

BROOME COMMUNITY COLLEGE
Finance & Facilities Committee
February 25, 2020 Wales 107 conference

College Vision: **Learning today, transforming tomorrow.**

SUNY Broome Mission: **SUNY Broome Community College supports all members of the learning community by creating access to inclusive, diverse educational experiences. Success is achieved through the provision of innovative academics, transformative student support, and meaningful civic and community engagement.**

Institutional Values: **INQUIRY, RESPECT, INTEGRITY, TRUST, EQUITY**

Committee Members Present: Acting Chair Margaret Coffey, Barbara Fiala, Peter Kennedy, Nick Serafini via Zoom.
Committee Members Absent: Anthony Paniccia
SUNY Broome Administration Present: Dr. Drumm, Michael Sullivan, David Ligeikis, Dr. Penny Haynes, Dr. Carol Ross-Scott, Jeanette Tillotson, Lynn Fedorchak, Jesse Wells

Acting Chairperson Coffey called the meeting to order at 9:03 a.m.

1. ACTION ITEMS

- 1.1 **Recommend Approval of Payroll Certification**
Trustee Fiala moved that the Finance and Facilities Committee approve on behalf of the Board of Trustees, the filing of the College payroll for portions of January and February 2020. Trustee Serafini seconded the motion and was unanimously approved.
- 1.2 **Recommend Approval of Petty Cash**
Trustee Fiala moved that the Finance and Facilities Committee approve the list of petty cash expenditures for January 2020 and direct reimbursement for the funds in the amounts designated. Trustee Kennedy seconded the motion and was unanimously approved.
- 1.3 **Recommend Approval of SUNY Family Empowerment Pilot Program Grant Award**
Trustee Fiala moved that the Finance and Facilities Committee approve on behalf of the Board of Trustees, the acceptance of this SUNY Family Empowerment Pilot Program Grant for \$270,000. Trustee Kennedy seconded the motion and was unanimously approved.
- 1.4 **Recommend Approval of Resolution Recommending Candidates for Continuing Appointment**
Trustee Kennedy moved that the Finance and Facilities Committee approve recommending approval of the resolution for Continuing Appointment for the list of candidates effective September 1, 2020. Trustee Fiala seconded the motion and was unanimously approved.
- 1.5 **Recommend Approval of Unpaid Leave of Absence for Shelli Cordisco**
Trustee Kennedy moved that the Finance and Facilities Committee approve recommending approval of the resolution for an unpaid Leave of Absence for Shelli Cordisco. Trustee Fiala seconded the motion and was unanimously approved.

1.6 **Recommend Approval of Release-of-Retainage for Broome Bituminous Products Inc. for SUNY Broome Pavement Rehabilitation Project**

Trustee Fiala moved that the Finance and Facilities Committee approve recommending approval of the resolution for a Release-of-Retainage for Broome Bituminous Products for SUNY Broome Pavement Rehabilitation Project. Trustee Kennedy seconded the motion and was unanimously approved.

1.7 **SUNY Broome Community College Board of Trustees Authorization and Approval to Increase the Budget of the Culinary and Event Center (CEC) Capital Project to \$21,500,000**

