

SUNY BROOME COMMUNITY COLLEGE
Finance & Facilities Committee
August 18, 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: Anthony Paniccia, Chair, Daniel Todd, Nick Serafini, Margaret Coffey

COMMITTEE MEMBERS ABSENT: Barbara Fiala

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

Chairperson Paniccia called meeting to order at 9:01 a.m.

1.0 Approval of June 16, 2020 minutes

Trustee Serafini moved to approve the minutes of the June 16, 2020 Finance & Facilities Committee. Trustee Todd 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 June, July and August 2020. Trustee Todd seconded the motion and was unanimously approved.

2.2 Recommend Approval of Petty Cash

There was no Petty Cash to approve for August.

2.3 Recommend Approval of Unpaid Leave of Absence for Shelli Cordisco

Trustee Serafini moved that the Finance and Facilities Committee approve on behalf of the Board of Trustees, the unpaid leave of absence for Shelli Cordisco. Trustee Todd seconded the motion and was unanimously approved.

2.4 Recommend Approval of Resolution for the New Position Description for Director of Student Financial Services

Trustee Todd moved that the Finance and Facilities Committee approve on behalf of the Board of Trustees, the new position description for Director of Student Financial Services. Trustee Serafini seconded. Discussion followed. Mr. Sullivan explained that this position is due to reorganization and in wake of employees taking the separation incentive. There will be an overall savings to the budget. The motion was unanimously approved.

2.5 Recommend Approval of Resolution for the Revised Position Description for Assistant Bursar

Trustee Serafini moved that the Finance and Facilities Committee approve on behalf of the Board of Trustees, the revised position description for Assistant Bursar. Trustee Todd seconded the motion and was unanimously approved.

2.6 Recommend Approval of Resolution for New Position Description for Director of Workforce Development

Trustee Serafini moved that the Finance and Facilities Committee approve on behalf of the Board of Trustees, the new position description for Director of Workforce Development. Trustee Todd seconded the motion. Discussion followed. This new position is due to restructuring and involves updating the current job description. There is no net change to the budget. Trustee Serafini seconded the motion and was unanimously approved.

2.7 Recommend Approval of the Resolution Authorization of the Modification of Resolution #1605 for the Voluntary Separation Incentive Program

Trustee Todd moved that the Finance and Facilities Committee approve on behalf of the Board of Trustees, the modification of Resolution #1605 for the Voluntary Separation Incentive Program. Trustee Serafini seconded the motion. Discussion followed. This is a minor adjustment to the Program. Subsequent to the BoT approval, modifications had to be made from Union Negotiations. Approximately 32 employees are taking the separation. There is still an opportunity for non-instructional faculty to apply. The average salary cost savings is approximately \$50,000 and fringe benefit cost savings net retiree health insurance costs is approximately 20% of salary or \$10,000, therefore the estimated payroll cost savings is estimated at \$2 million. The motion was unanimously approved.

2.8 Recommend Approval Entrepreneurial Assistance Program Grant 2021

Trustee Serafini moved that the Finance and Facilities Committee approve on behalf of the Board of Trustees, the Entrepreneurial Assistance Program Grant 2021. Trustee Todd seconded the motion and was unanimously approved.

2.9 Recommend Approval SUNY Clean Energy Workforce Opportunity Program

Trustee Serafini moved that the Finance and Facilities Committee approve on behalf of the Board of Trustees, the SUNY Clean Energy Workforce Opportunity Program. Trustee Todd seconded the motion and was unanimously approved.

3.0 INFORMATION ITEMS

3.1 President's Report

Dr. Drumm reported the college is preparing for restarting on-campus classes and welcoming back students to the Village. Returning housing students have been asked to self-quarantine for a week before arriving at the campus. Binghamton University will be administering our testing. Enrollment is holding for the fall at the budget amount. A one-stop shop for students has been established in the Wales building with representatives from Student Accounts, Financial Aid, and Admissions. Section management is being addressed to get courses at healthy levels and for financing. The next challenge is to open August 31st. Currently 2/3 of courses are now some combination of remote/hybrid learning. Masks will be

required to be worn by everyone on campus in classes, hallways. There may possibly be some sports in the Spring semester, this will be readdressed as we get closer.

3.2 Budget and finance Update

Mr. Sullivan reported that with 2 weeks left in the current fiscal year, the finance department is still forecasting a balanced budget. Chairperson Paniccia thanked Mr. Sullivan for his hard work in maintaining the college's balanced budget.

3.3 Reports for Board Information

3.3.1 Facilities Update

Mr. Ligeikis reported there has been a lot of work on campus in anticipation of students and staff returning. Fresh air exchanges have been addressed by HVAC technicians. Some major projects have been completed. Old Science and Student Services windows have been encapsulated inside and out so they can be opened to promote more air exchange. The Roofing project in the Student Center and Decker have been completed, along with the electrical vault outside of the Business Building. Trustee Serafini asked Mr. Ligeikis to reach out to get some kind of signage/banner up at the Culinary Building that represents SUNY Broome.

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 Todd seconded the motion, and it was unanimously approved. The meeting was adjourned at 9:27 a.m.

***The next Finance and Facilities Committee Meeting is scheduled for
September 15, 2020 at 9:00 a.m. in Wales 107 Conference Room.***

Approved: September 15, 2020