

**SUNY BROOME COMMUNITY COLLEGE**  
**Finance & Facilities Committee**  
**June 16, 2020**  
**Zoom Conference Call, 9:00 a.m.**

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, Nick Serafini, Peter Kennedy

**COMMITTEE MEMBERS ABSENT:** Barbara Fiala, Margaret Coffey

**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 MAY 14, 2020 MINUTES**

Trustee Serafini moved to approve the minutes of the May 14, 2020 Finance and Facilities Committee. Trustee Kennedy 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 May and June 2020. Trustee Kennedy seconded the motion and was unanimously approved

**2.2 Recommend Approval of Federal Perkins V (CTEA) Grant Funds 2020-2021**

Trustee Kennedy moved that the Finance and Facilities Committee approve on behalf of the Board of Trustees, to accept the Federal Perkins V Grant Funds for 2020-21 in the amount of \$542,304.00. Trustee Serafini seconded the motion and was unanimously approved.

**2.3 Recommend Release of Retainage Jupiter Environmental Services for their work on the Culinary and Event Center**

Trustee Kennedy moved that the Finance and Facilities Committee approve on behalf of the Board of Trustees, the release-of-retainage to Jupiter Environmental Services for their work on the Culinary and Event Center. Trustee Serafini seconded the motion and was unanimously approved.

**2.4 Recommend Release of Retainage for 11400 Inc. for their work on the Culinary and Event Center**

Trustee Kennedy moved that the Finance and Facilities Committee approve on behalf of the Board of Trustees, the release-of-retainage to 11400 Inc. for their work on the

Culinary and Event Center. Trustee Serafini seconded the motion and was unanimously approved.

**2.5 Recommend Release of Retainage for Piccirilli-Slavik & Vincent for their HVAC contract work on the Culinary and Event Center**

Trustee Serafini moved the Finance and Facilities Committee approve on behalf of the Board of Trustees, the release-of-retainage to Piccirilli-Slavik & Vincent for their HVAC contract work on the Culinary and Event Center. Trustee Kennedy seconded the motion and was unanimously approved.

**2.6 Recommend Release of Retainage for Schuler-Haas Electric Corp. for their work on the Culinary and Event Center**

Trustee Kennedy moved the Finance and Facilities Committee approve on behalf of the Board of Trustees, the release-of-retainage to Schuler-Haas Electric Corp for their work on the Culinary and Event Center. Trustee Serafini seconded the motion and was unanimously approved.

**2.7 Recommend Release of Retainage for Piccirilli-Slavik & Vincent for their plumbing contract work on the Culinary and Event Center**

Trustee Serafini moved the Finance and Facilities Committee approve on behalf of the Board of Trustees, the release-of-retainage to Piccirilli-Slavik & Vincent for their plumbing contract work on the Culinary and Event Center. Trustee Kennedy seconded the motion and was unanimously approved.

**2.8 Release of Retainage for Upstate Companies 1, LLC's work on the Culinary and Event Center**

Trustee Kennedy moved the Finance and Facilities Committee approve on behalf of the Board of Trustees, the release-of-retainage to Upstate Companies 1, LLC.'s work on the Culinary and Event Center. Trustee Serafini seconded the motion and was unanimously approved.

**2.9 Recommend Approval of New Position Description for Director of Career and Academic Services**

Trustee Kennedy moved the Finance and Facilities Committee recommends that the Board of Trustees approves the Resolution for the new position description of Director of Career and Academic Services.

**2.10 Recommend Approval of Resolution for hourly rates of Tutors A, B and C and Supplemental Instructors and to Rescind Resolution #1400 approved by the BOT on March 31, 2016**

Trustee Kennedy moved the Finance and Facilities Committee recommends that the Board of Trustees approves to rescind Resolution #1400 dated: March 31, 2016, and maintain the current hourly rates for Student Assistants/Notetakers at \$13.00; Tutors A at \$13.10; Tutors B at \$13.60; Tutors C at \$14.10; and Supplemental Instructors at \$14.10 effective September 1, 2020. Trustee Serafini seconded the motion and was unanimously approved.

