

SASA Executive Director Meeting January 12 & 13, 2017 Minutes

January 12, 2017

Meeting started around 2:32pm

Jeff Brady opened the the meeting with a welcome to our visitors from SUNY central administration Jeff McGrath (SUNY Controller) Leigh Ann Hamlin and Sarah Bilodeau (Financial Analysts).

Jeff McGrath

First topic was the corporate operations report that was sent to the SASA list serve. They want comments by February 17, 2017 otherwise the report template will become final.

Next topic was the audited financial statements we submit central office and concerns about the timeliness of these submissions. They want the signed audit opinion for the report they have to produce.

The NYS State Controller's AC340 Contract encumbrance form requires a "contract value" which represents a value of the entire term any State contract. SUNY would like to establish one appropriate value methodology that would be used for all ASC contracts. Discussion centered around how to get to a uniform method and how these numbers will be used. Jeff McGrath suggested to base the 5 year projection on either the ASC's most current annual budget for gross revenue, or the current annual amount being encumbered on the contract (ie: the amount that the ASC will voucher for payment from the campus collections on student billing - which represents the true State's financial involvement). Another suggested approach was to base the 5 year projection to the ASC's last completed audited financials annual gross revenue, since these financials are an objective and already 'public' document, and are less subjective than budgets that often have multiple variables. Each method has merit and all recognize that individual campus ASC's have subsequent financial changes throughout the duration of the contract, but that the initial calculated contract value that was inserted on this form at the start of the multi-year term, would not be required to be updated annually. SASA asked that Jeff McGrath explore methodology with OSC and advise SASA of the outcome.

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The group did touch on MWBE and how these numbers might be used. Jeff McGrath stated these would not be used for MWBE reporting.

Discussion shifted to the agency accounts that we hold for the campuses. The concern being raised is if there is proper controls in place to manage these account. There was also a question about adding other forms added to worksheet in Jeff McGrath's report to make sure the proper controls in place.

There was also discussion around how the ASC's are the fiscal agent for most student governments on their campuses. Jeff McGrath had questions on our reports and how our numbers on the tie if at all to the student government books.

Discussion moved to PCI compliance and our campus contract renewal. Question raised was how we can be compliant when our campuses are not since many of us use campus networks.

Jeff McGrath finished his agenda and left, we then started discussing 15A clause to our contracts MWBE (minority and women business enterprises). Many concerns were raised but the message being made clear was that this clause will be in our contracts and the issue now is how do we comply with the clause.

There was some discussion around software being developed at a startup at Cobleskill that might fit our needs.

January 13, 2017

9:42 am start

Jeff Brady opened the meeting talking about the SASA a website redesign. He also covered the idea of having some policies and procedures drafted for the website. General question on what service is going to be put on the website.

University of Buffalo came in to talk about the culinary summit they are holding this summer. It will be June 20th to June 22nd at the University of Buffalo.

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Pamela Swanigan joined us for the meeting to discuss MWBE.

Pamela started the discussion at the history of the program. In 1988 the program was started, she talked about the legal background of 15A to promote a level playing field for underprivileged businesses.

Question-and-answer period was started by Pam. Some of the questions asked were as follows:

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- Is there more current available lists of vendors by market for products we buy?
- National certification for MWBE compared to New York State's, what is the difference?
- How do we handle contractors that we use that national contracts?
- Concerns of the length of time it takes companies become certified by New York State.
- Concerns raised over how the reporting will be handled.
- Questions are asked about how this would impact costs and that we would have to pass onto our students.

Pam was able to answer some of these questions.

- First there is no national certification for MWBE that New York State will recognize. New York State has a very specific set of criteria that they feel must be met.
- The reason there such a long wait for companies precertified is that Economic Development Corporation uses part-time employees to certify companies.
- Pam also stated that 15A does not preclude you getting the least expensive contract. Pam made it clear that we should not be paying more for MWBE vendors over regular vendors.

There was discussion around outreach to affiliated groups such as student government as to the impact of rule 15A. No outreach has been done to these groups by Pam's office.

We also discussed the software being developed. It is hoped this might answer some of our concerns and also make reporting manageable.

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