SUNY ONEONTA

Business *Matters*

Look to Business *Matters* for important updates and information from the "Business Office" units within Finance & Administration.

Inside:

Operational Budget Vs. Capital Budget

Why is there funding for multi-million dollar building projects such as Fitzelle Hall, but not always enough to pay for new positions, travel, salary increases, etc.?

How we allocate money often depends on the source. Money to construct or renovate a building is generally referred to as capital money. The source of capital money is funded primarily by bond proceeds (i.e. borrowing). The debt service payments (think "mortgage" or "home equity" payments) for these capital funds are paid directly by State tax revenue. SUNY Oneonta is not permitted to utilize capital for any other purpose because it simply would not be fiscally prudent to pay regular, ongoing operational costs with borrowed funds. Our operating budget, which accounts for the on-going, day-to-day, expenses of the College, is funded primarily by tuition, fees and a shrinking level (about 12%) of State tax support.

Budget Corner

Learn more about how the College budget works!

Look to "Budget Corner" each issue for clarifications of key budget terms and concepts.

Key Budget Terms

Appropriation: Total spending authority.
↳ *NYS generally provides appropriation to the University as a whole.*

Allocation: Release of spending authority; distribution of funds to campuses & departments for expenditure control.
↳ *To control spending, the Division of Budget may choose to release allocation for any appropriated funds over the course of the fiscal year, rather than releasing all of it at the beginning of the year.*

Personnel Services: All activity related to payroll and wages. **PS-Regular (PSR)** = regular, ongoing salaries & wages **PS-Temporary (PST, or "Temp Services")** = temporary salaries & wages; includes student workers employed by the College (not Federal Work Study)

OTPS – "Other Than Personnel Services": Everything other than salaries and wages.
↳ *E.g. Supplies, Travel, Contractual Services, Equipment, Utilities, internal campus charges for services (automotive, telephone, etc.).*

Recurring: Resources or expenditures that are expected to be ongoing.
↳ *E.g. an ongoing revenue stream such as student fees, or an ongoing expense such as a position.*

One-time: Refers to resources or expenditures that are expected to occur only once, or irregularly.
↳ *E.g. an energy-savings rebate, or payment for an office renovation.*

Records Retention Reference Material

Recently, Nedra Abbruzzese-Werling, General Counsel/Records Management Officer and Andrea Stagg, General Counsel, both from SUNY System Administration presented a very informative Records Retention and E-Discovery Workshop. One of the take home messages from this presentation was:

"On SUNY campuses, no records should be retained past their retention period unless they still serve a LEGAL, OPERATIONAL, or HISTORIC value to the institution."

Below, you will find a links to the slides from the recent presentation, our Records Retention Webpage, and the SUNY Central E-Discovery Policy.

- http://www.oneonta.edu/admin/finance/documents/RRWORKSHOP.pdf
- http://www.oneonta.edu/admin/finance/RecordsRetention.asp
- http://www.suny.edu/sunypp/documents.cfm?doc_id=752

A local E-Discovery policy is in development.

Records retention is serious business, but we can always enjoy a bit of records retention humor!
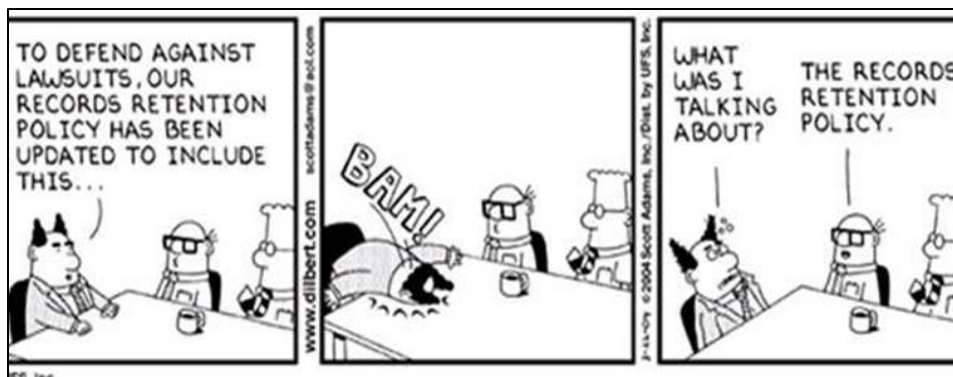
Reprinted with authorization

If you have any question, please contact our Records Management Officer, Laura Emmett at laura.emmett@oneonta.edu or at x3114.

