

SUBOA Meeting Minutes
September 11th and 12th 2012
Hilton Garden Inn

9/11/13

Attendees – see attached

Introduced new members:

- Charlie Kurzansky, Assoc. VP Govt. Relations Cornell
- Laura Barnum, Assoc. VP Resource Planning UB
- Michele Halstead, new VP at New Paltz

President's Report:

1. Looking to enhance engagement of members at meetings
2. Reviewed potential topics for year:
 - Application Processing Center memo from SUNY
 - SUNY organizational structure and budget
 - SUNY Capital and need for critical maintenance, 10 year plan and focus of plan
 - Open SUNY and potential for separate tuition schedules
 - Shared Services
 - 12/12/12 SUBOA memo to SUNY and current status
 - StartUp NY
 - Business Intelligence
 - 14/15 budget request and TAP requirement
 - Hospitals and status of Downstate Loan
3. Changes to meetings - Reinstitute dinner speakers (Curtis Lloyd this meeting), and provide agendas to meeting speakers in advance of meetings.
4. Future meeting dates:
 - 11/13 and 14
 - 2/5 and 6
 - 4/9 and 10
 - Annual Meeting – Doral Arrowwood, May 28, 29 and 30. Val Nixon to lead Committee.
5. Committee Liaisons:
 - ABB - George LaRosa and Lyle Gomes
 - SASA - Beau Willis
 - Financial Aid - Val Nixon
 - Purchasing – Mike LeVine
 - CCIO - Carol Bishop
 - Residence Hall – Bill Shaut
 - HR - Natalie Higley

Secretaries Report – Future meeting minutes will be distributed then posted to the SUBOA website. Last year's meeting minutes will be posted to the website.

Treasurers Report - \$11,587 balance in accounts. Annual dues statements to be issued shortly, please process payments as quickly as possible.

ABB Update - Michele Halstead

1. Michele will continue to lead ABB through December, then will look for new leadership. Asking campuses to recommend individuals that can join group and serve in leadership roles.
2. Points of Light – biggest topic is journal voucher process. This will be a focus of Joe Gardiner and his team along with Business Intelligence issues. No action on these items since the annual meeting.
3. New format for meetings – two at System Administration. Want members to understand roles and responsibilities of system administration staff and help build relationships.
4. New SUNY Internal Control leader to be invited to future meeting
5. Hot Topics:
 - Net Cards
 - MWBE audits
 - 1098T
 - Cross Registration

Business Intelligence Update – Charlene Deno

- Phase I - everything in SMRT is now in BI.
- ABB work groups working on revenue, cash snapshots, HR (budget portion of payroll)
- Charlene to be working with campuses on rollouts and training, ideas for expansion of dashboards
- Next phases might include security, expanded HR, other entities, ...
- Governance after Phase I – With Brian Hutzley moving to new position we lack a SUNY champion to push expansion forward and get dedicated resources for this project. Need to discuss with Bob Haelen tomorrow, then possibly have a joint meeting with Bob, Hao Wang, Brian Hutzley, and the SUBOA steering committee.

Shared Services Steering Committee Update – Beau Willis and Natalie Higley

- Need better approach to identifying potential opportunities, analyzing potential opportunities, and developing solutions to those opportunities. System seems to have developed the answers already without including the business officers that are impacted the most by their decisions.
- Liz Praetorius – central application seems to be an objective so students only have to apply to SUNY one time.
- Individual campus meetings being held by Brian Hutzley with an objective of getting campus buy-in to shared services initiatives.
- Principles of Partnership document distributed.

