Members in Attendance:
Don DeHayes (Chair), Abigail Rider (Vice Chair), Samuel Adams, Linda Barrett, David Bergeron, Thor Bjorn, Faye Boudreaux-Bartels, Kathy Collins, Mark Conley, Kathryn Jervis, Oleg Kazakov, John Kirby, Jeffrey Konin, Trish Morokoff, Ann Morrissey, Adam Quinlan, Ellen Reynolds, Peter Snyder, Kim Stack, Adriana Wilding, Barbara Wolfe

Members Absent: Naomi Thompson

Guests: Vern Wyman, Ryan Carrillo, Jayne Pelletier

See the complete list of member information at the Strategic Budget and Planning Council website at: http://www.uri.edu/budget/sbpc.html

1. Announcements
2. IDEA information requested
   - AAUP specifically requests and notes not enough admin time to IDEA; expect delegated staff time and person – will do this with new position of which 50% will be dedicated to IDEA; this will provide more value
3. Next steps
   - Review of completion of Likert scale to categorize the nine proposals; this will be completed by council members and sent to BFPO for summarization
4. FY2020 Presentation: Student Affairs (2:00 pm) presented by Kathy Collins
   - Majority of units not eligible for this funding; they are auxiliaries supported by student fees
   - Reducing liability, helping students to obtain food are some of our focuses
   - Recent court decisions affecting our jobs – e.g. duty to prevent suicide
   - Supreme Court said if you do know, even if not a trained person, you have a responsibility
   - University has a special relation to their students and a duty to protect when on their campus (2009 case)
   - University knew this person was a danger and should have warned and protected the other student
   - Universities need to figure out a way to keep their students safe
   - Second Case Manager is to provide services to GSO, Providence and Kingston Campus, nights, weekends, holidays
   - How do we help our students? Dean of Students, Disability Services, Outreach, Counseling, HRL, etc.
   - Outreach and Intervention- Case Manager’s job is to empower our students to make connections across campus to be successful; wellness is a part of it; providing them with basic skills; Food Insecurity – dealing with Athletes today; our students are hungry; not all can afford meal plans; significant training component in Outreach
and Intervention (O&I), which was created in 2015 and was to be staffed with three; we have two; one staff member focuses on alcohol, etc.

- 355 students referred to O&I; national average is 7115:1 and URI is 17626:1
- Call service for $40,000 to provide services; would eliminate overtime in student affairs; on-call clinicians were better than workers who had worked all day and were on overtime

5. FY2020 Presentation: Student Affairs (2:15 pm) critique presented by Mark Conley and Adam Quinlan
   - Case Manager and after hours telephone support
   - Increased demand for services; independent outside data included in Student Affairs presentation
   - Job description and organization charts in division presentation
   - What is the limit of our services? Does it present a liability if URI provides services vs. outside personnel?
   - How will outside service be promoted, communicated to maximize effectiveness?
   - How would position be divided among campuses?
   - Will service prompt more than contracted for with outside service?
   - Alternative suggestions – concern is budget was low; is it enough for communication and where the Case Manager is located? Effective? Liability of barely funding enough? If underfunded is it better to have off campus referral?
   - Case Manager to follow up: Is more than one person needed?
   - Should this effort be of a larger campaign to address mental health?
   - Some parents are requesting tours of the Counseling Center
   - Should there be a reserve in case calls exceed 100 per month?

6. FY2020 Presentation: Student Affairs: Council discussion 30 minutes
   - Heard long waiting list at Counseling Center in Spring 2008; how do we decide if we need another Psychologist?
   - We refer a lot of students off campus and to Psychologist at Health Services
   - Current two week wait (off campus practitioners have a six week wait)
   - Some cases won’t involve Counseling Center (arrange leave of absences, students moving back)
   - Seeing a growing number of individuals coming to college with challenges
   - Do we know why the spike? Trends?
   - Students that we did not retain before are coming to see us before they leave
   - Information disseminated has allowed for more awareness on campus
   - The A typical student is here and needs different support
   - Need in Providence at Shepards and at NEC
   - Majority of services are in Kingston
   - Can one person work on both campuses?
   - Protocol – do they offer services that include texting? Not same level of service
   - Currently searching for the Psychologist, new position authorized previously
   - More than 1,000 universities use this call service; process work in direct contact with Counseling, Police, etc.
   - Can coach the individual in the moment and then refer; we have triage
   - Software program is the means of communication
7. FY20 Presentation: Research & Economic Development (3:00 pm) presented by Peter Snyder

