

# **BUDGET and PLANNING COMMITTEE**

## **CAPITAL PLAN Work Group**

### **Overview for 2001/2002** (Draft)

#### **Charge/Objective:**

- To provide input on capital planning, facilities planning and campus development.

#### **Membership 2001/2001:**

Dr. Maureen Dolan (Convener), Dr. Maureen Feder-Marcus, Dr. Robert Hoyte, Bill Kimmins, Marc Seybold, Ron Welton, Craig Wright, Jackie Weber (facilities resource person)

#### **Activities for 2001/2002:**

- Development of 2003/2008 Capital Plan
  1. identification and prioritization of critical maintenance projects
  2. identification and prioritization of plant adaptation projects
  3. coordination with current capital plan
  4. coordination with NYSERDA energy projects
- Issues involving Facilities Resources
  1. Assessment of Custodial staffing needs
    - Analysis using APPA guidelines (Association of Physical Plant Administrators)
    - Integration of data from updated Space Inventory (SUCF)
  2. Examination of Plant M&O Funding
    - Analysis of maintenance funding per sq. ft.
    - Benchmark against peer institutions (using reported data from State University Construction Fund and SUNY System Administration)
    - Refer to standards of professional agencies/organizations (e.g., NYSERDA, ASHRAE, DOE, OSHA)
- Campus Development
  1. Input to design of new buildings (including Academic Crescent)
  2. Assessment of planned/proposed development projects
    - Academic Nexus
    - Financial benefit to institution
    - Environmental impacts
- Prepare for Implementation of 2003/2008 Capital Plan
  1. sequencing of CM&PA construction
  2. education of campus community
    - temporary disruptions (surge)
    - asbestos abatement
    - energy conservation measures
    - quality of life issues

**BUDGET and PLANNING COMMITTEE**  
**DATA COLLECTION & ANALYSIS Work Group**

**SUNY College at Old Westbury**  
**Overview for 2001/2002**

**Charge/Objective:**

- To collect and analyze pertinent data in support of the BPC and its other work groups

**Membership 2001/2001:**

Dr. Maureen Dolan (Convener), Prof. Rita Buttermilch, Dr. Runi Mukherji

**Activities for 2001/2002:**

- Examination of **trends in proportionate resource allocation** (in FTE, OTPS, PSR) among the college's Divisions and functional areas, including analysis of cumulative impacts of change in funding levels in **OTPS**.
- Examination of **proportionate funding for administrative areas** compared to other areas of the budget, including calculation of such measures as:
  - 1. Administrative Costs as a % of total budget
  - 2. Academic Administration vs. Academic Instruction costs
  - 3. Academic Instruction vs. Academic Non-instruction costs
  - 4. Faculty FTE as % total FTE
  - 5. General Administration cost per FTE student
  - 6. Library cost per FTE student
  - 7. Maintenance as % total budget
  - 8. Maintenance per square foot
  - 9. Student Services cost per FTE student
  - 10. Utilities as % of total Budget
- Use reports generated by System Administration, e.g., University Overview and Campus Profiles, produced by SUNY Office of Finance and Business, as resource materials to:
  - Benchmark Old Westbury budget allocations to peer SUNY institutions.
  - Examine systemwide patterns in proportionate resource allocation, using standardized definitions for General Institutional Services (GIS), General Administration, Plant M&O, Academic Instructional Support, etc.
- Examine **all-funds budget data** for Old Westbury and peer institutions, including revenues from DIFR, Auxiliary Services, Sponsored Research.
- Examine funding **guidelines and standards** of professional organizations (e.g., with regard to plant maintenance, custodial staffing, faculty development, library services, student services, technology).