

# **BROOME COMMUNITY COLLEGE**

## **Finance & Facilities Committee**

**May 12, 2020 Minutes**

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, Barbara Fiala, Margaret Coffey, Nick Serafini

**COMMITTEE MEMBERS ABSENT:** Peter Kennedy

**SUNY Broome Administration Present:** Dr. Kevin Drumm, Dr. Carol Ross-Scott, Dr. Penny Haynes, Michael Sullivan, Lynn Fedorchak, Jeanette Tillotson, Jesse Wells, David Ligeikis, Diana Lenzo

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

### **1.0 APPROVAL OF MINUTES**

Trustee Serafini moved to approve the minutes of the April 21, 2020 Finance and Facilities Committee. Trustee Fiala seconded the motion and was unanimously approved.

### **2.0 ACTION ITEMS**

#### **2.1 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 April and May 2020. Trustee Serafini seconded the motion and was unanimously approved.

#### **2.2 Recommend Approval of Petty Cash**

Trustee Serafini moved that the Finance and Facilities Committee approve the list of petty cash expenditures for April 2020 and direct reimbursement for the funds in the amounts designated. Trustee Fiala seconded the motion and was unanimously approved.

#### **2.3 Recommend Approval of CARES Act Student Emergency Aid Grant Award**

Trustee Coffey moved that the Finance and Facilities Committee approve on behalf of the Board of Trustees, the CARES Act Higher Education Emergency Relief Grant Awards. Trustee Serafini seconded the motion and was unanimously approved. Clarification was supplied as to how these funds can be used.

#### **2.4 Recommend Approval of BLDC COVID-19 Disaster Relief Technical Assistance Grant Award**

Trustee Fiala moved that the Finance and Facilities Committee approve on behalf of the Board of Trustees, the BLDC COVID-19 Disaster Relief Technical Assistant Grant Award. Trustee Coffey seconded the motion and was unanimously approved.

#### **2.5 Recommend Approval of Federal College Work Study Allocation**

Trustee Coffey moved that the Finance and Facilities Committee approve on behalf of the Board of Trustees, the Federal College Work Study Allocation Incentive payment for 2020-21. Trustee Fiala seconded the motion and was unanimously approved.

**2.6 Recommend Approval of Resolution for Candidates for Promotion**

Trustee Coffey moved that the Finance and Facilities Committee approve on behalf of the Board of Trustees, the resolution for candidates for promotion submitted herewith. Trustee Fiala seconded the motion and was unanimously approved.

**2.7 Recommend Approval of ESPA Labor Agreement (09/1/2020-08/31/2021)**

Trustee Coffey moved that the Finance and Facilities Committee approve on behalf of the Board of Trustees, the resolution of the Tentative Educational Support Personnel Association (ESPA) Labor Agreement for the Period of September 1, 2020 through August 31, 2021. Trustee Fiala seconded the motion.

Discussion continued. Details were provided that the ESPA contract was a 5 year contract and this agreement will bring their contract on par with the other 2 labor agreement contracts which also expire in 2021. Trustee Paniccia inquired if faculty and staff have been notified of a worst/best case scenario depending on the outcome of the NYS budget and state aid. Mr. Sullivan replied that it has been represented at all Shared Governance groups and there has been a dialog with all the unions. A voluntary furlough and a voluntary separation incentive program will be presented to the Board in June. There is separate language in each contract. The college is evaluating options and trying to mitigate substantial reductions in workforce. The Board of Trustees approved a similar voluntary separation incentive plan in 2013. Trustee Serafini asked if there was a 50% reduction in state aid, would employees of the unions as of September 1 still be entitled to the salary increase as per the appropriate contract. Mr. Sullivan responded in the affirmative. Dr. Drumm reported that the SUNY Board of Trustees meets today so there will be more news on what they are recommending the State does. Trustee Serafini wanted to know what is going on with Carnegie. Dr. Drumm stated it is just like any other lab on campus. Social distancing directives would have to be in place.

The motion was unanimously approved.