- Overhaul all management of research; widespread feeling that Research & Economic Development (RED) is a box where proposals, etc. go and no one knows what happens to them; staff working in a dysfunctional environment; faculty needs are not being met
- System allows for much human error; adding staff to fix it is not beneficial;
- Ten years ago, two of the five systems we use were chosen because they were the least expensive; grants management system is not working as it should; much better systems are now available
- Most frustrations with staff, faculty and grad students is regarding the systems used; Task Force of faculty and staff explored real problems in grants and contracts management (charged by Don DeHayes as Interim Vice President RED); office not functioning as a coherent system; separate and not talking with each other; Office of Controller handles a small portion of the post award; simple hand offs of tasks not handled efficiently and staff not working together
- Foster collaboration and growth by using this new system; streamline process and transform RED to be service focused
- Goal is full transparency; tracking of proposals; each faculty member would see where proposals are; can be pro-active in addressing any issues; identified a vendor; but, no decision; financial tracking, work seamlessly with PeopleSoft; IRB would be included; animal care; bio-safety and bio-ethics will all tie together; put information in once and available to all that need to see it
- Number of vendors; InfoEd is the leader; Brown, Yale and UConn have selected InfoEd; we have spoken with these schools and can use info they provided when we negotiate with a vendor
- Year 1 annual subscription; implementation is complicated; if move forward; form task force of staff in Research & Economic Development and Administration & Finance to design and customize the platform for URI; stage investment with in kind investment of task force prior to ramping up, will need 1.5 positions from ITS; then need a full time trainer for at least a year; leadership of colleges and faculty support needed; phased in over 2-2.5 years
- $557,330 including IT and trainer later and annual support is $98,000/year that RED can cover since spending $80K now for systems that do not speak to each other or to PeopleSoft
- Relates to the strategic plan and will create new opportunities in Research

8. FY20 Presentation: Research & Economic Development (3:15 pm) critique presented by Kathy Jervis, Oleg Kazakov, and John Kirby

- Potential impact of the system – would there be more successful grant applications?
  640 grants submitted now and 20% related to NSF thru grants.gov
- Administrative costs – will there be savings?
- Integration of all research processes is a benefit; better tracking of proposals
- More user friendly interface; who applied, what were awarded not awarded and this system will allow for tracking of these
- Northwestern University has used this system; direct integration between system and the faculty; display of Northwestern tracking
- Proposals should increase; not sure about administrative cost changes
- Seems like a training person would be needed continuously
- Proposed module not linked
- Existing process is cumbersome; do not know how many grants never get submitted
- Grants awarded and take 90-120 days to get them activated
- How will problems with the software be addressed by a researcher submitting a grant

9. FY2020 Presentation: Research & Economic Development: Council discussion 30 minutes
- Existing system is extremely cumbersome
- Any savings for annual support for existing system? Insignificant, when sunset existing systems, net increase $14,000
- Should this be part of the overhead rate calculation? Will factor into future rates; existing OH not sufficient to support
- Expenses with phasing out? Annual contract payments? Will be a phase out; no hard stop; RED will have to address any costs during this time; not factored in to the proposal
- Is there a way to calculate the return on investment? Not able to track what we are doing; there should be cost savings at the college level from resources they have invested
- Research is central to economics of the state; crucial to education in support of graduate students; reputation of the University (public becomes aware of research); undergraduate programs and students work with the faculty in their labs and studios
- IT Governance supported it and in presentation they indicated they would need about 1.5 years of a position to support this project
- Pressure on junior faculty to produce quickly
- We have staff in place in RED, A & F and colleges – will they be replaced?
- RED is not doing certain things now and staff would be reallocated to address those items; not doing: conflicts of interest; not for cause audits on research; not maintain integrity of system as needed to be safe;
- Current classification staff do not appear to have skill set to reallocate
- Reorienting the office for less data entry; hiring into Specialist positions; want direct points of contact for faculty
- Ability to get around the busy work and have a professional relationship between the faculty and RED staff
- Like to see SPA percentage decreased
- The new faculty recently hired in last few years will not put up with existing system
- Role of pre-award staff will be very different; educational role will probably be what new staff will need;
- Shadow systems in the colleges; deans investing their overhead funds; do you envision savings? Return on investment?
- Hosted service vs. multiple hosted services

10. FY2020 Presentation: Administration & Finance (4:00 pm) presented by Abigail Rider
- Streamlining processes to improve effectiveness is the goal we concentrated on
- Business Services includes Campus Planning & Design, Capital Projects, Facilities, Purchasing, Property and Support Services, Risk Management, Space Allocation
- 450 acres, 350 buildings, 30,000 work orders, over 100 small projects and 500 million major capital project over last ten years
- Want to be proactive, what are trends in next five years; big capital project will decrease (K-12 investment over next years);
- Small projects will increase; vast majority of customers will be interacting with us;
- Want to track every request; every project will get a ticket and person will be able to indicate where the project is at any time
- How speed up completion of the small project? Make a request, planning and estimate and then approval to proceed; to do this, must increase staff, create small projects group;
- Over 118 projects in FY2018 fall into this category;
- Business Services through reallocation is funding $435,000 of the change; request is for $463,000; need five new positions; in house engineer, project cost estimator who will shorten planning cycle; coordinator for small projects to track the projects; senior info tech will support the customer service system (will implement ticket piece of this); space analysis staff
- Priority 2 – Purchasing; we have delegation for up to $1 million; 200 of 300 requisitions processed thru the state last year would be processed through URI Purchasing; we will assume the cost of doing this;
- Have $1 million delegated authority for one year and must do well and adopt state system to keep it
- Priority 3 – 3045 Kingstown Rd., spent $75,000 RICAP for basic stabilization; CIP $4.3 million for renovations; requesting $36,000 maintenance
- Priority 4 – Risk Management support; University of Maine has five, Brown University has four, URI has one

