



## November 17-18, 2010 Minutes

November 17, 2010

Call to order 1:00

### **President's Report** **Brian Hutzley**

- Chancellor's Strategic Planning Efforts: all innovation & transformation teams have met at least once; goal is to have progress by 11/29/10
- Global Initiative. Hiring of recruitment specialist; can't use agents unless we go thru them; cost of 18% (10% agent; 8% fee). Self employed individuals subject to agent restriction? **ACTION** – Set up conference call. Send out documents and gather questions prior to the call. Need to address the perception of conflict of interest.
- Copyright: **ACTION** - Brian will distribute relevant document that needs discussion
- Enrollment Caps. More questions than answers. See November 18 notes – discussion with John Porter.

**Group Discussion:** What is SUBOA's role relative to SUNY System?

**Secretary's Report** **Jackie DiStefano**  
Minutes Approved

**Treasurer's Report** **Judy Nolan**

**ABB Update** **Charlene Deno**

- Cash Mgmt Work Group joined with work of "reserves" task force lead by Jim Van Voorst. Seven campuses participating in task force, target date for completion – May 2, 2011. Primary purpose - is there a way to use the accounting system more effectively to account appropriately for cash balances? Will work with Jeff McGrath. See "Review of Cash Reserve Reporting" attached.
- Other. (1) Fee proposal – waiting for feedback from SUBOA. (2). Cross registrations – committee members available to discuss. (3) Technology plans – on hold. (4) Best practices – sharing how campuses are dealing cuts. **ACTION:** needs definition from SUBOA about areas of focus.
- ABB mentoring program. Given the impact of ERI, ABB has developed a list of "experts" willing to mentor. List Attached. **ACTION:** Encourage staff participation.
- ABB Training and Next Meeting. **ACTION:** Encourage staff to attend next ABB meeting (12/2 & 12/3 at Desmond). Agenda Attached.

**Resource Allocation** **Hutzley/Tucci**  
Group split in two: enrollment; research & development (Tucci and Grady)  
To Date:

- Don't know how the "pie" will be split - working primarily on concepts.



- Evaluating all resources that are available
- No decisions to date
- Need definable measures.
- Sense that the status quo is being “tweaked” - i.e. status quo for short term implementation, but there will longer term goals.

**ACTION** - Tucci and Hutzley will issue report after 11/19 and 11/20 meetings.

### **Cross Registration**

**Bill Shaut**

October 29, 2010 Response to Proposed Policy Attached.

### **Fee White Paper follow-up**

**Karol Gray**

Recommendations by SUBOA attached.

Action: Karol will update based on discussions and transmit.

### **Auxiliary Contract**

**Pat Heath**

Discussion of contract negotiations for the next 5 year contract between SUNY and Auxiliaries. Summary of Key Terms attached.

Negotiations to be concluded by January 2011. **ACTION:** Pat will send draft contract.

### **Sector Meetings**

Discussion Items:

- Online students. How can we charge of state students a much lower rate? What about summer school tuition for out of state?
- How much difficulty are campuses in financially? One campus is initiating a reduction in force plan. One went from 3/3 load to 4/3 load but only for tenured faculty. All are resetting expectations.
- How are new building costs, especially utility and staffing going to be handled – included in “cost to continue”?
- Campus actions in regard with possible/likely future cuts.
- With no tuition increase, some campuses will fail. A long term tuition increase plan is necessary.

### **Day 2 November 18, 2010**

#### **System Administration Panel - Monica Rimai, Wendy Gilman, Kathy Preston, Phil Wood**

- Budget Task Force
- Enrollment Caps
- Reserve Policy
- Cross Registration
- MWBE
- Legal

*Rimai.*



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- Start of new legislative cycle-making for “our ask” (operating/capital). Concern about getting ahead of the new governor. Trying to reach out to governor and transition folks.
- Lessons learned. What we were asking for was right, except we didn’t ask for more \$\$\$.
- Threatened the power structure in the legislature. How transactional NYS is – there is no legislative agenda, they deal with transactions. We must be more transactional.
- NEXT STEPS: **1.** procurement reform – freedom from pre-audit process, go to OSC, not legislature. **2.** PPE – we can do this within the existing guidelines, more proposals and force the legislation to move quicker. Business planning template – will be shared. It is a work in process. Binghamton and Stony Brook models. **3.** New resources. –based on the strategic plan, keys of “access to excellence”. We will be asked to give system “what we do with new revenue? Key - invest in our own excellence and the student experience. Proposed “SUNY Aid” program. State has to fund TAP and they must give us a five year tuition plan – increase tuition every year to a level of our comparator institutions. Approach – set high enough to help all and can be reduced. **ACTION** – email Monica with ideas. **4.** Taxpayer support. Cost to Continue, to include mandatory costs. Ask for restoration by asking the state to fully fund enrollment. Our cost to continue is minor (\$25m) for next year and funding enrollment total of \$100M.
- Reserves are an “acute” problem. Acknowledging UUP statement, which we all understand is inaccurate and misstated. Executive Summary of Proposed Reserve Policy attached. Had to take action, very few campuses will be impacted by the policy (most are between the 15 and 25%). Broad concept: need a certain amount of unrestricted reserves to deal with the unexpected (25% requirement). If we fall below 15% we must develop a plan to come above 15%. Second reserve pool for designated projects. If we are over 25% they will pull back to system. Wendy shared that basis of the actual computation and will share the details (**WG ACTION**). The “excess cash” is getting traction with the board. **Questions:** Campuses are in a “prepay business” – impact? How do we account for encumbrances? Recognize that we need implementation guidelines – look for guidance from SUBOA. **ACTION** – 10 working days to collect comments about the policy.
- Enrollment Caps. Strategy was to reach to enrollment chiefs. President’s in favor.
- MWBE. Requirements have increased. There is new legislation and possible penalties. We could lose our ability to procure. Creating systems to better collect data (i.e. campus lets)? Chancellor will hold presidents accountable.
- Fee increases. Need to be sure that there is adequate student consultation and feedback. Buffalo has a good student consultation models. **ACTION:** Wendy Gilman will talk to MR about acceptable fee increases and process for increases outside existing policy.

