

Minutes
York College Committee on Resources Meeting
22 February 2016

Attending: Aegina Barnes, William Hughes, Wayne Forrester, Panyiotis Meleties, Olajide Oladipo, Ismael Perez, James Popp

The meeting was convened by Olajide Oladipo and called to order at 12:15 p.m.

- Discussion of proposed and actual FY 2015/2016 budget allocations

Perez discussed the historical context of the college's use of incremental budgets, pushing and pulling dollars based on priorities of the president as opposed to zero-based budgets. He further explained that incremental budgeting was based on the previous year's spending and linked to the college's strategic plan. He added that more than 90 percent of York's budget goes toward salary obligations.

Forrester suggested that the plus side of zero based is that it requires departments to justify expenses which vary every year.

Olajide stated that he was impressed with the budget process over the 2 years since Perez has been here.

Barnes asked about the decision making process for the OTPS budget.

Perez replied that a Vacancy control committee meets quarterly and otps allocation committee meets once after other disbursements are satisfied. Both committees have basically the same members. A template is used to relate requests to strategic plan. Now that there's a process in place to review, we can explore alternatives.

Olajide suggested benefits of zero based budgets. "When I get ten thousand dollars, I know I have to spend it to keep getting it. I think when requests come to the president and provost, they assume work has been done. From experience, that's where a disconnect can arise.

If people are getting money, are they justified in spending it?

The input that goes into the process is where we, the committee, can help.

Perez responded that we do check what people are spending money on. This college runs on an approximately \$4 million OTPS budget. Security and B&G eat up half (\$1 million each) The reality is that with \$2 million, to do what we do is pretty amazing. We are now getting ready to start the 17 process. A budget request template is being sent to department chairs.

Barnes asked about process.

Olajide responded that Chairs send to deans, deans send to provost.

Hughes asked about faculty level input.

Olajide remarked that the template is sent to chairs while faculty are on leave. There's a timing issue.

Provost remarked that the first year since Perez has been here a template was not required, the second year there was not enough time to distribute one, but this year one was being sent out in advance of the semester's end. Ideally department chairs should consult with faculty members before submitting them.

Olajide reiterated that there is a problem with timing.

Perez offered to put template out to the committee.

Olajide asked whether the deans have to justify budgets for their schools

Provost responded that chairs present to vp's, vp's report to the president and provost.

Olajide asked at what point do the firmed up decisions get filtered back?

Provost responded as soon as they're made, then there's another level: The budget request has to go from the College to the University. This year we had to wait until November to hear from the University.

Forrester suggested that going to a zero-based budget model might streamline the approval process.

Perez stated that the University had recently enhanced the college's flexibility because of increased performance. The revenue is a limited resource, we are plateauing at 620 F/T people, another 500 part-timers.

Olajide remarked that we can't start from scratch for 17

Olajide and Barnes laud having template out as a positive move for this college. Really good basis for discussion which could help streamline process. Last year requests were about \$4 million.

Perez remarked that transparency and communication is key. The budget website is up on college website, chairs are supposed to fill out budget transfer forms if money is left over, say, from travel to another.

Provost said he is giving chairs until the last day of classes to get submissions back.

Committee suggests we try to get them back within a month so this committee can meet to review and discuss by Wednesday May 4th.

Perez replied that we don't get numbers from CUNY till August, then they review and hopefully approve by October. They give a "first cert" sometime in July.

Power point for Linking Budget to Strategic Planning, we're now in year 3 since Perez started here.

In budget cycle, last segment is evaluate. We lost budget director and business director, purchasing director was out sick, budget director's job has been posted, at some point budget director slot will be filled (empty now because former guy is using up banked sick, vacation and personal days)

Perez added that it's incumbent on this group to bring this information back to faculty.

Further discussion of timing for chairs to submit completed budget requests ensued.

Provost suggested that chairs be advised to consult with their deans before submitting proposals and moving process up next year.

Perez said that in theory the deans are available all summer for consultation with deans. This year we should strive to have more input, last year was difficult because it all came in at one time.

Perez suggested giving administration 4 weeks as well to review with the goal of reporting to the college senate on May 9th

Barnes said we appreciate that provost does not slash as often as he could, we'd like to know what to keep in mind when scheduling to avoid slashing classes.

Provost responded that priorities should include student interest, reasonable progress to graduate. Also keep in mind that once students fulfill major requirements, minor requirements have less priority. Minors require better planning. We usually bite bullet for major requirement courses. We try to streamline multi-section courses to run at capacity. Transfer students help fill upper division courses which suffer from attrition.

Motion to adjourn by Olajude at 1:33 p.m.

Submitted by William Hughes