

**SUNY BROOME COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
Finance & Facilities Committee  
December 15, 2020  
Via Zoom, 9:00 a.m.**

**AGENDA**

**1. APPROVAL OF MINUTES**

- 1.1 October 20, 2020 Minutes

**2. ACTION ITEMS**

- 2.1. Recommend Approval of Payroll Certification
- 2.2. Recommend Approval of Campus Electricity Provider Purchase Agreement with Mirabito Power and Gas
- 2.3. Recommend Approval of Purchase Agreement with SUNY Energy Buying Group (EBG)
- 2.4. Recommend Approval of New Position Description for Assistant Director of Student Financial Services

**3. INFORMATION ITEMS**

- 3.1. President's Report
- 3.2. Budget and Finance Update – Michael Sullivan
  - 3.2.1. SUNY Broome FY 2019-2020 Annual Report
- 3.3. Reports for Board Information
  - 3.3.1. Facilities Update – Dave Ligeikis
  - 3.3.2. Human Resources Report – Lynn Fedorchak
  - 3.3.3. Budget Transfers – Michael Sullivan
  - 3.3.4. Grant Approvals – Michael Sullivan
  - 3.3.5. Investment Report – Michael Sullivan

***The next Finance and Facilities Committee Meeting is tentatively scheduled for Tuesday  
January 19, 2021 at 9:00 a.m. in the Wales Conference Room 107***

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**Job Description Summary**

Job Title	Salary Schedule	Grade	Effective Date
Assistant Director of Financial Aid/Veteran Affairs <del>Student Financial Services</del>	Guild	6	Continuing

**I. NARRATIVE**

The Assistant Director of ~~Financial Aid/Veteran Affairs~~ Student Financial Services reports to the Director of ~~Financial Aid~~ Student Financial Services. He/She assists the Director in the administration of federal, state, and institutional ~~financial~~ student aid programs and is responsible for the day-to-day operations of the SUNY Broome Veteran and Military Affairs Office. ~~SUNY Broome Veteran Affairs~~ This position supports the Director in the management, administration, accounting, and reporting, of federal, state, and institutional funds.

**II. FUNCTIONAL RESPONSIBILITIES**

- A. Administers all chapters of veteran benefits to students and coordinates the ~~Veteran~~ and Military Affairs ~~Services~~ Office functions with other College offices and personnel. Acts as Chief Veterans Certifying Officer for the College and is responsible for all certification of individual veterans for benefit payments each semester.
- B. Supports management regarding specialized populations. Awards financial aid funds using federal needs analysis. Reviews work of staff. Works with staff, students, and others to resolve problems regarding funding levels, award processes, and disbursement of funds.
- C. ~~Implements specific VA program policies and procedures. Regularly audits veterans' records to assure compliance with Veteran's Administration rules and regulations. Develop procedures to insure continued compliance with regulation changes and new veteran benefit programs. Maintains office website in conjunction with MARCOM.~~ Assists with complex student financial services and financial aid programs, including procedures development, funding applications, and fiscal reporting. Aids the Director in the development and implementation of policies and procedures to ensure compliance with all federal and state laws and regulations. Provides high-level support with processes, procedures, and internal controls to ensure compliance.

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