Subcommittee 2: Institutional Resources

Notes from meeting held on Friday, September 26, 2008

Present: Dolores Cimini Mary McCarthy
Lisa Donohue Anna Z. Radkowski-Lee
Timothy Gage (chair) Carole Sweeton
Daniel Goodwin

Recording meeting notes
ARL volunteered to take notes at this meeting
MM will bring laptop in future to take notes of future meetings

Quorum
TG expressed the need to establish quorum which he defined as half of the full committee plus one person. There are 11 members on this committee so 6 members would equal a quorum. DG suggested that 6 should be a quorum both in in-person meetings and in on-line meetings. Members present agreed.

Wiki
TG announced that Bruce Szelest could show us the location and content of the wiki for the UoA Middle States Study. Members present agreed that that would not be necessary. TG will notify committee members if new postings appear on the wiki. TG advised subcommittee about the need to maintain the confidentiality of documents available.

Middle States Representative
The Representative reviewed most, but not all, questions from our subcommittee. Below are his comments as they pertain to questions listed in the handout.

#1 – How does the University assess and plan for resource availability to the University and its constituent parts? Do these procedures provide for an annual budget and multi-year projections?
Subcommittee does not necessarily want to describe procedures. Do the procedures do what they are supposed to do? Per TG – analysis of procedures would be best.

#2 – What are the primary means of allocating resources across the University?
Why does subcommittee want to know this? Are the means the same across the University?

#6 – How adequate is the University’s education and research equipment acquisition replacement process?
Good questions. Gets at analysis. Is the process adequate?

#8 – Have annual independent audits been conducted to confirm financial responsibility and have there been activities to follow up on any concerns cited in the audit’s management letter?
Bad question. If audits have not been done, the University is not in compliance.

DG – Should we strike the question?
TG – We can change it and we can strike it
LD – Do we want to look at the audits? Have there been any concerns?
MM – Is there a procedure in place to effectively follow recommendations? Does an effort to relieve small problems use a large hammer?
DG – Could question 8 be a part of question 9?
CS – Is the independent auditor and outsider?
MM – Yes.

What does the subcommittee need to produce?

TG – Subcommittee’s entire document to be 20 pages so there is no space for lengthy descriptions.
TG – This study is a two-year process. Drafts to be written in spring 2009.

Survey
TG - Bruce Szelest will be accepting questions with which he will prepare a questionnaire to be given to faculty and staff. Does this subcommittee want to submit questions to glean at institutional resources? Would this be useful? If so, questions must be ready by November.
CS – Is it one survey with every subcommittee’s questions?
TG – Yes
MM – What is the response rate to campus-wide surveys?
TG – Close to zero.
DC – The Campus Center renovation survey yielded a 40% return rate. It was web based.
DG – The faculty might opine that budget formation is unnecessarily secretive.

Ensuing discussion among subcommittee members

DG – How do policies and procedures change in response to dwindling resources?
MM – What role does SUNY Central play?
LD – Some units receive funding directly from the state legislature. Who determines priorities?
TG – There are mandates, otherwise the Provost, various Vice Presidents and Deans. Research equipment is exchanged on a college basis.
CS – Classroom equipment is handled by IT.
? – How does the University pay for utilities?
LD – The Plant gets hit.
? – Do we really have multi-year projections?
TG – Yes. Dean’s office does.
MM – Should we have the VP of Finance come to subcommittee to explain the budget process?
DG – Steve Galime spoke to CAS members and it was helpful.
CS – Chris Haile negotiates.
TG – We’ve had very little stability at the top – has this adversely affected the budget process?

Members present agreed that someone from Finance & Budget needs to make a presentation to subcommittee.

ARL – Second page of handout refers to “data available”. (MSCHE Periodic Review Report, divisional academic equipment replacement plans, internal control policies and compliance
reports, facilities master plan and process documents, etc.) Where are these reports available to us?
TG will work on providing access to subcommittee members so that each member may read the reports contained therein. These reports will most likely be on a wiki. Use net ID and PW to enter the wiki.
TG will look at Stony Brook’s proposal to see what this subcommittee’s task might be.
TG – After we read “data available” and Stony Brook’s proposal, this subcommittee will be ready for someone from Finance & Budget.

Next meeting – tentative date
October 24, 2008, 2:30 pm in BA 29