Shared Services Update – Brian Hutzley (Handouts)

- One of top three priorities of the Chancellor (Academic and Student Success, Research and economic innovation, shared services).
- Lots of campus initiated shared services that have been successful and didn't require System administration participation.
- Plan to talk to various groups and each campus. Goal - How can we work better together and become more effective and efficient? "Let's make it work"
- McKinsey consultants insight – find something that needs to be looked at from scratch and make it work.
- 14 Potential Activities (slides 18 to 20). Potential timeframe on page 20, 6 scheduled in first year:
 - Strategic Sourcing – short term what potential contracts could we pursue now, longer term – need team to look to analyze and develop business plan for future procurement processes. Already have some campus volunteers.
 - Data Centers - need CIO and CFO team to do analysis of data to support a potential move to consolidate across SUNY and impact of State efforts.

- End User Services – email and identity management systems, evaluate what we have and what benefits could be for consolidating.
 - Financial Planning and Reporting - includes BI, 35 points of light, streamlining processing
 - Self Service – confirm that current direction of SUNY HR team (time and attendance, benefits processing, etc.) and determine priority
 - Admissions Processing – need to rethink potential benefits and set up a group to evaluate
- There are no solutions in these 14 activities – they need additional detailed analysis and business plans to determine if they are things we want to pursue, what the components are, and what resources and time commitment is needed to make them work. Pilots and phased in implementation plans then need to be developed.
 - Would like a resolution from SUBOA on what is being presented on Shared Services. What will SUBOA and the campuses support as next steps and potential projects in the Shared Services Outline? Can we identify individuals to help put a plan together for initiatives that we support and would like to pursue?
 - Question - How can we endorse the top 6 phase I activities without additional background information that SUNY may have but the campuses don't?
 - Comment - CIO's are already talking about implementation of some of these areas (help desk and data centers) therefore it appears that the decision has been made and the analysis being requested above is a waste of time. Need to coordinate message within SUNY so they can coordinate the message to the campuses.
 - Need ongoing support discussion as part of the business plan. Example – resources diverted from BI so we are stuck in Phase I and can't progress.

Tom Hippchen, Strategic Sourcing (Handout)

SUBOA Discussion on Proposed Resolution:

- Timing of SUBOA resolution vs. upcoming President's meeting. Should memo be issued to the Presidents?
- Would like the data behind how SUNY decided on the top 6 recommendations.
- Cost – we know we will get assessed ultimately, so we need to have this information.
- Our SUBOA representatives on the Shared Services Steering Committee do not have the data to help advise the group on how to proceed. They don't know how SUNY got to the top 6 activities.
- SUBOA should take a leadership role in these initiatives

Bill Howard, University Counsel

- New Executive Deputy Counsel (replacing Marti Ellermann) - Monica Barrett currently deputy counsel at Rutgers. Starting mid-October
- Compliance/Risk management – renewed and increased focus on this, within current funding and staffing. Will discuss at Board Audit Committee in October.

Sandra Casey – StartUp NY

- Advisories have been sent to the Presidents from Jim Malatras
- Law amends the Economic Development Law, ESD manages
- SUNY and RF are working with ESD on the required documentation. Close to finalizing a first draft for review by October with January implementation. Includes:
 - Plan – designate campus space and businesses – approved if no response in 60 days,
 - Application – business has to apply to come on campus,
 - Certification by Tax and Finance of tax free status,
 - Leases with businesses for use of campus space.

- Definition of campus – very broad and includes Foundation owned land, leased property
- Campus can designate 200k sq. ft. of land within a mile of campus.
- AG and OSC approval should not be required for leases with businesses.
- Private use of buildings financed with tax free bonds is being evaluated. Also MWBE, prevailing wages, and competitive bidding requirements.
- Approval Board – will sign off on private institutions use of this program. Exceptions to the 1 mile off campus rule would have to go to the Approval Board.
- Leslie Wattlely – governor’s face of this initiative. Wants things to be centralized as much as possible.

Bill Howard’s Views on New Year Board Activities:

- Performance Based Funding (to be announced and main topic at President’s meeting)
- UUP pay bill was signed.