## Construction Fund Update DASNY Funding

**Phil Wood/Bob Haelen/Bob McCarthy  
Karren Bee-Donohoe**

- *M. Rimai.* Assured that there is a succession plan given Phil Wood’s retirement. It has been presented to the Trustees.
- *P. Wood.* Two issues to be alert to: 1. financing - bond caps and new leadership. 2. takeover of sucf/dasny – assurances it’s not happening; but need to be alert to the possibility.
- *B. Haelen* – Capital Budget Heating Handout Attached. Presented to DOB. No SI’s.



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- *B. McCarthy.* (1) Reminder of the importance of accurate and precise data for campus lets to support funding request/commitments (2). Master plan – sets up the capital program for the next 10 year. Learned a lot about space standards – will be proposing changes. First 7 campuses are complete. (3) Initiating a review of SEQR process that will take a cumulative look at projects on campus.
- *K. Bee-Donohoe.* (1) Working on addressing residence hall debt and the impact on appropriations – a serious issue to advancing residence hall work. (2) Next update to RH planning will require projections beyond the 2-3 year timeframe. (3) Oneonta asking their master planners to look at the RH program – others may want to consider

### Procurement

Chris Wade/Dave Demarco

Procurement Update Presentation Attached.

**ACTION** - Need SUBOA membership/participation.

### Cross Registration & Enrollment Cap

John Porter

- HEOA Net Price Calculator. SUNY is developing a calculator for campus use. Requirements are defined on confluence as to what information must be reported. Files must be reported to system in March and April 11. Calculator has to roll out by 10/11
- State Initiative – K-12 and higher education. Collecting data. State has received \$800M and SUNY has \$10M to work on this initiative. Maybe an electronic high school transcript.
- Enrollment Cap
  - a. Numbers calculated by John Porter. Used a calendar year not an academic year, wanted it to align to the budget. 2009 was a “high water mark” for nearly all campuses. Reference source – special student data file (SDF) 2009 (winter, spring, summer, fall). NEW students – 2 types. 1<sup>st</sup> time freshman & transfers. Based on Headcount, not full or part time. Possible issues with the transition to SIRUS during in 2009? If we used SIRUS there may be other complications.
  - b. Wendy’s take on revenue – if you don’t exceed the headcount cap no worry about \$\$\$.  
**ACTION:** She will clarify.
  - c. Part time students count as a head – proposal for FTE. SUBOA concern that “a head is not a head”. **ACTION:** Will look at proposal for FTE as it relates to the our penalty
  - d. On line students – where are they receiving instruction – outside of NYS.
  - e. **ACTION** - John will provide data to support counts.
  - f. The actuals will be counted in this order - summer, fall, winter, spring.
  - g. Should summer be included – it is self supporting?
  - h. Those just taking summer courses should be coded as “Unknown” (non matriculated) and not counted.
  - i. 13,000 unfunded FTE. **ACTION:** How do we deal with unfunded enrollment – system will address how the revenue will be addressed. Impact on financial plan targets.
- Cross Registration:
  - a. Received lots of comments. Will revise policy
  - b. Implementation Fall 2011



- c. Concerns: (1) approvals: not clear on campus authority – campus decides whether they do this or not; how we accept credits is a local decision; the teaching campus can decide whether to accept student or not. (2) administrative burden – students must be full time at the home campus, but intent is to allow one credit, and can decide whether to allow pt students to participate or not. (3). Community college concern – must establish residency.
- d. Can charge course fee and university fee (no tuition).

### **Library**

**Sean Sullivan**

### **UB Micro**

- UB Micro can provide services. **ACTIONS:** (1) Sean will send chart of usage. (2) Can we connect UB micro group with procurement initiative. (3) UB micro will be invited to give a presentation.
- Library – sharing resources across campuses. Need to connect the idea to business officers.  
**ACTION:** Jim will investigate the library group.

Leif Hartmark – Jim Campbell request. **ACTION:** Need to distribute financial disclosure check Brian will share it.

**Adjourn 11:40**