**2.8 Recommend Approval of Bid #2020-7 for Campus Services Renovations**

Trustee Coffey moved that the Finance and Facilities Committee approve on behalf of the Board of Trustees, Bid #2020-7 for the Campus Services Renovations. Trustee Serafini seconded.

Discussion continued. Mr. Sullivan reported that this capital project has SUNY approved funding and does not come out of the college's operating budget. The BCC Foundation is providing the match. The approval is for the base bid and Ref #2 which includes costs for COVID 19 directives. It has taken the college some time to figure out the logistics of these renovations, hence the delay. The state money has been set aside and matched. Trustee Paniccia asked what the ramifications would be if the project was delayed 6 months – 1 year? The possibility of layoffs and then paying for a renovation may not be perceived well by faculty or the community. Mr. Sullivan stated that there may be a risk of losing the state approved funds if the college doesn't use it. The Music Department is representing that due to the COVID 19 it is critical to have this renovated area to be able to have social distancing and they feel without this renovation, there is significant risk to their enrollment in the fall.

The college has been sensitive to the community perceptions and health and safety of faculty, staff, and students. Trustee Serafini does not understand how the state would cut the college state aid but then it is okay to spend money. He understands the bureaucracy. Dr. Drumm commented that the state does want to move forward and reopen the economy and this is a direct classroom investment. Trustee Serafini asked what the perspective is to faculty – the college is going to cut faculty and then spend capital money. Can the project be delayed for 6 months? Trustee Fiala remarked that moving this project forward is an investment in the local economy, in local companies. Mr. Sullivan reported that the State has represented this is already committed funding and the college has represented that this is a critical project which has strong advocacy by the Music department's faculty. Trustee Paniccia recommended that the four awarded bidders be asked to hold their bids for 90 days, have the Board approve the resolution but wait until Friday when the State is to announce their budget plans. Mr. Sullivan stated that there is a clause in all of the college contracts that they are subject to appropriations and can be terminated.

The motion was approved 3 yes (Fiala, Coffey, Paniccia) and 1 no (Serafini)

### **3.0 INFORMATION ITEMS**

#### **3.1 President's Report**

Dr. Drumm thanked the Trustees for their time. The Student Village has a 3<sup>rd</sup> patient in quarantine in the village. The first 2 guests have left. This person should be out on Thursday. They have had no contact with our personnel. The College is in the process of reopening the campus and developing policies and procedures according to state directives and guidelines. Dr. Drumm reported that all NYS Community Colleges are looking at all scenarios for funding models and teaching structure. A main concern is the future of equity in Higher Ed in NYS for Community Colleges as the State ops are projected to not have as a major financial reduction as the community colleges anticipate. There are no summer classes on campus, all are on-line. He is hoping to slowly bring back people in early June.

#### **3.2 Budget and finance Update**

Mr. Sullivan reported that Finance is still forecasting a balanced budget. Spending patterns resulting from the COVID 19 restrictions have been less than projected. Trustee Paniccia again thanks Mr. Sullivan for a great job of keeping the budget balanced. Trustee Serafini inquired if there was any talk about using Fund balances due to the anticipated State Aid reductions. Mr. Sullivan replied that if the state cuts 50%, all of the \$5.2 million fund balance would be used as well as the \$2.4 million of CARES Act Institutional funding. Dr. Drumm stated that many questions and paths will be determined this week when the State announces their budget plans.

#### **3.3 Reports for Board Information**

##### **3.3.1 Facilities Update**

Mr. Ligeikis reported that the Decker/Student Center roofing project will restart within the next couple of weeks. The three BC Bus shelters have been established with solar power for lighting. There is a Titchner cooling tower being assessed. There is a greenhouse siting study only, if and when it might be able to move forward. The transformer in the AT building is also being assessed.

**3.3.2 Personnel Report**

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

**3.3.3 Budget Transfers**

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

**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 Fiala made a motion to adjourn the meeting. Trustee Serafini seconded the motion, and it was unanimously approved. The meeting was adjourned at 10:05 a.m.

***The next Finance and Facilities Committee Meeting is scheduled for  
June 16, 2020 at 9:00 a.m. in Wales 107 Conference Room***

***Approved:*** June 16, 2020