

**Joint Planning and Budget Committee
Meeting Minutes
Thursday, May 2, 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
Kadathur Lakshmanan
Brooke Leddon
Teresa Major
Jose Maliekal
Dave Mihalyov
Kathy Peterson
Summer Reiner

Non-Voting Members

Denise Copelton: Co-Chair
Crystal Hallenbeck
President Macpherson
Jim Wall: Co-Chair
Melissa Wight
Jim Zollweg

Guests

Dawn Footer
Celia Watt – *attending
on behalf of
Susan Stites-Doe*

REGRETS:

Voting Members

Steven Breslawski
Cherise Oakley
Susan Stites-Doe
Jay West
Katy Wilson

Non-Voting Members

Karen Riotto

The meeting was called to order at 8:33 a.m.

Announcements

Dr. Copelton made the following announcements:

- The meeting minutes from last week's meeting are not available yet. The minutes will be available at next week's meeting.

- The calendar invites for next year’s meetings have been sent out to committee members. In addition, there is a document in Blackboard that lists all of the dates, as well as the agenda items. The document is located in the folder named “Committee Meeting Calendar”.

5-year Financial Model Update – presented by Mr. Jim Wall, Vice President for Administration and Finance

Note: The presentation is available on Blackboard.

During the presentation, the following questions, answers and discussion points occurred:

- The question was raised regarding the reason for the increase in the Year-End Cash Balance Change and if it was due to the increased funding in the reserves. Mr. Wall stated that the increase in the reserves is majority of the reason for the increase.
- A request was made for clarification regarding the re-engineering of current work processes. Mr. Wall stated there are many work processes that have not been changed in years and some that are paper intensive. We are just trying to look at ways to complete tasks more efficiently. In addition, in the next five years, we have about 350 people that will be retirement eligible. This will provide an opportunity to review job duties, make adjustments where needed for efficiency purposes and have some salary savings.
- President Macpherson stated that Cabinet has seen this presentation and is aware of the figures. She offered assurances that we will be keeping our eye on the numbers and will try to stay ahead of it. Mr. Wall stated that we are in a position to be proactive instead of reactive.
- The question was raised regarding Downstate recruitment, out-of-state recruitment, and whether these efforts are being successful. President Macpherson stated that there is still funding in the budget for the Downstate Recruiters and we have be able to determine which schools have provided successful students, so we can concentrate our efforts there. Our general out-of-state recruitment has not been successful in balancing the cost of recruitment versus the out-of-state tuition, but we have been successful in obtaining students for sports such as gymnastics and hockey for example. We also have majors such as meteorology and dance that attract out-of-state students. Mr. Mihalyov stated that about 25% of our students are from Downstate. The problem is every county north of Westchester is plummeting demographically in NYS. Therefore, every SUNY school is going after the same students. In the past, we have tried to market in northern New Jersey and northern Pennsylvania, but it is expensive especially in northern New Jersey. With all of the name branding it takes, because they recognize SUNY but do not know that Brockport exists, it does not pay out financially. Some of the SUNY schools are located geographically closer to Pennsylvania and Ohio and are able to offer in-state tuition in some cases; we are not able because of our geographic location. President Macpherson added that those colleges that provide the reduced tuition need to fund the difference in the tuition cost, so that needs to be taken into consideration too. Ms. Major stated that after a couple of years, out-of-state students apply for residency so then we lose them as an out-of-state funding source.
- The concern was raised regarding slide two and that we need to do more celebrating of the deficit that we have made up and the sacrifices that have been made to get there.
- The question was raised as to who would be involved in deciding the re-engineering of positions and where the workload is going. President Macpherson stated that there are some processes on campus that we continue to do because we have always done it, that can be eliminate and reduce workload. Mr. Wall stated in some instances, consultants would be brought in to work with subject area experts to see where we might be able to make improvements. This will be piloted in Human Resources first, and if successful, will be utilized in other areas. Mr. Haines suggested looking at Student Employment as well. Mr. Wall suggested that we might be able to have a

workshop on this so that we can discuss areas that may benefit from the consultants services so that we can look at the areas in a more efficient manner.

- The question was raised regarding the RISE PIF grant and why it will not be continued. President Macpherson stated that the RISE grant involves a partnership with the College, REOC and MCC. The idea was to provide wrap around services to students to help them be successful when they start their SUNY journey. REOC intakes annually about 1300 students and graduates about 890 of them. About 100 of those students go onto higher education, while the others start work. We have not seen an increase in the number of students that go onto higher education and it is difficult to determine of the students that do, if they were motivated because of the program or if going onto higher education was their plan all along. Despite our best efforts, we could not achieve a successful partnership with MCC. REOC is going to be able to continue with the services they provide the students; it just will not be under the direction of a director, as that position will no longer be funded once the grant funds are depleted.

Discussion of Budget Prioritization Requests

Committee members discussed the proposed budget prioritization requests. Each request was discussed and voted on individually, with the exception of the first two requests for Goal One. These requests were combined for one vote. The discussion and voting results were as follows:

1.1A, 1.7, 1.8 – Fund the Three Credit APS for Emerging Scholars

Committee members stated that College Senate unanimously approved this course and members believe this is an important way to support our students to assist them in being successful. It will also help our enrollment and retention numbers. Ms. Dearing stated it is important that we have assessment data on this program. Not just at the end of the three years, but for each of the three years. Middle States will be looking for this information and the three-year completion will be after the Middle States visit. Dr. Kelly stated that this program will be evaluated each semester throughout the three years. Teresa Major confirmed with Peter Dowe that the 3-credit APS course would count for the Excelsior scholarship and for financial aid.

