



**Operations Committee**  
**Heather Maldonado**  
**Spring Plenary – SUNY Potsdam**  
**4/11-13/19**

**Committee Charge**

The Committee shall generate relevant reports and recommendations for the University and its institutions concerning: the development and administration of budgets, strategic planning, and operations; matters related to libraries, educational technology, and forms of instructional delivery; and, personnel policies, as they pertain to budget, operations, diversity, equity, affirmative action and delivery of a high-quality SUNY education.

**Committee Members**

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**Summary of committee actions since previous plenary**

The Operations Committee developed the following actions agenda for 2018-19 at the Fall Planning meeting in Saratoga Springs:

1. Action Items:
  - i. Conduct a review of the Composition of Administration to explore changes over time at SUNY campuses and issue report (Old Business from 2017-18 from Executive Committee)
    1. Phase One (SUNY Titles) report shared at Winter 2019 Plenary.
    2. Phase Two (Local Titles) and Phase Three (Demographic) reports will be moved to the 2019-20 Operations Committee action items list.
  - ii. Conduct a SUNY enrollment analysis related to selectivity and enrollment trends from 2000 to present (Old Business from 2017-18 from Operations Committee)
    1. SUNY Enrollment Trends (1995-2016) report shared at Winter 2019 Plenary.

2. Investigate/share budgeting best practices for CGLs to share with their campus governance bodies (Old Business from 2017-18 from Operations Committee)
  - iii. The body was reminded of the existence of the Operations Committee Budgeting Guide (2012) which is available online at <http://system.suny.edu/media/suny/content-assets/documents/faculty-senate/Budget-handbook-2012.pdf>
  - iv. Investigate/share state funding and budget allocation processes across SUNY (Old Business from Spring 2018 Executive Committee referral)
    1. Report received from SUNY's Finance Office
  - v. Support Inter-Professional Education Conversations in the Discipline event (Developed as a result of 2017 Operations Committee fall planning meeting discussion)
    1. Event scheduled for May 13, 2019; online with regional watch locations
  - vi. Consider Operations-related implications of SUNY's Request for Information (RFI) related to online education (New Business from Executive Committee)
    1. Shared questions/concerns with SUNY Provost during SUNY Online White Paper response period
  - vii. Explore/share SUNY criteria and approval processes for self-funded programs in SUNY (New Business from Operations Committee)
    1. Initial request for action was determined to be a campus issues and removed from committee's 2018-19 work.
  - viii. Develop onboarding guidelines for campuses that address system level, campus level, and department level topics to develop a shared understanding of purpose, priorities, policies, and processes (New Business from Operations Committee)
    1. Resolution to Create Common SUNY Onboarding Information Points and Processes for New Employees presented at Spring Plenary
  - ix. Additional Spring 2019 Charge: investigate feasibility of improving SUNY Travel Reimbursement processes
    1. Resolution to Improve SUNY Reimbursement Processes presented at Spring Plenary
  - x. Additional Spring 2019 Charge: facilitate conversation between campuses and SUNY about SUNY/Elsevier needs and negotiations
    1. Regional conversations scheduled for end of Spring 2019 semester
2. The committee met at the fall planning meeting and held five conference calls throughout the academic year on 11/2/18, 12/7/18, 1/4/19, 3/1/19, and 3/22/19.

### **Outcomes for consideration at the plenary**

Review the following documents:

- Resolution to Improve SUNY Reimbursement Processes
- Resolution to Create Common SUNY Onboarding Information Points and Processes for New Employees

### **Outcomes/queries for UFS Senators to share with their campus**

- Encourage participation in SUNY/Elsevier conversations happening in your region