Trustee Fiala moved that the Finance and Facilities Committee recommend the Board of Trustees approve the resolution for SUNY Broome Community College Board of Trustees Authorization and Approval to Increase the Capital Project Budget for the Culinary and Event Center (CEC) in an amount not to exceed \$21.5 million. Trustee Kennedy seconded. Discussion followed. Mr. Sullivan provided more detail on this project's funding. The project took approximately 3 months later than anticipated. A number of the increased costs of the project occurred during these 3 months. Mr. Sullivan is confident that this will be the last request for an increased amount of funding coming to the Board. This is a not to exceed budget amount of \$21.5 million. Two-thirds of the additional capital project costs are funded by additional historical tax credits, which are driven by expenses and SUNY will match 50% of eligible expenses. There will be additional tax credits and additional State Aid revenue. One-third of these additional costs will be covered by local match inclusive of NYSERDA credits and the FSA board approved local match. The College will be going to the County in March with this final \$21.5 million budget amount because the College will need additional appropriations to pay the increased capital project costs. There are appropriations totaling \$5 million in the SUNY Capital budget for these additional expenses. There are also additional historic tax credits through US Bank that can be applied for. Trustee Coffey wanted to know what the real dollar amounts for the college will be. Mr. Sullivan referred Trustee Coffey to the Sources and Uses chart included in the packet for more detail on funding for this project. Trustee Serafini asked if the building was up and running now and how many students. The building is up and running and there are close to 100 students from all the programs. Trustee Serafini would like to know what the Operating Budget for the Culinary Program will be. Mr. Sullivan will present it in March and April when he presents the 2020-2021 budget. Major cost factors will be staffing for Public Safety, Marketing, Hospitality/Special Events, Custodial and the operating/equipment leases. He will provide a separate page for the Culinary Operating expenses, instructional costs, and revenues. Trustee Serafini stopped there at 3 p.m. and there was no one there. There were no classes, no activity. Dr. Haynes provided information on the academic schedule. Classes are typically in the morning with a break in the afternoon, and then evening classes. There are some classes that could be taken as non-matriculated and they are working on developing some non-credit courses. The Spring 2020 semester is not as busy as it will be for Fall 2020. Trustee Serafini asked if the Security Desk would be staffed all the time given this would be a significant expense, and the response was yes – there will be coverage during daytime and evening classes.

The motion was passed unanimously.

INFORMATION ITEMS

2.1 President's Report

There is 1 month to go in the State Budget process. SUNY asked for 100% floor. It is not a funding formula but SUNY requested 100% floor. The search continues for the Dean of Students. The Finance department is developing the budget for 20-21. Enrollment improved a bit thanks to Fast Forward growth. Continued great work on behalf of our Fast Forward group. The College cannot keep up with the demand. Trustee Coffey commented that it is a great deal.

2.2 Budget and Finance Update

Bonadio will present the audited financial statements for FY 2018-19 at Thursday's Board of Trustee meeting. It will be a clean opinion with no findings, and no deficiencies. Congratulations to Jeanette Tillotson and her Finance team. The US Department of Education will be performing a program review of Title IV – Federal Financial Aid. The College has not had a program review in at least 35 years. Included in the packet is the updated budget forecast. The Finance department continues to project a balanced budget. Payroll and Benefit costs are higher than budgeted and revenues are lower due to enrollment being down 9% versus the budget at 6%. Finance has developed a plan to reduce the current year's discretionary costs in the contractual expenses category (supplies, travel, etc.). Capital repairs and renovations will be deferred, although the projected costs of approximately \$650,000 is close to the 3-year average of \$750,000.

2.3 Reports for Board Information

2.3.1 Facilities Update

Mr. Ligeikis reported that the CEC opened January 27, 2020. There are still some punch list items that need to be completed. All three blue lights have now been installed. As for campus projects, the Decker and Student Center roof renovations will continue as soon as the weather breaks. Three electrical vehicle charging stations will be installed near the Ice Center. There is some internal work continuing on doors. The Space Utilization firm will be presenting to Executive Council and campus stakeholders in April. The College is working with BC Transit to install 3 new bus stop shelters.

2.3.2 Personnel Report

This report is for information purposes and was included in the packet.

2.3.3 Budget Transfers

There were no budget transfers for January 2020.

2.3.4 Grant Approvals

This report is for information purposes and was included in the packet.

2.3.5 Investment Report

This report is for information purposes and was included in the packet.

Trustee Fiala made a motion to adjourn the meeting. Trustee Kennedy seconded the motion and it was unanimously approved. The meeting was adjourned at 9:29 a.m.
Minutes approved: April 21, 2020.

***The next Finance and Facilities Committee Meeting is scheduled for
March 24, 2020 at 9:00 a.m. in Wales Conference room 107***