

BROOME COMMUNITY COLLEGE
Finance & Facilities Committee Minutes
April 21, 2020 Zoom Conference Call

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

Chairperson Paniccia called the meeting to order at 9:00 a.m.

1.0 Approval of Minutes

Trustee Serafini moved to approve the Minutes of the February 25, 2020 Finance and Facilities Committee meeting. Trustee Fiala seconded the motion and was unanimously approved.

2.0 ACTION ITEMS

2.1 Recommend Approval of Payroll Certification

Trustee Serafini moved that the Finance and Facilities Committee approve on behalf of the Board of Trustees, the filing of the College payroll for portions of March, April. Trustee Fiala seconded the motion and was unanimously approved.

2.2 Recommend Approval of Petty Cash

There was no Petty Cash for Approval.

2.3 Recommend Approval of Resolution for Sabbatical Leaves

Trustee Fiala moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution and application for sabbatical leaves submitted. Trustee Serafini seconded the motion and was unanimously approved.

2.4 Recommend Approval of Resolution for Continuing Unpaid Leave of Absence Szostak

Trustee Fiala moved that the Finance and Facilities Committee recommend granting an unpaid leave of absence to Maja Szostak, Sr. Staff Assistant in the Admissions Department from June 1, 2020 to January 1, 2021, while continuing to serves as the Interim Director of Admissions while position is being reviewed and searched due to resignation of current director. Trustee Serafini seconded the motion and was unanimously approved.

2.5 Recommend Approval of Resolution for Continuing Unpaid Leave of Absence Briga

Trustee Serafini moved that the Finance and Facilities Committee recommend granting an unpaid leave of absence to Silvia Briga, Staff Associate for Video and Photography in the MARCOM Department from May 30, 2020 to January 1, 2021, while continuing to serve as Interim Director of Marketing and Communications while position is being reviewed and searched. Trustee Fiala seconded the motion and was unanimously approved.

2.6 Recommend Approval of Resolution to submit SUNY Broome's Proposed 2020-21 Operating Budget to the County Executive and Broome County Legislature

Trustee Fiala moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution to submit SUNY Broome's proposed 2020-2021 operating budget to the County Executive and the Broome County Legislature. Trustee Serafini seconded the motion and was unanimously approved.

Following the vote, there were questions on what the current SUNY Fund Balance guidelines are. Submissions of scenarios with a 10 or 25% budget reduction are due to the state next week. Mr. Sullivan is concerned on using the fund balance if the State imposes a state aid cut this year, because the College would need to use fund balance for multiple years, which isn't sustainable. It is unknown at this time what the County sponsor share will be due to the County's current fiscal stress of COVID 19 and the magnitude of the college declining enrollment. Discussion followed regarding how and when layoffs would happen at the college under the current fiscal environment. SUNY has asked colleges not to do anything until the end of the month.

2.7 Recommend Approval of a Resolution for Capital Improvement Program Request to Broome County for 2021-2025

Trustee Fiala moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution for SUNY Broome's Capital Improvement Program for 2021-2025 for a total amount of \$36,000,000. Trustee Serafini seconded the motion and was unanimously approved.

2.8 Recommend Approval of Resolution for Authorized Carryover of Unused 2019-2020 Vacation Accrual as a Result of the COVID-19 Pandemic

Trustee Fiala moved that the Finance and Facilities Committee recommends that the Board of Trustees authorize the carryover of unused 2019-2020 vacation time into the 2020-2021 fiscal year for ESPA, Faculty Association, Guild Association, and Administrative/Management Confidential non-represented employees of the College, which carryover time may exceed the maximum amount of accruals currently stipulated in the respective collective bargaining agreements or non-represented employee policies. Trustee Serafini seconded and was unanimously approved.

3.0 INFORMATION ITEMS

3.1 President's Report

Dr. Drumm cannot say enough on how the Faculty and Staff stepped up to going to distance learning on March 18/19. This COVID19 pandemic will have a lasting impact on education and how institutions K-12 and higher ed conduct learning.

3.2 Budget and Finance Update

Mr. Sullivan reported that the monthly forecast is similar to last month. Finance is still forecasting a balanced budget. Scenarios based on a 10% or 25% reduction in student FTE state aid are due to SUNY. Mr. Sullivan reported that the guidelines for

the CARES Act funding are very confusing and have no definitive instructions by SUNY at this time.

3.3 Reports for Board Information

3.3.1 Facilities Update

Mr. Ligeikis reported that the CEC project is finalizing change orders and contract extension changes. Maintenance equipment at the CEC will all be “green” energy equipment. He will be looking into snow guards or snowmelt for the CEC roof. On-campus projects have halted due to COVID 19. He is hoping that the college can continue on 3 major projects: roof, electric vehicles, which has been put on hold by NYSERDA, and the music department. Constructions and projects are pending on what NYS rules will be lifted. Mr. Ligeikis stated that since the campus shut down and having to look closer at access procedures, the maintenance and Public Safety have been able to change out door lock core, eliminating many duplicated master keys on campus. The DOT is finishing crosswalks at the North entrance and the 3 bus shelters are progressing. Sightlines will be presenting to Executive Council April 28th. Trustee Serafini inquired if any blue lights have been used downtown. Mr. Ligeikis stated his weekly report does not show any activity.

3.3.2 Personnel Report

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

3.3.3 Budget Transfers

There were no budget transfers for March 2020.

3.3.4 Grant Approvals

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

3.3.5 Investment Report

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

Trustee Serafini made a motion to adjourn the meeting. Trustee Coffey seconded the motion, and it was unanimously approved.

The meeting was adjourned at 9:36 a.m.

***The next Finance and Facilities Committee Meeting is scheduled for
May 12, 2020 at 9:00 a.m. in Wales 107 Conference Room***