee is a local fee and voluntary.
- The question was raised if student comments from the Student Fee Forum regarding the fee proposals would be included in the BSG presentation. Mr. West stated that students did provide some feedback regarding the fees and he shared the following comments with the committee:
 - One of the biggest concerns was the \$20 increase in the Athletic Fee. Many students who attended the Student Senate meeting are not athletes and did not want to endorse that increase. The request for enrollment numbers based on the percentage of students that are athletes was requested.
 - Dr. Wilson stated that some schools within our division charge students fees to attend sporting events, whereas here, we have included the sporting event attendance fees into the Athletic Fee so students can attend events without paying an additional fee. Therefore, all students do benefit from the fee as they can go to any sporting event on campus that they choose.
 - Ms. Leddon stated that she believed that some of the athletic equipment is utilized by KSSPE students. In addition, she stated that this fee helps support students use of the pool, basketball court, and we would lose the community outreach if students did not support the Athletics.
 - Mr. West stated that these points were brought up, but the students who do not utilize the equipment tend to question why they are paying this fee. In addition, we should look at how other schools charge students for sporting events and maybe poll Brockport Students to see if this is something that would interest them instead of paying the fee. Also, when looking at the other schools we should see how the salary structure is within the budget to see if there are any changes we could make.
 - Ms. Footer stated that Club Sports and the Dance Team have been experiencing issues with being able to share the Athletic spaces.
 - The other fee increase that students did not want to endorse was the Alumni Fee. Many students were not aware they could opt out of this fee.
 - Members asked how it is indicated that this fee is optional. Mr. Andriatch stated that it has the word "optional" listed next to it on the bill. Ms.

Leaddon stated that there are two billing formats where one format just lists the amount owed and the other is an itemized bill. A student would have to look at the itemized bill to see that the fee is optional and the itemized bill is very difficult to read.

- Dr. Watt requested for consideration a review of the fees for the Brockport Downtown Students, as many of them do not utilize the services on the Brockport campus.
 - Ms. Riotto stated that this was part of the fee review that was completed in Fall 2017 and will be reviewed again in Fall 2019 as per SUNY policy; a bi-annual review of all of the fees is required.
- A concern was brought up that when searching on the website, there is not much transparency regarding what fees graduate students pay. On the Graduate Studies page, when you click on fees, a general fee description page appears but does not indicate the amount or which ones graduate students would pay. Ms. Riotto stated there is a fee chart located on the Student Accounts website that breaks down what fees the graduate students pay but would look into what can be done to better assist students searching through the Graduate Studies page.
- The question was raised as to why the fees are separate and not lumped into the cost of tuition. From a student's standpoint, when the fees are lumped with the tuition, they can be claimed on the taxes, but when they are separated, they cannot be claimed on taxes. Some students end up having to pay taxes because of this. Ms. Riotto stated that it is SUNY policy that students are billed this way. The SUNY Board of Trustees establishes the tuition rates and the campuses have the authority to assess fees.

Committee members decided to vote to endorse the campus based fee proposals as a group and not individually. The results of the present voting members were as follows:

Endorse – 13

Not Endorse – 1

Abstain - 1

Campus Space Utilization Study – presented by Jason Henault and Jean Stark from JMZ

Note: The presentation is available on Blackboard

The following questions, answers and discussion points occurred during the presentation:

- A question was raised regarding if the space for group work was considered when reviewing the classrooms to make sure space is utilized correctly. Ms. Stark stated that some areas have that while others do not. The SUNY standard used to be 16 square feet per student. The new SUNY standards is 22 square feet per student and up to 28 square feet per student in an active learning classroom. If a classroom is lecture style than, 22 square feet is fine. If the class is going to break up into groups, then up to 28 square feet per student is needed.
- Clarification was requested regarding what the term “general use facilities” refers to. Ms. Stark stated general use facilities are lounges, student club space, food service merchandise and daycare.
- In regards to the lab utilization, the statement was made that some labs are also used as classrooms. Ms. Stark stated that the utilization report on the labs is based on all utilization of the room.

- The question was raised if the utilization report is based on what is scheduled through the registrar or the actual usage of rooms because some departments have labs in their department areas that are utilized but not necessarily reflected on the course schedule. Ms. Stark stated that it is very common for departments to utilize labs in their areas, that is why their report is based on the course schedule as well as conversations that they have with Deans.
- A question was raised on whether the full-time faculty offices in the Liberal Arts building were built based on SUNY's requirement of 120 square feet. Ms. Stark stated she believed that was correct and when reviewing the building in 2016, they discovered that some of the offices were assigned to adjunct faculty and secretaries. By SUNY standards, those positions do not have justification to have 120 square feet of office space. Dr. Watt stated that when Brockport Downtown was designed, the secretaries were not given private areas and given the nature of the work that the secretaries do, this is not an ideal working model. Ms. Stark stated that it depends on how you design an area, as sometimes departments have secretaries that work with information that is more confidential and need more privacy than others need. We try to ensure that the secretary or assistant is in an area where they have enough space and they are not in a thoroughfare. This is a SUNY standard.
- Clarification was requested that the goal for 2028 is realistic with enrollment trends. Ms. Stark stated that it is and there are specific algorithms used to develop this information.
- The question was raised if the classroom space in the library was included in this study. Ms. Stark stated that the any space that was used for instruction was included.
- The question was raised if any analysis was done or could be done to determine if classrooms are poorly designed, not ideal for instruction or have acoustic issues. Ms. Stark stated that kind of analysis can be done but was not done in this study. Although, they are currently reviewing Holmes in this manner.
- The question was raised if heating and ventilation issues are reviewed. Ms. Stark stated that heating and ventilation issues are reviewed.
- The question was raised regarding the executive study and clarification was requested regarding the space projection that an additional 2846 square feet are required for meeting rooms, a veteran center and mediation room. Ms. Stark stated that this is based on national trends. Veterans have specific needs and spaces that they need. Specifically, they need support of people that have gone through what they have gone through. The area needs a lounge area, computers so they can complete some work and a kitchenette, etc. The mediation space is to accommodate individuals from different religions. We have lactation rooms, gender-neutral bathrooms and locker rooms that we include in our space study to ensure they are placed in the appropriate location.

Other Items from the Committee

None at this time.

The meeting was adjourned at 10:08 a.m.

Next Meeting: March 14, 2019, 8:30-10:30 AM

DC/JW/mw