Are Your Sensitive Paper Documents Stored Securely?

Reports, records, and other documents containing SSNs or other sensitive information must be secured at all times. Learn more by reviewing the CatPrints article, What's in Your File Cabinet? (p. 2), and following these guidelines:
- Review the paper stored in your office and shred anything containing sensitive information that is no longer valuable.
- File cabinets containing sensitive information must be locked when unattended. File folder labels should never include the student SSN.
- Never leave sensitive information unattended in plain sight.
- Any paper destined for shredding must be kept in a locked cabinet or box built for that purpose.
- Periodically review the contents of your file cabinets and desk drawers.
- Verify the identity of salespeople or maintenance people that visit your office.

SUNY ONEONTA

Online Registration and Payment Tool

Over the past year, the College has successfully utilized an online registration system, "Regics", to provide web-based registration and payment services for non-credit courses, conferences, and other College-related activities. If your department is planning a conference or event and is interested in using Regics to collect registrations and payments, please contact Sue Clemons for further information.

Updated Per Diem Rates

New York State has updated the overnight per diem rates for the period October 1, 2014 through September 30, 2015. This information can be found at the U.S. General Services Administration website . Please be sure to click on the drop down menu to choose the rates for the fiscal year of the travel.

MWBE Participation Update

The College continues to work diligently to improve participation with Minority and Women Owned Business Enterprises (MWBE) as we procure goods and services. Last year we exceeded the overall SUNY goal of 20% by reaching a combined level of 26.48% of qualified purchases. In order to assist departments in identifying potential vendors, the Procurement & Travel Office is compiling a list of State-certified MWBEs that have been used locally or have been recommended by other SUNYs. Please view the current list here and make every effort to utilize MWBE vendors when possible. (Note: additional vendors will be added as they are identified.)

New MWBE Requirement

A new NYS State provision will require us to define MWBE goals within procurements that exceed $25,000. This is expected to be a complicated and time-consuming process that will require advance submission of procurement requests for goods and services expected to exceed the threshold. For this reason, the Business Office will require up to two additional weeks to review and negotiate the requirements with vendors. Please contact Betty Tirado to discuss the implications of this process in the earliest stages of any procurement with potential to reach $25,000.

Take Advantage of an EAB Webinar

The college has renewed its membership with the Education Advisory Board, which provides best practice research and practical advice to higher education institutions. All employees may create an online user account using their oneonta.edu email address. In addition to numerous research studies, such as "Future Students, Future Revenues" and hundreds of best-practice and custom research initiatives, EAB offers many live and archived webinars which are available to all employees. Register for a live webinar or view an archived version here. Topics include a wide variety of studies within our membership areas: the Academic, Business, and Student Affairs Forums.

SUNY ONEONTA

Project Sunlight Reminder

Project sunlight is a NYS initiative which promotes transparency in the decision-making process of State agencies. We are mandated to report certain interactions with individuals or firms that may result in procurements and large-scale contracts valued over $25,000. Those employees who could be influential in large-scale procurements are required to receive training and certification in reporting requirements. Further, to remain in compliance, we are required to send periodic reminders of training and reporting obligations.

If you or any of your staff have determined that you are a potential decision-maker in large-scale contracts, and have not received the training, please contact Betty Tirado at ext. 2583 or Elizabeth.tirado@oneonta.edu.

For those who have previously completed the training, please be sure to submit the Project Sunlight Reporting Form when meeting with a vendor or attending a video/web conference for potential procurements of $25,000 or greater. Click here for a refresher on the requirements. Thank you for your cooperation!

Building Coordinators Contact List

In response to a number of requests for building coordinator contact information, we are posting a list of the 2014/2015 coordinators for your reference:

http://www.oneonta.edu/admin/facilities/documents/Building-Coordinators-2014-15.pdf

Buildings coordinators (also known as Building Administrators) are your first point of contact if you have concerns about your building that are not already addressed by regular maintenance or security procedures. If you have an emergency please call UPD directly at x3550.

Ideas for Business Matters?

Contact the Finance and Administration Office at x2081 if you have suggestions for items to be included in a future issue of Business *Matters*.

SUNY ONEONTA