

GRADUATE FACULTY COUNCIL

MINUTES

November 18, 1992
United Nations Room, 3:00 P.M.

1. The meeting was called to order at 3:07 P.M. Dean T. Giolas presided.
2. It was moved (R. Coons), seconded (A. Hiskes), and passed on a voice vote to approve as distributed the minutes of the October 21, 1992 meeting. J. Koberstein abstained.
3. T. Giolas noted that the sole agenda item for the meeting was discussion of the flexibility legislation. Wilbur Jones, Vice President for Finance and Administration, was invited to meet with the Council to provide an update concerning implementation. Giolas recognized J. Koberstein, Co-Chair of the Research Support Committee, who introduced the topic and outlined the format for the remainder of the meeting. He then introduced Vice President Jones, who offered a few opening remarks.

Jones described the structure of the Division of Finance and Administration, which he oversees. He urged individuals having concerns pertaining to the operation of his division to communicate directly with managers. Jones also outlined the history of the flexibility legislation. He explained that the extent to which the University is regulated in its fiscal affairs has been reduced significantly as a result of the legislation. It is important to promote meaningful dialogue with an eye toward improving service, he noted.

Other key members of the Division of Finance and Administration were present. Jones introduced them to the Council:

Dale Dreyfuss, Associate Vice President for Finance and
Business Affairs;
Fred Hethcote, Director of Purchasing;
Donald Rickford, Controller; and
Richard Carterud, Director of the Office of Grants and
Contracts.

Jones addressed several issues which were included in the memorandum sent by the Research Support Committee to Jones in preparation for the meeting. These included: closure of the Photolabs, the 10% surcharge imposed on contributions received by the Development Office, decline of the Technical Services Division, and reductions in building and facilities maintenance.

The Committee also identified for study and discussion issues in the areas of Travel, Purchasing, and Grants and Contracts. Substantial

documentation on these matters was provided in a handout prepared by the Division of Finance and Administration. Copies of the handout were distributed. The handout included an itemized list of savings realized as a result of the implementation of the flexibility legislation. Dreyfuss noted that one-time savings amounted to more than \$500,000, and recurring savings are estimated to be \$1.1 million.

J. Koberstein asked about check-writing authority. Jones explained that the University does not have such authority at the moment. Only the State Comptroller is constitutionally authorized to write checks. It might well be possible for the Comptroller to extend check-writing authority to the University at some point in the future.

G. Epling spoke about favorable personnel changes within Finance and Administration--key people have a helpful attitude. He also spoke about persistent delays in processing paperwork for bill payment.

Dreyfuss highlighted improvements that have been made in the Travel area and said that faculty input had been very helpful in this regard.

Hethcote responded to questions about Purchasing. E. Sellers asked about electronic requisitioning and receiving reports. A few areas of the University have moved in this direction, Hethcote said. J. DeWolf asked about pre-paid purchases. Dreyfuss explained that this is contrary to regulations but could be done if the University could write its own checks. L. Strausbaugh noted that the University often pays top dollar for purchases of small items because faculty cannot pay cash at the time of purchase. J. Koberstein urged that purchasing agents within many of the University's Centers and Institutes be permitted to work in tandem with Hethcote's staff.

J. Knox highlighted the distinction between State dollars and grant dollars. He explained that faculty members work hard and long hours to bring external funding to the University and to the State. As a result of these efforts, people are employed. These individuals contribute to the local and State economies. In addition, goods and services are purchased from area businesses and industries. Knox urged representatives from Finance and Administration to take this message to Hartford and to make certain that it is heard.

W. Smith noted that there is intense research activity in the summer months. Faculty have time to catch up and to plan for the year ahead in the summer. He noted also that this is the time when the fiscal year ends. Difficulties attendant to opening the new while attempting to close the old fiscal years frequently hamper research efforts, he said.

Koberstein shifted the group's attention to the area of Grants and Contracts. He explained that he has experienced difficulties with

"black-out" periods in terms of purchasing. He also cited examples of slowness in closing out grants, which actually has caused a substantial loss of grant support.

Epling spoke about the difficulties caused by the fact that P.I.'s no longer receive expenditure reports. These reports, instead, are being sent to the deans. Giolas pointed out that the deans have no use for these reports. There was discussion about the need to get these reports to P.I.'s in a timely manner.

J. Henkel pointed out that it can take a long time for an error to be corrected if, for example, a bill were paid from the wrong account due to an inadvertent inversion of digits in the FRS number.

Discussion was brought to a close. Giolas noted that it is evident that all individuals present care and are willing to work to make things better. Jones spoke enthusiastically about the importance of such meetings with constituencies throughout the University.

4. Adjournment was at 5:05 P.M.

Respectfully submitted,



Thomas B. Peters
Secretary

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PRESENT

Councillors

G. Anderson	A. Farina	M. Lerman	W. Smith
B. Bible	L.C. Faustman	B. Lovell	L. Strausbaugh
R. Colwell	N. Gray	D. Miller	A. VanLear (alt.)
R. Coons	A. Hiskes	W. Nott	J. Wilkie
R. Dewar (alt.)	K. Kazerounian	W. Parker	P. Willett
J. DeWolf	J. Knox	P. Rosenberg	T. Yang
G. Epling	J. Koberstein	R. Shaw	

Sent regrets: N. Katter

Finance and Administration

W. Jones D. Dreyfuss F. Hethcote D. Rickford R. Carterud

Graduate School

T. Giolas J. Henkel E. Sellers T. Peters