

Budget Advisory Group

Meeting Minutes

April 17, 2020

Via Zoom

Attendance

Present

Deborah Stanley
Rodrick Andrews
Said Atri
Frank Byrne
Mary Canale
William Canning
Pamela Caraccioli
Dean Crawford
Kristin Croyle
Kristi Eck
Kristen Eichhorn
Amanda Fenlon
John Fields
Michael Flaherty
Deborah Furlong
Scott Furlong
Victoria Furlong
Lisa Glidden
Jerri Howland

Rodmon King
Prabakar Kothandaraman
Nicholas Lyons
James MacKenzie
Ellen McCloskey
Julie Merchant
Sarfraz Mian
Mohammad Mohammadi
Sean Moriarty
Jill Pippin
Kelly Roe
Elizabeth Schmitt
Mark Slayton
Mary Toale
Daniel Tryon
Sarah Weisman
Wayne Westervelt
Leigh Wilson

Not Present

Colleen Dewine
Takeena Strachan

Agenda

- Welcome
- General Climate and Assumptions
- Immediate Budget Actions
- Scenarios
- Other Items

1. Welcome

- We are all expressing the mission of this institution in another form. You are accomplishing it so well!
- Open Hours - Students were around the globe.
- Thank you! You are doing a magnificent job!

2. General Climate and Assumptions

- Budget reductions will be computed on State support only
 - Our budget (around \$72M) is made up of state support and revenues that we generate through tuition and fees
 - We can project out what a 10%, 15%, 25% cut
- All funds can be used to meet the possible reductions
 - In the past, we have used reserves so that we haven't had to take undo actions and have been able to use them to underwrite all current activities. I don't believe it would be the right way to handle this.
 - Tuition and fees are based on our enrollment.
 - Deposits are currently down for freshman and transfer students. They are down 150-200 from last year at this time.
 - Predicting we will be down from that next year.
 - More students registering as returning students in the first week than last year.
 - Students want to come back to campus!
- Negotiated raises should be included as expense
 - Some are being deferred or delayed.
- Tuition Assistance Credit
 - TAP credit
- Refunds/Credits for room and board and other fees will be paid
 - Estimated \$7m
- Bond financing may be available to SUNY Oswego
 - Applied for bonding to underwrite Funnelle Hall renovation

3. Immediate Budget Actions

- Hiring reductions/restrictions
 - At the end of March, stopped searches.
 - If position is necessary to move campus forward, will continue the search. One of these is the Director for Enrollment Management.
- Travel restrictions: Not in place yet, but will apply discretion to travel.
- P Cards
 - There are ~200 P Cards on campus—value reduced to \$1. Contact Purchasing for approval to purchase
- Annual memberships: Assessing feasibility
- Large contracts and purchases: Delayed to a later date if possible.
- Utility savings: mild winter = utility savings from heat, salt, equipment, overtime

4. Scenarios

- Scenarios (Flat, 10% reduction, 25% reduction)
 - Attachment: The Guidance: Expense Controls and Scenario Planning During Imposed COVID-19
 - Due to System Administration on 4/17/20.
 - Discuss gross numbers of expenditures, deductions, enrollments
 - VP's and Vicki will be part of the planning. Will share at 4/30/20 meeting.
- Magnitude of reductions

- Gov Cuomo order: No layoffs through at least May 10 for permanent employees. This does not include adjuncts or casual employment or people who have contracts that come to an end at the end of the semester.
- AAFTE: Will review our annual average FTE
- Enrollment
 - Summer 2020, Fall 2020, Spring 2021, Fall 2021, Spring 2022?

5. Other Items

- CARES Act funds (Rod Andrews)
 - Documentation uploaded. Eligible for \$7.2M.
 - The first half: directly for students to help offset the costs directly related to COVID-19.
 - The second half: institution to help mitigate the expenses related to COVID-19.
 - Will follow guidance on how these funds are used
 - Question: What will our process look like in getting money into students' hands?
 - Working on how to identify the students and the best way to get the money to them.
- Emergency funding for students
 - Secured \$52,000 from 190 donors (alumni, friends, faculty and staff). Thank you!
 - Thus far, 16 students helped. Yesterday, 17 new requests
 - Student contacts student affairs, applies for funds, Paypal to transfer funds to students immediately. Most of requests have been monthly bills. We anticipate the need will continue to grow.
- Capital Projects
 - Capital projects have been paused
 - Funnelle: Has restarted and confident meet deadline for August
 - Elevator Project in Culkin is on hold
 - Mary Walker: Phase 1 has restarted
 - Hewitt plans: Surge projects are moving forward and in design
 - We are prepared to accept funds from Construction Fund

President Stanley:

Share your ideas—send to Scott for discussion in continuity group

Questions?

- Know when Tyler will finish?
 - Unknown at this time
- Has there been any discussion on early retirement incentives?
 - Unknown at this time
- Any guidelines for decision dates for temporary VAPs?
 - Will start looking at them more closely
- With the Capital Projects going forward, how do we explain that there is money available for construction?

- Construction and operating funds are Separate funds. Capital projects are bonded. They don't come out of the general fund. They are not part of our allocation for operations. They are totally separate in NYS.
- Phased retirements?
 - Have been successful in that it saves the campus from losing the human capital. It saves the campus in many ways financially. It allows the faculty member to step back gradually and to ease into a retirement situation.
- If we have an opportunity to grow graduate programs, is there a possibility to realign personnel to help support these programs?
 - If someone retires or leaves in your area, it will not be an automatic replacement. We can't make commitments into the future for positions at this time.

Congratulations to Leigh Wilson – Distinguished Service Professor.