1.1A, 1.7, 1.8 – Course Re-Assignment/Stipend for Five Faculty Master Advisors to Create & Provide Faculty Advisor Training

Committee members discussed the importance of the advisor training. An example that was used was the importance of knowing the guidelines of Excelsior so that students take the correct number of eligible courses to maintain their Excelsior scholarship. This would also help our retention rates. Programs and curriculum change all of time. That is why this advising program is very important to maintain the advising training needs on campus.

Committee members agreed to combine these two prioritizations into one vote. The results of the present voting members were as follows:

Endorse – 17

Not Endorse – 0

Abstain – 0

2.1 – Funding for ISPED Director

Note: The requested additional information is available on Blackboard

Committee members reviewed the additional information that was requested at our last meeting regarding this budget prioritization request. The concern was brought up that this proposal has been

submitted twice as an Investment Fund request and the salary was half of the new salary that is being proposed. Dr. Watt stated that with the scope of the job, the role is now for a director, whereas with the Investment Funds, it was for a faculty member. The salary being presented is a range that is comparable to roles that are similar to this one in the not-for profit sector. The request was made that this proposal needs to show how it is linked to the Strategic Plan and provide future planning information for three to five years. In addition, multiple concerns were stated regarding the salary amount and that the salary needed to be reviewed for the appropriate salary on campus. Dr. Peterson made the motion that since we need to have more information and a review of the salary that this budget prioritization request be deferred to the fall and Mr. Haines seconded the motion. The results of the present voting members were as follows:

Endorse – 16

Not Endorse – 0

Abstain – 0

2.1, 2.4, 2.5 – Transportation System for Students

Committee members discussed that with this request being so complex and with the lack of additional information to review, Mr. Haines put forth the motion to study the need for this transportation system and bring forward at a later date as a budget prioritization when there is a specific program that needs the committee’s endorsement. Dr. Peterson seconded the motion. The voting results of this motion of the present voting members were as follows:

Endorse – 16

Not Endorse – 0

Abstain – 0

3.1 Close gaps identified in STARS Report

Mr. Wall stated that the STARS report has been delayed due to needing additional information from us. Once we receive the report, we will be able to determine what funding is needed to close the gaps. Dr. Peterson put forward the motion to defer this budget request until the fall so that the report can be reviewed and funding can be determined, Mr. Haines seconded the motion. The voting results of this motion of the present voting members were as follows:

Endorse – 16

Not Endorse – 0

Abstain – 0

3.2 – Develop & Implement Proposed Financial Model Changes

Mr. Wall stated that we would not know the impact of the financial model changes until approximately June when the review of the financial model is complete. There may be funding needed for software to help us with the new model, if it is approved. Dr. Copelton added that the agenda item for the May 23, 2019 meeting is a presentation from the Budget Model Committee. Mr. Haines put forward the motion to defer this budget prioritization request to the fall, Dr. Peterson seconded the motion. The voting results of this motion of the present voting members were as follows:

Endorse – 16

Not Endorse – 0

Abstain – 1

3.4 – Energy Conservation Initiatives

Mr. Wall stated there is a potential for some initial costs to the energy conservation initiatives, but there is also savings because we are taking energy costs out of the operations budget. The impact of the costs and savings still need to be reviewed. Dr. Peterson motioned to defer this budget prioritization request

until fall so we can have a better understanding of the costs and savings and Mr. Haines seconded the motion. The voting results of this motion of the present voting members were as follows:

Endorse – 17

Not Endorse – 0

Abstain – 0

3.5 – Improved Fire Detection & Building Access (Swipe Card)

Mr. Wall stated that this is a request in need of funding because it is a health and safety issue. We are looking to have swipe card access installed on the exterior building doors to ensure that only certified people are in the building. The costs for some of the buildings will be incorporated into the capital funds when the building is renovated, but there are some buildings that we will have to find funding for to cover the cost of the installation. Mr. Haines stated that a few buildings have been done with Investment Funds too. Committee members agreed to vote on this budget prioritization request. The voting results of the present voting members were as follows:

Endorse – 17

Not Endorse – 0

Abstain – 0

4.5 – Professional Development/Training Position in Human Resources

Mr. Mihalyov stated that this budget prioritization request has been withdrawn due to the Division of Administration and Finance being able to move some staffing lines around to create a line for this position and therefore funding it. Members agreed to vote on endorsing this position. The voting results of the present voting members were as follows:

Endorse – 17

Not Endorse – 0

Abstain – 0

4.6 – Build Resources into Budget for Rewarding Employees

Concerns were brought up regarding policies against using State funds to purchase gift cards and not wanting to endorse a program that we are not able to do. Mr. Wall stated we are looking into different funds to supply funding for the gift cards, etc. Mr. Mihalyov stated that this funding is not just for gift cards. For example, we are trying to do team building and with the Corporate Challenge, we are trying to see if the College can pay for the participants instead of individuals paying for their registration. We are looking for funding to find ways to celebrate employees more. Dr. Copelton added these resources could boost morale. Dr. Reiner asked if there would be any more events on campus that celebrate publications. Dr. Heyning stated we would be having an event celebrating publications in the fall on September 26. It will be called Toast to Scholarship and will be held in the library. The voting results of the present voting members were as follows:

Endorse – 16

Not Endorse – 0

Abstain – 0

Other Items from the Committee

None at this time.

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

Next Meeting: May 9, 2019, 8:30-10:30 AM

DC/JW/mw