**2.11 Recommend Approval of New Budget Policy**

Trustee Serafini moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the new Budget Policy for SUNY Broome Community College. Trustee Kennedy seconded the motion and was unanimously approved.

**2.12 Recommend Approval of Resolutions Adopting the College's 2019-20 Operating budget, Sponsor Services, Full Time Positions, Student FTEs and 2019-20**

### **Tuition and Fees**

Trustee Kennedy moved the Finance and Facilities Committee approves the resolutions for the College's 2020-21 operating budget, sponsor services, full time positions, student FTEs and 2020-21 student tuition and fees. Trustee Serafini seconded the motion. Discussion followed as how can a budget be developed without knowing what the State Aid reductions will be. Dr. Drumm replied this is the college's best guess based on current information. The motion was unanimously approved.

### **2.13 Recommend Approval of a Resolution Authorizing a Voluntary Furlough Program**

Trustee Kennedy moved that the Finance and Facilities Committee recommends that the Board of trustees approve the offering of a Voluntary Furlough Program. Trustee Serafini seconded the motion and was unanimously approved.

### **2.14 Recommend Approval of a Resolution Authorizing a Voluntary Separation Incentive Program**

Trustee Serafini moved that the Finance and Facilities Committee recommends that the Board of Trustees approve the offering of a Voluntary Separation Incentive Program. Trustee Kennedy seconded the motion and was unanimously approved.

### **2.15 Recommend Approval of Unpaid Leave of Absence - Chase**

Trustee Kennedy moved that Finance and Facilities Committee recommend the Board of Trustees grant an unpaid leave of absence to Gina Chase, Applied Learning & Career Specialist in the Career and Transfer Services Department, an unpaid leave of absence for the period of one (1) year from the date of SUNY Approval of the title of Director of Career and Academic Services, to serve as the Interim Director of Career and Academic Services. Trustee Serafini seconded the motion and was unanimously approved.

## **3.0 INFORMATION ITEMS**

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

Dr. Drumm reported that the County cut the college budget by about \$550,000. This did not initiate non-compliance with maintenance of effort. Information currently coming out of SUNY is that the college should expect a 20% cut in state aid. The County did not cut the college's sponsor share during the Great Recessions so one can see how dire money is now in the county due to the Pandemic. A draft of the college's reopening plan was sent to SUNY last week, even though guidelines from the state have not been received. Broome is 25<sup>th</sup> lowest out of 30 community colleges in County Support. There are many discussions on mergers and consolidation of community colleges. SUNY Broome is at 2010 state funding levels with these cuts. The college is looking at a heavy hybrid approach to teaching in the fall, with a heavy schedule in distance learning. Students will only be on campus where classes are really needed to be face-to-face, and probably for the whole academic year. Student Village has been reconfigured to single rooms, currently Housing has reached capacity on applications. Decisions on sports is pending the NJCAA decision which will be out next week.

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

Mr. Sullivan is forecasting a balanced budget without knowing if the state aid reduction will impact this fiscal year or next year.

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

#### **3.3.1 Facilities Update**

Mr. Ligeikis reported that most work on campus is modifying areas where there needs to be plexi-glass, lab modifications, and signage. Space allocations for every room on campus have been completed. This is now being equated to the academic side and where classes can be held. The music renovations bids are being finalized and approved by legal. The roof construction started last fall is continuing in the Baldwin Gym and Athletic offices. Mr. Ligeikis reported that the change to all battery operating equipment for grounds keeping at the CEC has been working well.

#### **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 Serafini made a motion to adjourn the meeting. Trustee Kennedy seconded the Motion and it was unanimously approved.

The meeting was adjourned at 9:22 a.m.

***The next Finance and Facilities Committee Meeting is scheduled for  
August 18, 2020 at 9:00 a.m. in Wales 107 Conference Room***

***Approved: August 18, 2020***