

**Joint Planning and Budget Committee  
Meeting Minutes  
Thursday, August 29, 2019  
8:30 – 10:30 a.m., 220 Seymour**

**ATTENDEES:**

**Voting Members**

Sondra Aman  
Mike Andriatch  
Frances Dearing  
Kandie Gay  
Scott Haines  
Tom Hernandez  
Katy Heyning  
Cathy Houston-Wilson  
Sara Kelly  
Jose Maliekal  
Pat Maxwell  
Dave Mihalyov  
Kathy Peterson  
Summer Reiner  
Craig Ross  
Elliot Weininger  
Katy Wilson  
Jim Zollweg

**Non-Voting Members**

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

**Guests**

Lynda Cochran  
Bob Cushman  
Lerong He – attending  
on behalf of Susan  
Stites-Doe

**REGRETS:**

**Voting Members**

James Cordeiro  
Meaghan Irving  
Susan Stites-Doe

**Non-Voting Members**

President Macpherson

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

**Approval of the Minutes**

Dr. Copelton requested that new committee members abstain from voting on the meeting minutes, as they were not present at the meeting.

Dr. Copelton asked the committee to review the minutes from the May 16, 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 five abstentions. Therefore, the minutes were approved.

Dr. Copelton asked the committee to review the minutes from the May 23, 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 five abstentions. Therefore, the minutes were approved.

### **Announcements, Introductions, Committee Roster and Committee Schedule**

- New committee members were introduced to the committee.
- Dr. Copelton reviewed the committee roster, voting members, ex-officio members and the committee meeting schedule.
- Dr. Copelton announced that the meetings associated with the Investment Fund Subcommittee have been cancelled since there will not be an Investment Fund review cycle this year.

### **JPBC Orientation & Charge**

*Note: Presentation is available on Blackboard*

Dr. Copelton presented an overview of the role of the committee. During the presentation, the following questions, answers and discussion points occurred:

- The question was raised regarding the role of Graduate Studies on the committee as that concern was presented last year that it was an area that needed representation on the committee. Dr. Copelton stated that the committee agreed to add the Director of Graduate Studies as a technical consultant and at the end of the year, the role of the Director of Graduate Studies would be reevaluated.
- Ms. Riotto added that the Campus Based Fee Review Committee would be doing an overall review of all fees assessed to the students and determining if they are being assessed accurately. This will be reported back to the committee on November 7, 2019.
- Ms. Riotto also explained that the broad based fees are subject to an increase based on the Higher Education Price Index (HEPI). The increase is divided among the broad based fees areas. The only time an increase can be more than the HEPI, is if we are granted an extraordinary circumstance.
- Dr. Copelton encouraged members to review the websites linked in the presentation and familiar themselves with the Strategic Plan.
- Dr. Ross added that the difference between DASNY funds and construction funds is that the DASNY bonds need to be repaid by the College. This is done through the revenue received from student room rents. The construction funds do not need to be repaid. That is funding we receive from the State.
- Dr. Wilson added that Health Center, Athletics, Campus Recreation and Technology are the biggest Income Fund Reimbursable (IFR) and self-sustaining budgets.
- The question was raised whether individual departments have IFR accounts. Ms. Hallenbeck and Ms. Riotto stated that some departments do. These departments have course fees.
- Mr. Haines added that areas that have IFR accounts often have staff lines paid from those accounts. For example, Campus Recreation has two full-time, four part-time employees and their fringe of 1.686 percent paid from the revenue received from the ice arena and field house. This also includes the UUP salary increases, DSIs, etc. In addition, the Student Recreation Fee pays for \$440,000 in student employment. The increase for

minimum wage for student employees has been about \$15,000 a year. In addition, Residential Life and Athletics also pay an enormous amount of expenses out of their fees.

- Dr. Kelly and Dr. Ross added the Dormitory Income Fund Reimbursable (DIFR) pays for approximately 92 employees and not all of those employees work in Residential Life. It pays for Maintenance, University Police and Cleaning positions.
- Mr. Wall stated that a critical piece is enrollment and we will be taking a deep look into enrollment and balancing our expenses. For every 100 students that we lose in enrollment, our rough estimate is that we have a million dollar problem to solve across the campus.
- Dr. Wilson stated that next week we would have a better idea of the enrollment numbers as students are still registering and adding classes during the first week, but we could easily be down 300 students. Rough estimates show that we are going from 1000 transfer students to around 833. In addition, we typically enroll 1300 freshman even though our target number is around 1180, but it appears we be 200 under our historical enrollment. We are hoping to see an increase next year with many of the implementations, but we are fighting demographics. There is a 29-32% decrease of high school graduates in Western NY. We are trying to recruit in the Downstate area but we are competing with other area schools.
- Dr. Copelton stated that on November 7, 2019, Dr. Kelly, Mr. Wyant and Mr. Scheid would be doing a presentation to give us an update on enrollment and retention. This is will give us a background on what goes into recruiting students, how we are dealing with the demographic shifts and what we are doing for retention.
- The question was raised regarding graduate student enrollment and if there has been an increase. Dr. Heyning stated that there has been a slight increase. We will have a better idea next week as they are later to deposit and register than undergraduate students. Also, there are more programs being implemented. In addition, with the split from Nazareth with our MSW program, our goal was 60 students and we are over 100.

### **Revise/Reaffirm JPBC Operating Principles**

Dr. Copelton reviewed the operating guidelines with members. Dr. Peterson motioned for the committee to accept and reaffirm the operating principles, Mr. Andriatch seconded the motion and all present voting members endorsed the motion.

### **Other Items from the Committee**

None at this time.

The meeting was adjourned at 9:30 a.m.

Next Meeting: September 12, 2019; 8:30-10:30 a.m.

DC/JW/mw