

BUDGET INFORMATION SURVEY 2004
Budget, Goals & Plans Committee
SUNY New Paltz

50 people took the 2004 web survey.

- 1. The purpose of the budget process is to make financial decision-making more inclusive, transparent and consultative. Have you discussed your department's budget requests in a departmental meeting?**

Choices	Replies	Percentage	2003 Survey
Yes	34	68%	65%
No	14	28%	28%
Not Applicable	2	4%	4%
No response	0	0%	3%

- 2. Were you given an opportunity to participate this year in a departmental meeting regarding budgeting for?**

-- Full-time faculty/staff (PSR) for 2004-05?

Choices	Replies	Percentage	2003 Survey
Yes	31	62%	50%
No	14	28%	33%
Not Applicable	5	10%	15%
No response	0	0%	2%

-- Full-time faculty/staff (PSR) for 2005-06?

Choices	Replies	Percentage	2003 Survey
Yes	17	34%	25%
No	22	44%	43%
Not Applicable	10	20%	23%
No response	1	2%	9%

-- Part-time faculty/staff (PST) for 2004-05?

Choices	Replies	Percentage	2003 Survey
Yes	19	38%	32%
No	17	34%	38%
Not Applicable	8	16%	20%
No response	6	12%	10%

-- Supplies, travel & equipment (OTPS) for 2004-05?

Choices	Replies	Percentage	2003 Survey
Yes	31	62%	58%
No	14	28%	31%
Not Applicable	2	4%	4%
No response	3	6%	7%

3. Are you satisfied with the level of discussion concerning budget requests for your department?

Choices	Replies	Percentage	2003 Survey
Yes	30	60%	62%
No	19	38%	34%
Not Applicable	1	2%	3%
No response	0	0%	1%

4. Do you think that the budget allocation process within your department is equitable?

Choices	Replies	Percentage	2003 Survey
Yes	30	60%	69%
No	14	28%	22%
Not Applicable	4	8%	4%
No response	2	4%	5%

7. Your status:

Choices	Replies	Percentage	2003 Survey
Faculty	40	80%	73%
Professional staff	10	20%	27%

8. Affiliation

Choices	Replies	Percentage
School of Business	4	8%
School of Education	5	10%
School of Fine and Performing Arts	9	18%
College of Liberal Arts and Sciences	21	42%
School of Science and Engineering	3	6%
Others (1 academic affairs + 2 Administration + 3 Library)	6	12%

5. What suggestions do you have for further improvements in communicating about and involving faculty and staff in the budget process?

- ◆ The deans MUST require chairs to discuss the budget at department meetings (with sheets handed out that contain the allocations).
- ◆ No suggestions now because communication on these matters has improved.
- ◆ We never have enough time to discuss the budget. Maybe one meeting a year should be designated entirely to the budget.
- ◆ I was told that the Dean of LA&S required the departments to provide the minutes of the meeting during which the budget was discussed. It appeared to me that this requirement made for a big improvement in our department discussion. I don't have any specific ideas for further improvement, but maybe Deans can play an important role in encouraging discussion.
- ◆ A reminder of deadlines for departments to discuss these matters to the chair as well as the department could help.
- ◆ There can be no department budgets in the business school as there are no departments. At the School of Business level, things could be more transparent.
- ◆ As an adjunct professor of a required course, I wish I knew more about the process. I have no idea if the allocation process is equitable.
- ◆ More scheduled time in department meetings
- ◆ I don't know if the budget allocations are equitable because there seems to be no opportunity to review them. The department chair should charge the chair of the committee to review the budget in detail with them, discuss what are 'fixed' expenses and what is fluid, develop a reserve for contingency then let the chair of the committee bring it to the committee and review/discuss expenditures, then outline a calendar in advance so faculty within their options have time to discuss and plan for the following year or two.
- ◆ I think it would be helpful for faculty to be able to review the chair's written budget proposal before this proposal is sent on to the dean.
- ◆ To make this process and decisions more transparent would be much more desirable.
- ◆ A directive issued by Dean to all staff at the beginning of the semester to reiterate how important it is to have discussion and unbiased input regarding department expenditures.

6. Other comments:

- ◆ Sorry, you probably wanted more from my department on this than we gave you. There really were not many budget decisions to be made this year, because there was not any extra money. I asked for equipment needs from the entire full-time faculty, and I imagine that some adjunct would have told me if they were being short-changed. What we have money for, I'll get. I have not had to tell somebody they could not travel, yet. But no, we never really wasted a department meeting on the budget. If anybody complains to you, please let me know, and I'll be more careful in the future.

---David Hobby, Chair, Mathematics

- ◆ Recharges allocations at best seem arbitrarily determined. For the past three years the museum's postage expenses have been three times the initial allocation. Duplication/printing is proving to be similar.
- ◆ Past dept. chairs in my experience have not been forthcoming about how much travel money has been available for faculty development.
- ◆ I am in a new department so I cannot comment on whether or not the process is really working. Allocations for travel were discussed democratically in the first meeting of the dept I attended. So far I am satisfied.
- ◆ I feel in my department that I have more supplies in my home office (1 person), not counting what I have given away, than I have on this campus to do my job. I should not have to put an order in every time I need something. I come from a business background and I am a pretty fair judge of what is needed to run an office. 1 pack of pencils, 2 boxes of manila folders (100 folders per box) and 4 boxes of hanging folders, (25 per box) where no filing system exists are not equitable distribution of funds in my eyes.
- ◆ For the first time since this process was enacted, I am satisfied with my department's handling of the process.
- ◆ Have budget issues on the agenda for department meetings on a regular basis instead of when it becomes an issue.