



## SUBOA Meeting

April 29 & 30, 2009

In attendance (for part or all of the meeting): **Albany** – Kim Bessette; **Alfred ATC** – Valerie Nixon; **Alfred Ceramics** – Theresa Gunn; **Binghamton** – Michael McGoff; **Brockport** – Louis Spiro; **Buffalo Center** – James (Beau) Willis; **Buffalo State** – James Thor; **Canton** – Absent; **Cobleskill** – Carol Vosatka; **Cornell Contract Colleges** – Nathan Fawcett; **Cortland** – Bill Shaut; **Delhi** – Brian Hutzley; **Empire State** – Paul Tucci; **Environmental Science & Forestry** – Mark Fennessy, Joe Rufo; **Farmingdale** – Richard Hume; **Fredonia** – Tracy Bennett; **Geneseo** – Brice Weigman; **SUNY Downstate Medical Center** – Paul Davis; **SUNY Upstate Medical Center** – Steven Brady; **Maritime** – Jack Whittaker; **Morrisville** – Absent; **New Paltz** – Jackie DiStefano; **Old Westbury** – Len Davis; **Oneonta** – Leif Hartmark, Todd Foreman; **Optometry** – David Bowers; **Oswego** – Nick Lyons; **Plattsburgh** – John Homburger; **Potsdam** – Michael Lewis; **Purchase** – Judy Nolan; **Stony Brook** – Karol Kain Gray, Daniel Melucci; **Utica/Rome** – Pat Connelly; **System Administration** – Kellie Dupuis, Dan Esposito, Ann Finn, Wendy Gilman, Jim VanVoorst; **State University Construction Fund** – Bob Halen, Phil Wood; **Research Foundation** – Michelle Aguilar, Bonny Boice; **ABB Liaison** – Clark Foster

### Day 1 – Wednesday, April 29

Meeting called to order 1 pm – Nick Lyons

- Presidents Report – Nick Lyons
  - Executive Committee - President of SUBOA’s executive assistance will coordinate events going forward.
  - Needed new University Center Rep (Kathy retiring) so James (Beau) Willis University of Buffalo will take this over.
  - Annual Meeting in Niagara Falls. Will have a regular SUBOA meeting in June, same format.
- RF Procurement - Chris Wade
  - Team working with SUNY representative to leverage SUNY and RF combined assets and capabilities. This includes procurement design, strategic sourcing, and technology enhancements.
  - Significant savings are expected.
  - Cost of system and support would be allocated based on usage.
  - Karol Gray nominated and approved as SUBOA liaison.
- Dave Demarco
  - New Department of Criminal Justice Services Fingerprinting changes. New requirements requiring electronic submissions. SUNY is trying to negotiate a price for campuses that want to purchase their own system.
  - On-line Student Account Services (Touchnet/Nelnet). Working on University-wide RFP.
  - State Travel Agency Use – Whole package provided (OGS). Mandatory State Policy concerning Air Travel for “Executive Agency.” SUNY is not an executive agency so we do not have to use.

- New Campus Finance Reports. Will be looking at requirements. IF YOU ARE INTERESTED IN WORKING WITH DAVE LET NICK KNOW.
- Information Security – Procedure was developed (Ted Phelps). SUNY Audit will be looking at Audit Procedure.
- DL Fee – Review handout. Developed by Binghamton University as draft. Will ask for SUBOA input.
- Budget Discussions
  - Policy Reserve Loan Money – Fund campuses ST during a transition. Maybe reserves could be loaned out to any campus like COPS. Could there be peer review? What happens if we say no? Will this just come out of state support? Will the money be raided anyhow?
  - Enrollment growth during cuts does send a message that the cuts are acceptable.
  - SUNY Reengineering. It is a big issue that nobody, including Presidents, knows where this stands.
  - Budget Models. Cost based is still under consideration 2010/2011.
  - Should Tech Sector be treated different?
  - Budget Allocation – 40 cell matrix. This is not popular with SUBOA.

### **Day 2 – Thursday, April 30**

- Jim VanVoorst – Interim Chancellor Finance
  - Curtis Lloyd will be moving back into his role. This will include a realignment of Employee Relations.
  - Strategic Planning Division has been established within SUNY. This will include Rebecca Grace which means the Budget Office will be short staffed for now.
  - Clean-Up Accounts. Perhaps take a harder look at things. New Chancellor is data driven and accuracy will be important.
  - Unclaimed Funds. Many campuses have these and should be reviewed.
  - Funded Reserves. Set up reserves as Funded within the accounting system.
    - Reserve for Equipment Replacements
    - Reserve for Facilities Rehabilitation and Renovation
    - Reserve for Program Stabilization
  - Based on all the cuts, Stabilization should be zero/minimal by end of year.
  - Revenue Targets memo will go out today.
  - Campus monitoring document will be used again. See handout for how it was used last time.
  - U-Wide Borrowing Policy. Some changes based on input. Need to protect campus allocations.
  - Budget Summary – Report June 1. Trying to get group together. Goal is to get issues laid out, pros and cons, etc.
  - May 27 should be day cash received at Campus (90%).
  - Will be a resolution presented to Board to withhold MC salaries.
  - Energy Contingency Fund. DOB looking at SUNY in total.
  - Joe Fox now reports to Phil Wood.
- Capital - Phil Wood, Bob Halen
  - Larger more complicated.
  - Additional capital has been gained.

- Reorganization will provide for better support/results.
- 2<sup>nd</sup> of 5<sup>th</sup> installment was enacted for Critical Maintenance.
- Funding was reinstated.
- \$550M allocated based on current data (sq ft, FTE, age). Some campuses went down as some larger buildings went over 30 years.
- Campus Master Plan - Waiting for approval from OSC. Lots of back and forth.
- Next Year's budget goal \$550M in Critical Maintenance. Community Colleges will ask for another request, as will hospitals. Senate and staffers have implied there might be an opportunity. Based on this, we need to be ready to participate. This would be strategic initiatives.
- SUNY Flex got bogged down. Opposed by unions. Will try and work those that have a chance of success.
- Federal Stimulus – No Capital money for Higher Ed!
- NYSERDA has \$123M. Will be competitive proposals process.
- Joe Fox
  - NYSERDA consulting services contract which provides 50% of financing. Studies, audits, planning, commissioning, etc.
  - Training for facilities people “Building Operator Certification.”
  - New Real Estate Group will develop policies for purchases, sales and leases.
- ABB Update – Clark Foster
  - Using conferencing and web casts for some meetings to save money.
  - Record Retention – reviewed with SUNY legal. Touch base with student account director for more information
  - Tech Committee – Demo on Business Intelligence (BI) software, SMRT update and Form 1 process.
  - Budget – Contact System Admin (Kerri Brousseau) if you need additional SUTRA allocation.
  - Task Group looking at U-wide recharges. Looking at methods of allocating and spending plans.
  - New Task Group – Fee Policy review.
- HR Association – Jim Mancuso
  - No spring conference.
  - More training/development plans.
  - Retrenchment discussions with System Admin. Discussion on technical and other factors.
- Audit - Mike Abbott
  - P-Card SUNY-wide review
  - Controls over gasoline (4 campuses)
  - Audit Plan 2009-2010
  - Independent Auditor. At campuses (6) starting in June.
  - Meet with Price-Waterhouse (PW) to start Financial Statement process
  - OSC Audits
    - Assessment of Majors
    - Technology Grants
    - DASNY Audit – Review of campus oversight
    - HR Survey. Were due March 20.
    - Legal – Marty
  - Red Flag - Identity Theft? This includes Auxiliary Services.