

SUNY BROOME COMMUNITY COLLEGE
Finance & Facilities Committee
January 19, 2021
Zoom Conference Call, 9 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:	Kathy Connerton (Chair), Barbara Fiala, Nick Serafini, Margaret Coffey
Committee Members Absent:	Aseel Mohamed
SUNY Broome Administration Present:	Dr. Kevin Drumm, Dr. Penny Haynes, Dr. Carol Ross-Scott, Michael Sullivan, Lynn Fedorchak, Jeanette Tillotson, Jesse Wells, David Ligeikis, Larry Allen, AVP and Dean Snyder

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

1.0 Approval of December 15, 2020 minutes

Trustee Serafini moved to approve the minutes of the December 15, 2020 Finance & Facilities Committee meeting. Trustee Fiala second 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 December 2020 and portions of January 2021. Trustee Coffey seconded the motion and was unanimously approved.

2.2 Recommend Approval of Revised FI6006.1 Investment Procedures

Trustee Serafini moved that the Finance and Facilities Committee approve the revised FI6006.1 Investment Procedures. Trustee Fiala seconded the motion and was unanimously approved.

Dr. Drumm commented that the college is updating its Policy and Procedures manual, thus this increase in items coming before the committee and Board of Trustees for approval.

3.0 INFORMATION ITEMS

3.1 President's Report

Dr. Drumm reported the winter term concluded with all classes online. The spring term Faculty/Staff Assembly is Thursday. January 25 will be the start of classes with most classes online with the few exceptions of health science clinical. There will be a few lectures on campus starting February 1st. Several other colleges are postponing their start times given the spikes in the community and to help keep the

numbers down in the communities. The Ice Rink has been chosen by the County to be a vaccination site only. There is plenty of parking and good traffic flow. There were 200 vaccines on Friday. There are 400 more vaccinations scheduled for later this week depending on the supply. The college's campus security, IT and custodial are all helping out to get this site up and running. When campus starts February 1st, 70% of the campus will be online. The college will need to take a look at facility needs depending on what type of class offerings with traditional operations will be available in the fall 2021 and spring 2022. The college will have to be creative in what courses will be offered and what type of facilities will be needed. Spring 2021 will have some athletic sports offerings. With SUNY wanting 100% testing per week, this should help the challenge within sports. Chair Connerton thanked the college for helping with the vaccination site in the Ice Rink.

3.2 Budget and finance Update

Mr. Sullivan reported this month's budget forecast has changed from a revenue shortfall of \$4.5 million to \$5.4 million, primarily driven by the decline in spring term enrollment. The actual enrollment decline from fall 2020 was 11% compared to the 7.5% decline in the budget, winter term was a 26% decline, and the spring forecast is for an 18.5% decline, resulting in a 10% variance decline overall. Expenses will offset declining revenues with further reductions in payroll and fringe benefits due to fewer courses and sections offered in the spring term. He anticipates 200 sections will need to be reduced aligning with the expected 20% in reduced FTEs. The college is still forecasting a balanced budget by year-end. Cost-saving in non-personnel contractual will also be in place at the levels Finance forecasted. The auditors, Bonadio were on-site last week to begin work on the 2019-20 financial results and are expected to go to the board in March or April. Developing next year's budget has been challenging as the anticipated state budget will remain fluid until on or about April 1, and affected by the incoming President Biden and his proposed federal stimulus. Finance should have a proposed 2021-22 Fiscal budget at the April F&F meeting, with final adoption at the June board meeting.

3.3 Reports for Board Information

3.3.1 Facilities Update

Mr. Ligeikis reported on his report. He announced that the Culinary and Event Center was awarded the NYS Historic Preservation award which recognizes excellence in the preservation and rejuvenation of NY's historic and cultural treasures. The recent 42" snowfall before the holiday, he wanted to acknowledge how quickly facilities and maintenance, and public safety cleaned up the campus to allow on-campus students to get to the dining hall. He would also like to thank them for their dedication to the campus when 3 pipes broke during curtailment. Several parking lots are closed during the winter months to save on staff time and snow removal hours. Lot #1 was utilized by both the County and State for continued storm clean up after the 42" snowstorm. The COO was received for the Music Department. The replacement transformer work at the AT building is beginning. The design work for a standby generator for the IT Datacenter has been finalized. Mr. Ligeikis thanked the HVAC technician employee for looking at efficiencies in heating and cooling on campus. He has saved a lot of contractual money; this is money well spent. Chair Connerton thanked Mr. Ligeikis and his team for all the hard work on the Culinary Center and for

receiving the NYS award. Mr. Ligeikis assured Chair Connerton that it should be in use very often once COVID 19 restricted gatherings end.

3.3.2 Personnel Report

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

3.3.3 Budget Transfers

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

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 9:29 a.m.

***The next Finance and Facilities Committee Meeting is scheduled for
February 16, 2021, at 9:00 a.m. in Wales 107 Conference Room***

Approved: February 16, 2021