11. FY2020 Presentation: Administration & Finance (4:15 pm) critique presented by Adriana Wilding, Jeffrey Konin, and Ellen Reynolds
- Priority 1 – Business Services reorganization reflects thinking ahead; 50% contribution through co-share; just under 80% of projects handled are small projects; are five staff necessary or can they share roles – actually specializations; ongoing FTE’s would increase the budget;
- Priority 2 – Purchasing;
- Priority 3 – Property at 3045 Kingstown Rd; how long would position be needed; did not fall into the strategic plan
- Priority 4 – Risk Management Coordinator – what is the generalized insurance budget? Continued growth with global and other programs requires more than d1 staff

12. FY2020 Presentation: Administration & Finance: Council discussion 30 minutes
- Are there savings from outside contractors that are no longer needed for small projects? More efficient in house; will be more knowledgeable about URI; will there be an overhead fee to departments? A&F asked for full funding
- What was thought process for rankings within A & F; thinking customer service first and really Priorities 1 & 2 are thought of as top priorities; Purchasing is obvious; can
run risk of one risk manager; if left alone 3045 Kingstown Rd., building could collapse

- Believe this will streamline relationship with external folks
- Cost to adopt state system – we are absorbing it
- Risk management has evolved; was insurance administration and now is risk assessment; having one staff is an enormous lift; appears necessary to protect our risk; there is an upgrade to existing risk manager and new position will report to risk manager
- Given level of skill required, may need more funds than requested
- Volume of work associated with the one staff we have now seems too much
- Proposed source of funding for the building in CIP is fund balance and private funds; placeholder in CIP
- The .5 FTE is ongoing maintenance; the stabilization we applied $75,000 RICAP and CIP project is for the work to make building useful
- Repurposed some positions; recall request to create and fund Director, Small Projects in a prior year– yes and he designs and prepares and handles the 100 projects; in all eleven positions are needed (six from reallocation and five from new funds)
- In house deployment of facilities services personnel to address small projects; will release personnel to facilities for ongoing maintenance, etc.
- Director and Assistant Director Property and Support Services (two positions) and propose 1 and use savings toward co-share
- President promised a total complete review of Capital Projects and Facilities – when will this happen?
- ~$2.3 million of small projects annually; probably increase since do not have capacity now
- Other schools our size have this issue; dedicated unit has been their response
- Redesign is aimed at small projects; not same leverage as big projects
- Moving space database function to Director of Capital Improvement and Real Estate; space allocation planning will improve
- Risk Management – broad based skill set and others with unique skill set (e.g. radioactive); focus is on global – is that a specialty? Should coordinate with the International Office – yes and have been meeting with Laura Beauvais
- Departments are paying for facilities services overtime for small projects
- Previously funded position is an architect – is he part of the team? Yes, for design

Meeting Adjourned at 4:50pm

Minutes Submitted by: Lisa Fiorio and Linda Barrett, Budget & Financial Planning

Note: Per SBPC principles, reallocation should be considered first for all proposals

SBPC Presentation Process:
- 15 minutes allotted for division head
- Standard PowerPoint slide (created by BFPO) summarizing budget info
- 15 minutes allotted for team (drawn randomly from SBPC members (excluding VP’s)
- Team provides an objective analysis of the request and specifically addresses the following:
• Benchmark Data
• Concerns and/or outstanding questions
• Alternative Suggestions for funding strategies
• Suggestions for creating cross-divisional efficiencies

➢ 30 Minutes for questions and discussion

The randomly selected teams for the FY2020 Strategic Initiative Requests:

a. Provost/Information Technology – Faye Boudreaux-Bartels and Samuel Adams
b. President’s Division – Barbara Wolfe and Kimberly Stack
c. Academic Affairs – Patricia Morokoff and David Bergeron
d. Student Affairs – Mark Conley and Adam Quinlan
e. Research & Economic Development - Kathy Jervis, Oleg Kazakov, and John Kirby
f. Administration & Finance - Adriana Wilding, Jeffrey Konin, Ellen Reynolds

UPCOMING MEETING:
June 19, 2018, 1:00pm-4:00pm, Ballentine Hall, Thomson Boardroom (Identification of top proposals and final recommendations completed)