

**UNIVERSITY POLICY AND PLANNING COUNCIL  
2017-18 CHAIR –JAMES COLLINS**

**December 13,2017  
MEETING MINUTES**

**Present:** R. Bromley, J. Collins, K. Lahiri, M. Leventhal, L. McNutt, C. Parker, K. Reinhold, K. Rethemeyer, J. Stefl-Mabry, J. Stellar, J. Van Voorst, D. Wharram

**Guests:** Jon Bartow, Graduate Education  
Ann-Marie Murray, Provost's Office  
Bruce Szelest, President's Office

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**Approval of the Minutes from November 15, 2017**

Two revisions; when referring to member comments/remarks use the individual's last name. Then also the School of Business has agreed to the resource demands that will come with the new Business Economics major not that there will be no resource demands.

Approval; 6 Abstention; 1 Opposition; 0

**Provost's Report**

Provost Stellar reported to the full senate and the report included information on the progress of the strategic plan. The strategic plan has five main pillars and the five chairs met this morning to go over the next steps of the plan. There will be ten co-chairs on the committee and the goal is to roll the strategic plan out on January 17<sup>th</sup> and begin a roadshow. Each area has three goals for a total of fifteen goals, five to seven initiatives in each area as well. In addition to the roadshow there will be town hall meetings that are open to the campus at large. Comments and questions can be e-mailed to the Provost. The ending goal will be to complete these tasks by April 3<sup>rd</sup>. The President is scheduled to be inaugurated on April 13<sup>th</sup> and the hope it have this completed for then. Following this an implementation team will be formed, and would follow a similar structure as above. The idea is that each of the units would then do their strategic plan. The plan seems to have been well received and the next initiatives that are taken will incorporate with the strategic plan. The School of Business dean search is currently ongoing and the candidates are on campus now. The snow emergency system has been reactivated for this year and has updated the names within the alert. UPPC has been notified and consulted on Informatics moving from the College of Engineering & Applied Sciences to College of Homeland Security. Jim Collins will consult with the senate to draft to confirm consultation and draft a letter as needed.

## Vice President for Finance and Administration Report

Vice President Van Voorst provides UPPC with the report he presented to executive committee and others on campus on budget status. As a campus we did not meet our graduate enrollment, fortunately due to higher interest rates and a better out of state mix the dollars we are realizing do roughly meet the dollar amount even though our headcount has not been realized. Over the last 3 years we have also had operational efficiencies that were assigned to each unit. Vice President Van Voorst goes over the commitments that we have made thru the Compact Planning cycle and other base commitments that the college has. As union contracts settle we will need to begin allocating these funds for the negotiated contracts. UUP is the current outstanding contract, all others have settled. For the purposes of this presentation we are estimating that the UUP contract will settle similar to CSEA and PEF, with an additional 1% built in to cover the potential step/ contingent faculty component that may be included in the final numbers. If UUP signs we imagine it will also be retroactive similar to CSEA. This commitment creates a base deficit in our campus financial plan should we take no action. Next year we are anticipating a \$200 per student tuition increase, the board of trustee's has not approved this yet, we are watching this closely as it moves thru legislature. There will also be an increased TAP component with this tuition increase. To move forward we have identified sources to help alleviate this budget gap; we have a few items from the 2020 MOU process that were committed but never allocated out to the units for various reasons and will be brought back to the campus financial plan to be made available to the President to re-invest into the campus for other initiatives. On campus we currently have an aggressive energy plan and have invested in energy saving initiatives. When looking at the budget we have been able to dedicate the savings from these initiatives back to the campus for this effort. We will be looking at re-allocating base faculty start-up funds and will supplement them from our one-time reserves and remove from the base. There will be more discussion and research done on offer letters but there may be a new policy or guideline released on how startup funds are established. Last year we had our catch-up year for the 10% tuition increase as part of the 2020 process, legislation allowed for the other SUNY colleges to get one more year, at this time we reserved the right to re-evaluate the need again this year. Along with the 2020 MOU's that were not allocated, we have MOU's that were allocated but did not have the intended results, we are looking at all the good ideas funded and where the investment stands. The Provost has been tasked with looking at the commitments made in this 2020 process and reallocating funds back to the campus financial plan for the commitments that did not materialize with the desired results. To cope and address the deficit we are also looking to all areas on campus and looked at the state base and the resident hall base to determine the amount that was set for each unit's efficiency target. Items like the 17-18 compacts, vice president salaries, and scholarships were excluded from these target amounts. Another step we are taking a look at is the items that we buy across campus, for example cell phone plan redundancies, Xerox contracts, Microsoft licenses, etc. there is no dollar amount associated with these items but we want to find the redundancies and begin addressing them as found. We are also looking at the possibility of offering an early retirement program that allows individuals that meet certain criteria to retire. We are looking at the possible pool on campus that could be eligible for this process, at current though we are not negotiating with the foundation or other sources on this matter we are just gathering the data surrounding early retirement as an option on campus. We are in good company and the other SUNY centers are also in a budget reduction process. A message from the President will soon be forthcoming on the budget reduction/ process. The presentation given today is available on your MyUAlbany in the Financial tab. Each VP will send their

efficiency target to the Compact Budget system outlining what they will be providing to the campus financial plan by April 1<sup>st</sup>.

### **Chair's Report**

The Electrical & Computing Engineering Program(ECE) proposal has gone forward but am waiting on the revised campus impact form. It's gone to SUNY and it is not expected that there will be any problems with the proposal but we will still look for a revised Campus impact form. The next council meeting is on January 31, 2018. The President's council has met on two issues, the planning budget issue, and student success. Last meeting we had a heated discussion on student preparation and we are talking with IR to look at the data on how well students have been prepared over the last ten years. If there has been a shift in the academic preparation how would the University assist and create a plan of action. This council will take this issue up in the spring.

### **Sub-Committee Reports**

Chittur is not present to give the Facilities subcommittee report but has submitted an e-mail to Chair Collins. Uptown campus parking for students on the Health Science campus is available, and they can park for two hours in the lot by the tennis courts. They have also proposed that all individuals on the Health Science campus be eligible to purchase parking permits that would allow them to part on campus. The feminine products proposal will need to consult other areas at the University to know the true cost/impact. Facilities shares construction updates to the chairs and the chairs are responsible for disseminating the information to the faculty.

Leventhal gives the committee an update on the Resources subcommittee. The minutes that were dispersed to everyone contain much of the information presented by Vice President Van Voorst earlier today. The committee also met with International Education on their international recruitment efforts and process. The overall decline in graduate students is alarming UPPC recommends that we look at International recruitment as a source of gaining additional enrollments for the campus. When talking with International Education we currently mostly focus on undergraduate programs but currently there is not a focus on graduate studies. A motion has been entertained to reach out to the various units on campus to see if they would be interested in investing in someone who would act as a spokesperson and recruiter for the University and their program and can opt into this program. Given the graduate programs here, it is believed if this was done correct we would have many students who would be interested in coming here for our programs and competitive out of state rate. UPPC endorses this RPAC motion and recommend that action be taken by graduate studies. Approval: 7, Abstention: 0, Opposition: 0

### **Old Business**

Tabled for this meeting. UPPC ask that materials come ten days ahead of time for the meeting agenda.

Motion to adjourn, seconded. Meeting ends at 3:50pm.