

**Joint Planning and Budget Committee  
Meeting Minutes  
Thursday, May 9, 2019  
8:30 – 10:30 a.m., 220 Seymour**

**ATTENDEES:**

**Voting Members**

Sondra Aman  
Mike Andriatch  
Davida Bloom  
Frances Dearing  
Tom Hernandez  
Katy Heyning  
Debbie Jacob  
Sara Kelly  
Dave Mihalyov  
Kathy Peterson  
Summer Reiner  
Katy Wilson

**Non-Voting Members**

Denise Copelton: Co-Chair  
President Macpherson  
Karen Riotto  
Jim Wall: Co-Chair  
Melissa Wight  
Jim Zollweg

**Guests**

Dawn Footer  
Anna Hintz  
Carl O'Connor  
Kevin Rice  
Craig Ross  
Celia Watt – *attending  
on behalf of  
Susan Stites-Doe*  
Dana Weiss

**REGRETS:**

**Voting Members**

Steven Breslawski  
Scott Haines  
Kadathur Lakshmanan  
Brooke Leddon  
Teresa Major  
Jose Maliekal  
Cherise Oakley  
Susan Stites-Doe  
Jay West

**Non-Voting Members**

Crystal Hallenbeck

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 April 25, 2019 meeting. With no corrections, Dr. Peterson motioned the minutes to be approved, Ms. Dearing seconded the motion, and all present voting members were in favor, except there was one abstention. Therefore, the minutes were approved.

## **Announcements**

Dr. Copelton made the following announcements:

- The meeting minutes from our last meeting are not yet available. They will be available at our next meeting.
- An email will be sent to all committee members that will include a MachForm survey to assess how the committee is doing. This survey is being conducted due to one of the expectations from Middle States is to regularly assess our processes. This survey is anonymous and the feedback will be reviewed early in the fall to determine how to proceed with the feedback.

***Residential Life/DIFR – presented by Mr. Carl O’Connor, Interim Associate Director of Residential Life/Learning Communities and Dr. Craig Ross, Interim Co-Director of Financial Aid***

*Note: The presentation is available on Blackboard*

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

- While Mr. O’Connor was discussing the room waivers that DIFR funds for some ROTC students, President Macpherson added that this year’s ROTC graduating class has a GPA of 3.5.
- The request for clarification was made regarding what gender inclusive housing is. Mr. O’Connor stated students do not need to pick roommates based on all males or all females. They can live with whomever they chose. Dr. Kelly added that many schools have a building or wing designated for gender inclusive, but we provide gender inclusive housing in all residence areas.
- The question was made regarding academic retention and in what ways is Residential Life assisting students with holds and students that are not registered. Mr. O’Connor stated that in order to live on campus, students are required to be registered for 12 credits. In the past, students that were not registered for enough credits were not identified until the week before spring term. Now students are identified before winter break and are reached out to. Some reasons why students are not registered is that they did not realize they were not registered or that they had to register. Other times it is a financial issue, and they can be linked to Financial Aid, Student Accounts, or the appropriate resources on campus to help get their bills settled. Sometimes they are not successful. They are giving three weeks into the semester to get their bills settled before they have to have a discussion about taking a semester off. Dr. Kelly added that Residential Life staff is being utilized to assist with retention and helping students stay. They are sent to students’ rooms when emails are being responded to and therefore making them a captive audience. President Macpherson asked what students’ reactions are to this visit. Mr. O’Connor stated that for the most part it is positive and that they simply have not checked their email. We did a test run in January with texting students and Undergraduate Admissions assisted us with the texting software. We sent texts telling them to check their emails because we give them very detailed instructions in the email that seemed to be successful as well.
- The question was raised if students are required to clean their own rooms in Eagle Hall. Mr. O’Connor stated they are required to clean their rooms and their bathroom.

- The question was raised if empty rooms could be used as incentive to increase our enrollment by providing more room waivers. Dr. Kelly stated that there have been discussions about how we leveraging resources to recruit and retain students. One of the initiatives we are looking at is a loyalty program for returning students. Some students move off campus after their second year. So, we are looking at ways to provide incentives to keep the students on campus.
- The question was raised regarding how many students do we need to maintain the correct cash total since we are on the edge of our debt ratio. Dr. Ross stated that we are submitting the capital plan this year and this would be a good exercise to complete in doing the report. Also, with delaying some projects, that will help with the debt ratio because SUNY will not allow us to submit a report that is puts us under the debt ratio.
- The question was raised regarding the room waivers for the graduate assistants, if this was provided for EMSA graduate assistants and if there is opportunity for other divisions to offer the room waivers. Dr. Wilson stated that they just started piloting this program to help have more graduate students on campus. Also, sometimes there is not funding available to provide tuition vouchers, so this was something they thought they could provide the students instead of the vouchers. This program seems to have been successful this year and with the goal to grow graduate students on campus, we could look into helping other divisions with this program.
- The question was raised regarding the card access system into the residence halls and if it is 24/7. Mr. O'Connor stated students can get into their own residence hall 24/7. Other buildings, they can only get into until a certain time.
- The question was raised regarding the security cameras and if they are on all of the residence halls. Mr. O'Connor stated that Eagle Hall has cameras on the entrances and hallways and this was included in the capital funds to build the building. For the rest of the residence halls, we adopted a few phase plan. First phase was entryways and vestibules. Second phase will be lounge areas and hallways. Third phase will be elevators.
- The question was raised regarding if there is a program for students that cannot use the card swipe certain days of the week due to religious reasons. Dr. Kelly stated that we have not received that type of request. Dr. Ross stated that there is a key that can override the swipe system if needed.

