The budget process was the topic of this presentation. The session had more of a focus group genre, as our objective was to generate feedback on the current process and to gather thoughts on changes for next year’s process.

A brief power point presentation contained the following major topics:
  o Review of Current Process
  o 2005-06 Budget Status
  o Process Changes and Assessment

Review of Current Budget Process
1. Relationship to our key planning documents; Memorandum of Understanding (MOU II), Campus Strategic Plan & Comprehensive Enrollment Management Plan
2. Budget Timeline – compared planned timeline to actual timeline
3. Current methods to capture budget requests.
   ▪ State: Banner on-line
   ▪ IFR: Paper forms pre-populated with certain information

2005-06 Budget Status
Presently, the budget has completed the Vice-President review level and is now in the hands of the President’s Cabinet for final changes. The total campus request currently stands at $44.7 million, which represents $2.9 million more than we currently have available in permanent sources. With current one-time funding sources taken into account, we are still short by $1.6 million. The President’s Cabinet is dealing with this now and will make its recommendations shortly. The final budget submission is due to SUNY Administration by June 13, 2005.
In addition, the campus must present a plan to deal with our structural deficit to the Chancellor. This will probably be a 3-5 year plan outlining a multi pronged approach to the problem.

Process Changes and Assessment
The majority of the session was spent on this topic. A series of questions were posed for the purpose of gathering reactions and feedback. Comments generally fell under three categories - timeline, communication and budget process.

Timeline:
- Planned timeline too long – more realistic timing – people felt rushed
- Need established timeline – regardless of when state budget passed

Communication:
- Notify departments of budget request status and changes after each level of review.

Process:
- Liked automated process of capturing budget request
- Should dept chairs/managers be responsible for initial dept budget preparation? Would this generate better understanding of process and more efficient use of resources?
- Discussed budget process for institutional activities, such as recruitment, scholarship, winter session and summer session. Since these activities cross divisions, what is the best way to effectively budget for them?

Additional thoughts or comments may be emailed to clark.foster@plattsburgh.edu