SUBOA 9/12/13

Attendees – see attached

Wendy Gillman, Asst. Vice Chancellor for Budget, Planning, and Analysis

ORACLE Insight Project Update (handout):

ORACLE: Mike Weiss, Ida Quamina, Todd Van Hoozier

- Sample of campuses to be visited – determine current financial planning budgeting and reporting process, people and technology, and what the campuses want in the future
- Objective is to evaluate current processes and make recommendations for process changes, and recommend technology to implement the new processes.
- Input Provided:
 - Challenges and Areas of Opportunities:
 - ✓ Use of outdated technology to do budgeting, difficult to change
 - ✓ No single place for all-funds budgeting
 - ✓ Highly manual process – no budget to actual comparisons, use of excel makes manipulation of numbers too easy
 - ✓ Lag between the time allocation is available to campuses and the start of the year makes it difficult of manage early in the year.
 - ✓ Can’t see historical trends (rolling 5 years) – working with only one year
 - ✓ Different account characteristics – fringes, overheads etc. apply only to some funds
 - ✓ Inability to tie unit budgets to campus strategic plans
 - ✓ Inability to generate reports that are consistent at the unit level and the campus level (single version of the truth)
 - ✓ Move of allocation and expenses between accounts, post original budget, is very cumbersome
 - ✓ Lack of campus financial statements – revenues and expenses are two separate processes
 - ✓ Inability to distinguish between permanent and temporary funds and temporary budget revisions
 - ✓ Inability to track faculty release time

Wish List:

- ✓ Integration of budget system with BI reporting system is critical
- ✓ Flexibility to manage budget in different ways (zero based, add on to current, ...)

- ✓ Ability to encumber temporary service
 - ✓ Ability to manage a budget request process
 - ✓ Analysis tools
 - ✓ Spending controls on accounts or groups of accounts
 - ✓ Audit trail of historical transactions
 - ✓ Position management and reporting
 - ✓ Tuition and Enrollment revenue projections
 - ✓ Consistent utility budgeting and reporting
 - ✓ Ability to do projections and forecasts for the future, and to track future commitments
 - ✓ Link of actual PSR data to reporting system
 - ✓ Workflow and approval tree to manage approvals for budget revisions
- How does this fit into the Share Services initiatives and all other initiatives that are being discussed?
 - ABB input is recommended

Vice Chancellor for Capital Facilities/CFO – Update

Jeff McGrath:

- Tax Issue on reporting identification numbers (handout) – penalty notices being sent by IRS related to 1098T because of missing information. 6,000 items questioned for SUNY, potential fines of \$100 per record. Need information from campuses on how we collect the required information, request to be sent to campuses soon.
- OSC Internal Control Certification (handout) – separate annual certification to be required on the procurement process. SUNY to be discussing with OSC and DOB, will provide campuses with certification forms.
- Residence Hall Cash Management (handout) – new process for student collections; they now go to Tax and Finance and not OSC. Campuses need to work with their banks to transfer these funds separately from the OSC sweep. Debt service needs to be met SUNY wide, then funds will start coming back to the campuses. Tax and Finance costs (\$125k/year?) will be netted against the interest income; SUNY will monitor costs to ensure that they are based on actual costs. Residence Hall Committee should look at how interest income will be allocated back to the campuses in the future.
- Foundation Model Contract – OSC took a year to respond, and has asked for new items to be added to the contract (Iran investment clause). Will be trying to finalize with them shortly, need an effective date for the new contracts.
 - Comment: Model needs to be able to be adapted to specific campuses without resulting in OSC rejection.

Karren Bee-Donohoe:

- Residence Hall Capital Program – will send an electronic version of an updated handout.
- Executive Order 88 – request for information for first report has been sent to campuses. New guidelines expected by September, campus comments have been helpful.

Bob Haelen:

Budget Background – handout that should be shared with Presidents, and will be discussed at President’s meeting next week.

