

SUNY BROOME COMMUNITY COLLEGE
Finance & Facilities Committee
October 20, 2020
Zoom Conference Call, 1:00 p.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: Kathy Connerton (Chair), Barbara Fiala, Margaret Coffey, Nick Serafini
Committee Members Excused: Daniel Todd
SUNY Broome Administration Present: Dr. Kevin Drumm, Dr. Carol Ross-Scott, Dr. Penny Haynes, Michael Sullivan, Lynn Fedorchak, Jeanette Tillotson, Larry Allen, Jesse Wells, David Ligeikis

Chairperson Connerton called meeting to order at 1:01 p.m.

1.0 APPROVAL OF SEPTEMBER 15, 2020 FINANCE AND FACILITIES COMMITTEE MINUTES

Trustee Fiala moved to approve the minutes of the September 15, 2020 Finance & Facilities Committee meeting. Trustee Serafini 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 September and October 2020. Trustee Fiala seconded the motion and was unanimously approved.

2.2 Recommend Approval of Petty Cash

Trustee Serafini moved that the Finance and Facilities Committee approve on behalf of the Board of Trustees, the list of petty cash expenditures for October 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 SUNY Impact Foundation Student Emergency Fund Grant Award

Trustee Serafini moved that the Finance and Facilities Committee on behalf of the Board of Trustees approves acceptance of the SUNY Impact Foundation Student Emergency Fund Grant Award. Trustee Fiala seconded the motion and was unanimously approved.

2.4 Recommend Approval of Unpaid LOA for Nicholas Brey

Trustee Serafini moved that the Board of Trustees grant an unpaid leave of absence to Nicholas Brey from October 26, 2020 to August 31, 2021, to serve as the Interim Director of Campus Safety and Security. Trustee Fiala seconded the motion and was unanimously approved.

2.5 Recommend Approval of Unpaid LOA for Fermin Romero

Trustee Serafini moved that the Board of Trustees grant an unpaid leave of absence to Fermin Romero, III from October 26, 2020 to August 31, 2021, to serve as the Interim Director of Information Technology Services. Trustee Fiala seconded the motion and was unanimously approved.

2.6 Recommend Approval of Resolution for the New Position Description for Simulation Educator

Trustee Fiala moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the Resolution for the new position description of Simulation Educator. Trustee Serafini seconded the motion and was unanimously approved.

2.7 Recommend Approval of Resolution for the New Position Description for Associate Dean of Nursing

Trustee Connerton moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the Resolution for the new position description Associate Dean of Nursing. Trustee Serafini seconded the motion and was unanimously approved.

2.8 Recommend Approval of Write-Offs of Student Accounts

Trustee Serafini moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the write-offs of uncollectable accounts for FY 2017-18 open receivables in the amount of \$985,451.66. Trustee Fiala seconded the motion and was unanimously approved.

3.0 INFORMATION ITEMS

3.1 President's Report

Dr. Drumm thanked and welcomed Kathy Connerton as the new chairperson, along with faculty and staff for working through this extraordinary time. The college is testing 100% of residential students over a 2 week period. SUNY has been very supportive of campus protocols and testing through Upstate Medical. Students cannot test somewhere else and bring that evidence to the campus. SUNY is working on re-opening plans for before and after Thanksgiving. SUNY has executive authority to approve campus re-opening plans. They are tentatively looking at no campus re-openings before February 1 and no spring breaks. It is expected that a more formal memo will be forthcoming with regard to the spring semester. The more pressing concern is student mental health with Zoom fatigue and support services for those who do not excel at online courses. This is more challenging for community colleges but Broome has been increasing its outreach and support services.

3.2 Budget and Finance Update

Mr. Sullivan reported Finance and Budget is still forecasting a balanced budget for the 2019-20 fiscal year. The FY 2019-20 Annual report is due to SUNY by October 30th. A copy of this will be included in the December board packet. There are many State and Federal fiscal items pending the election results. There will most likely be a 20% reduction in State Aid. The enrollment decline is 4% higher than the 7.5% that was budgeted. Fall enrollment makes up 50% of total enrollment, Winter/Summer is about 6%, and the spring term is usually 44% of total enrollment. Approximately 39 people, 7 faculty and 32 non-instructional, took the Voluntary Separation Incentive Program. Each division is reviewing vacancies from the incentive program. The budget anticipated to reduce FTE's by 50. Each division VP will share proportionally in the non-instruction staff reductions. Initial drafts have been submitted

to Finance and Budget for review. The college will take necessary steps to ensure a balance budget and will have a better idea of how to proceed by the December Board meeting. There is an expectation of additional decline in enrollment for the spring term which would equate to reductions on the instructional side. The college was eligible for \$2.4 million in CARES Act funding. The college has used all of the funding to cover expenses in the last Fiscal year; \$260K for Room and Board expenses, and the balance of \$2.14 million applied for reimbursement for COVID related expenses. This funding is considered 100% grant funding.

3.3 Reports for Board Information

3.3.1 Facilities Update

Mr. Ligeikis referenced his report in the packet. He has asked for a presence at the next CAUD (Commission on Architecture and Urban Design) meeting to review signage options at the CEC to distinguish it as a SUNY Broome facility. Additional outdoor student/staff spaces will be developed outside of the LRC (Library) and Natural Science Center. There will be a transition from mulch to stone to reduce/eliminate weed removal and improve appearance. Renovation on the music and copy center is near completion with a certificate of occupancy hopefully by next week. Change orders have been kept to a minimum thanks to the area being renovated as per the architect and the SUNY Broome staff. There have been upgrades and replacement of exterior doors in Old Science and Student Services Building. Upgrades to overall appearances of the Old Science and Students Services continue with painting of the exterior panels.

3.3.2 Personnel Report

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

3.3.3 Budget Transfers

There were no budget transfers for the month of October.

3.3.4 Grant Approvals

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

3.3.5 Investment Report

This report reflects standard activity. 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 1:37 p.m.

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

Approved: December 15, 2020