

Centers & Institutes Directors Meeting

Minutes: March 24, 2011

C&I Directors Attending: Francisco Alarcon, Center for Statistics Education in PA
Don Gamble, Center for Career & Technical Personnel Preparation
Mary Anne Hannibal, Center for Teaching Excellence
Carl Luciano, Biotechnology Research Institute
Tony Palamone, Small Business Incubator
Lou Pesci, Center for Highway Safety
Marie Ruddock, Center for Family Business
Tim Runge, Center for Gifted Education and Child Study Center
Karen Stein, Speech, Language & Hearing Clinic
Bob Wilson, Institute for Mine Mapping & Archival Procedures

Others Attending: Robert Bowser, Procurement Services
Hilliary Creely, School of Graduate Studies & Research
Steve Dale, Office of the President
Bob Deemer, Budget Office
Tammy Hamilton, Grants Accounting
Ute Lowery, IUP Research Institute
Tim Mack, School of Graduate Studies & Research
Lindsey McQue, IUP Research Institute
Susie Sink, Fiscal Affairs
Rick White, Financial Operations

- Dr. Creely said the 5-year reviews for the centers and institutes were going well and are on schedule.
- Dr. Creely explained that the meeting topic would be a discussion of best practices for setting rates and billing outside and inside (IUP) clients.
 - Dr. Alarcon said that this topic should be directed only to the centers who want to charge for services. Dr. Creely said that each center director should decide if charging for services is desired.
 - Mr. Wilson said that there is very little flexibility at the university.
 - Ms. Ruddock said that her college dean would prefer that her center does not charge for services, but she has found that a nominal fee for workshops increases attendance.
 - Mr. Palamone said this is a timely discussion, considering the current budget situation. He also said that clients who pay for services may expect much more than a center is used to providing.

- Dr. Creely said that a center that wants to charge fees should first determine the rate. The GSA general schedules will provide a credible reference, and can be found at: [www.....](#)
- Mr. Deemer said that he could help centers determine actual rates.
- Ms. Sink said that IUP centers should be, for the most part, self-supporting. In determining a center's rates, we should look at what the actual costs are to run the center and not just base the rates on the type of work provided. We want to make sure that the centers are covering their costs and also charging consistently. In the event that a client would complain to IUP, she needs to know how the rate was determined and that it is applied consistently. She recommends that all centers and institutes consider some kind of fee rate schedule.
- Mr. Pesci said that centers must be very careful in setting fees, since there is the possibility that they can lose money in the long run. He finds it helpful to talk with similar program directors at other universities. Dr. Creely asked the directors to review the information packet provided (attached), which gives examples of how centers at other universities have established rate.
- Dr. Mack urged the directors to contact Dr. Creely if they would like to discuss establishing a rate. Ms. Lowery said the directors should try to think about what the center's financial needs may be in upcoming years.
- Mr. Wilson said that the mechanism for spending funds is very complicated. Ms. Sink said that there are mechanisms in place. Designated funds cost centers are established for centers and these funds have been carried over each fiscal year.
- Ms. Lowery said that it is not possible to build profit into a budget. Ms. Sink said that established rates would help here and it must be made clear to the funding source that the work is done through an IUP center. This is different than a "fee for service" contract, which only pays for the service provided.
- Dr. Creely said that centers could provided a discounted rate to some clients, e.g., to intermediate units or other IUP units. She referred to the last page of the packet, which has a spreadsheet called "Centers & Institutes Contract Basis Billing Form". She will send this to the center directors, after making a minor correction to it.
- Dr. Runge asked who he should contact to discuss establishing rates. Dr. Creely said he should contact her.

Respectfully submitted,
Jean Serio