**Brockport Auxiliary Service Corporation (BASC) – presented by Ms. Dana Weiss, Executive Director for BASC and Ms. Anna Hintz, Assistant Executive Director for BASC**

*Note: The presentation is available on Blackboard*

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

- The question was raised regarding the “Get App” and how many students use the app to order food. Ms. Hintz said there is a cap placed on the amount of production that can be done in a certain time period and we have been maxed out pretty much the entire semester. She would have to do more research to see if it is the same group of students utilizing the app or if it is different students. As far as subscriptions to the app, the number is the 1000s. Next year we are going to implement the students receiving a text when their order is ready.
- The question was raised regarding if dining dollars are included with the unlimited plan since meals are only allowed at the dining halls. The unlimited plan covers 19 meals a

week in the dining halls and the meal comes with dining dollars that can be used in the Union.

- The question was raised regarding the flat rate for unlimited laundry use and if there is a revenue loss due to possible accessibility to off-campus students. Dr. Ross stated that Residential Directors have caught individuals and asked them to stop. Ms. Leddon stated that Residential Directors and Residential Assistants would stop someone if they tried to come in with a laundry basket. Mr. O'Connor stated that the laundry fee is not a separate line item on the student's bill and that it is incorporated into the room rate.
- The question was raised regarding how many non-student employees are employed by BASC. Ms. Weiss stated they have 67 CSEA employees, 47 management employees and 70 part-time employees. The student employees outnumber the non-student employees.
- The question was raised regarding the catering operations and if there is revenue achieved there. Ms. Weiss stated that BASC loses money through catering. Other vendors may be cheaper but a dollar spent somewhere else is money that does not support Brockport and a scholarship. We have a team that will work with you and your budget. We have strengthened our partnership with BSG over the past few years. We have developed more student friendly menus and cost effective menus. With that, we are able to provide more catering for student events.
- The question was raised whether a student loses the dining dollar balance at the end of the year or does it roll over into the next year. Ms. Weiss stated that NYS tax law says meal plans are not taxed and the intention is for it to be used for meals throughout the year, therefore the balances do not roll to the next year. Ms. Hintz added that the balances do roll from fall to spring, but not from academic year to academic year.
- Dr. Peterson shared that the DNP visitors were quite impressed with the dining services here and wanted to share that with BASC. Ms. Weiss thanked her for her feedback and said she would share it with the team.
- The question was raised regarding what services are provided for students that are in need of food and do not have funds available. Dr. Wilson stated that we have relationships with local food pantries that will assist in those situations.
- The question was raised regarding the amount of revenue generated from the cash sales and the closing of Kinetic Café. Ms. Weiss stated that Kinetic Café never made a profit from the beginning. It was a wonderful idea and the thought was that people would walk there, but in hindsight, it is probably too close to the Raj Madan Café. It just did not have the customer flow there. Even when the occupancy changed in the building and we closed the Fusion Café to help sustain the Kinetic Café, it did not help. With the space study, it has been determined that there is a better use for that space.
- The question was raised if there is a different location that the idea of the Fusion Café can be used. Ms. Weiss stated they are looking at ways to use that concept elsewhere. Ms. Hintz stated that there are similar offerings in the dining halls.
- The question was raised if the other cafes and Union Square are profitable. Ms. Weiss stated some of them are and some of are not, but you have to keep in mind that the unlimited plan shifts focus from the retail areas to the dining halls.

**Brockport Student Government (BSG) – presented by Ms. Dawn Footer, BSG Treasurer**

*Note: The presentation is available on Blackboard*

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

- The concerns regarding the high level of expenses for the spring concert and the low attendance due to the difficulties around securing entertainment that were popular with the students were discussed. Dr. Wilson discussed a possible alternative would be to sponsor a block of seats at the major concert in Rochester or Buffalo and offer reduced tickets to the students. Then depending on the amount of interest, rent a series of buses to transport the students to the concert.
- The question was raised regarding the graduate student activity fee and if students are assessed a fee for each campus they attend. Ms. Footer stated that the fee is a flat fee and therefore is assessed one time a semester.

**Other Items from the Committee**

None at this time.

The meeting was adjourned at 10:18 a.m.

Next Meeting: May 16, 2019, 8:30-10:30 AM

DC/JW/mw