- Projected State Budget Gap – \$1.7b in 14/15, \$2.9b in 16/17
- Contractual Salary Costs and Tap requirement significantly erode the impact of rational tuition increases.
- DOB does not consider funding for contractual increases to be part of Maintenance of Effort

- Hospitals – financial strategies are in place, legal strategies are an issue. Legislature passed State tax support for the future - \$60m flat per year. Essential to get regulatory relief.
- Capital – backlog and renewal is critical, research and economic development goals are a new focus – survey to be completed by campuses. Translate plan into what is important to the Governor. Categories of projects recommended by DOB – life safety, infrastructure stabilization, building stabilization, major rehab and new projects.
- Performance Based Funding will be discussed with President's next week. Incremental funding being requested from State to implement this. Just a concept, but a way to get some new funding from the State.

SUBOA Priorities (from Executive Committee Meeting):

- Need for more communication and input
- Need to prioritize list of topics discussed with SUBOA Executive Committee

Recharges:

- \$31.7m projected for 2013/14
- Categories – contractual (no control over cost), People (can control number and amount), Opt-In (have a choice to participate ex. Elsevier)
- 30 different methods of allocating to campuses, looked at by campus/system group in December, consensus that allocation methods made sense
- Have not met with ABB group in past two years (done each year in the past and worked well?)
- need a new more efficient financial model?
 Comments: Shouldn't SUBOA see the system budget and how recharges add to the current base budget? Distribute this year's increases, then start a process of review for next year?

Campus/Representative	9/11	9/12	Campus/Representative	9/11	9/12
Albany – Center Stephen J. Beditz Kim M. Bessette	X	X	Maritime Elizabeth Praetorius Keith Murphy	X	X
Alfred State College Valerie B. Nixon Joe Greenthal	X	X	Downstate Medical University Alan Dzija Astra Bain-Dowell Melanie Gehen	X	X
Alfred – Ceramics Giovina M. Lloyd Tammara Raub			Upstate Medical University Steven C. Brady Eric Smith		X
Binghamton – Center James VanVoorst JoAnn Navarro	X X	X X	Morrisville – College of Technology Mary Ellen Burdick Pamela Locke	X	X
Brockport – College James Willis Karen Riotto	X X	X X	New Paltz – College Vacant Michele Halstead	X	X
Buffalo-Center Laura E. Hubbard Laura Barnum Beth A. Corry	X	X	Old Westbury – College Len Davis Deidre Dowd	X	X
Buffalo State Michael LeVine James Thor Rebecca J. Schenk	X	X	Oneonta – College Todd Foreman Sue Clemons Julie Roseboom	X	X
Canton College of Technology Natalie Higley VACANT	X	X	Optometry David A. Bowers Marcel Catafago	X	X
Cobleskill – ATC Carol Bishop Carol Vosatka Louise Biron	X	X	Oswego – College Nicholas A. Lyons Byron Smith	X	X
Cornell – Contract Colleges Davina A. Desnoes Rose Wright Charles Kruzansky	X X	X	Plattsburgh – College John R. Homburger Diane Wyand	X	X
Cortland – College Dr. William Shaut Mary K. Murphy Amy Berg	X	X X	Potsdam – College Natalie Higley Charlene Deno	X X	X
Delhi – College of Technology Carol M. Bishop Bonnie Martin Amy Brown	X	X	Purchase – College Judy Nolan Roseann LoParrino	X X	X X
Empire State College Paul Tucci Rick Barthelmas	X	X	Stony Brook University Barbara Chernow Lyle P. Gomes Mark Maciulaitis	X	X
Environmental Science & Forestry Joseph Rufo David Dzwonkowski	X	X	SUNY IT at Utica/Rome Jim Lloyd Susan Head	X	X
Farmingdale – College George P. LaRosa Richard Hume	X X	X X	Research Foundation Chris Wade Michelle Aguilar		X X
Fredonia – College Stephen Schillo Karen R. Porpiglia Ann Aldrich	X	X	System Administration Wendy Gilman Vacant Joe Gardiner		X
Geneseo – College James B. Milroy Brice M. Weigman	X	X	System Administration Patrick Ryan Dan Esposito		X X