

**SUNY BROOME COMMUNITY COLLEGE**  
**Board of Trustees**  
**Finance and Facilities Committee Minutes**  
**January 13, 2015**

**COMMITTEE MEMBERS PRESENT:**

Chairperson Margaret Coffey, George Akel, Marc Newman, Nicholas Serafini

**SUNY BROOME ADMINISTRATION PRESENT:**

Dr. Drumm, Francis Battisti, Regina Losinger, Debra Morello, Lynn Fedorchak, Phil Testa, Jeanette Tillotson

**Chairperson Coffey called the meeting to order at 9:30 a.m.**

**1. ACTION ITEMS**

**1.1 RECOMMEND APPROVAL OF PAYROLL CERTIFICATION**

Trustee Akel moved that the Finance and Facilities Committee approves the filing of the College payroll for December 2014. Trustee Newman seconded the motion, and it was unanimously approved.

**1.2 RECOMMEND APPROVAL OF PETTY CASH**

Trustee Newman moved that the Finance and Facilities Committee approves expenditures from petty cash accounts for November and December 2014 and reimburse the funds in the amounts designated. Trustee Akel seconded the motion, and it was unanimously approved.

**1.3 RECOMMEND APPROVAL OF REDC CONSOLIDATED FUNDING APPLICATION AWARD – SUNY BROOME REVITALIZATION & WORKFORCE DEVELOPMENT (CARNEGIE LIBRARY PROJECT)**

Trustee Akel moved that the Finance and Facilities Committee approves the REDC Consolidated Funding Application Award – SUNY Broome Revitalization & Workforce Development (Carnegie Library Project) on behalf of the Board of Trustees in the amount of \$2,500,000 (of which \$300,000 will go to Cornell Cooperative Extension of Broome County) from January 1, 2015 to December 31, 2017. Trustee Coffey seconded the motion, and it was unanimously approved.

**1.4 RECOMMEND APPROVAL OF SUNY 2020 CHALLENGE ROUND III – SUNY BRIDGE TO ENTREPRENEURIAL EXCELLENCE (SUNY BEE) AWARD**

Trustee Akel moved that the Finance and Facilities Committee approves the SUNY 2020 Challenge Round III – SUNY Bridge to Entrepreneurial Excellence (SUNY BEE) Award on behalf of the Board of Trustees in the amount of \$6,000,000 from January 1, 2015 to December 31, 2016. Trustee Newman seconded the motion, and it was unanimously approved.

**1.5 RECOMMEND APPROVAL OF ENTREPRENEURIAL ASSISTANT PROGRAM CENTER & OFFICE OF NEW AMERICANS PROJECT**

Trustee Newman moved that the Finance and Facilities Committee approves the Entrepreneurial Assistant Program Center & Office of New Americans Project on behalf of the Board of Trustees in the amount of \$91,000 from June 1, 2014 to May 31, 2015. ESD must be matched 100% using a combination of cash and in-kind (at least 50% must be a cash match). Trustee Akel seconded the motion, and it was unanimously approved.

**1.6 RECOMMEND APPROVAL OF RESOLUTION FOR NEW POSITION DESCRIPTION – DEAN OF STUDENTS**

Dr. Drumm requested that this action item be removed from the agenda.

**1.7 RECOMMEND APPROVAL OF RFP #15-04 TO AWARD THE PROFESSIONAL SERVICES CONTRACT FOR PARKING LOT #1 REHABILITATION PROJECT**

Trustee Newman moved that the Finance and Facilities Committee recommends that the Board of Trustees approves Passero Associates be awarded the contract for the Parking Lot #1 Rehabilitation Project in an amount not to exceed \$150,000 if a Storm Water Pollution Prevention Plan (SWPPP) is necessary. If a SWPPP is not necessary, then their professional services contract will be \$118,580. Trustee Akel seconded the motion, and it was unanimously approved.

**1.8 RECOMMEND APPROVAL OF A BUDGET TRANSFER UP TO \$80,000 FOR THE FUNDING OF THE DEAN OF STUDENTS FUNCTION**

Trustee Akel moved that the Finance and Facilities Committee approves a budget transfer up to \$80,000 for the funding of the Dean of Students Function. Trustee Newman seconded the motion, and it was unanimously approved.

## 2. INFORMATION ITEMS

### 2.1 President's Report

Dr. Drumm told the committee that we are winding down on our Winter Term which continues to be a huge success; our enrollment was up 25%. We do not have huge numbers in Winter Term yet, although we have twice what we started with three (3) years ago. It continues to be a very popular term.

He discussed the Haiti trip which they have been able to read about. What an incredible outpouring of support we have received for that trip with all the fund raising that Maureen Hankin and Jennifer Musa did. He attended both of their fundraisers. The one at the Flying Tiger was packed as their regulars all came in; it was really quite amazing. It will be interesting to hear all their stories. We have received a lot of great press coverage on this trip. It is a great opportunity for our students.

The enrollment continues to trend up for the Spring term. Housing for spring term was discussed. We will not be full as we were in the Fall, but you never are. Trustee Akel asked what percentage we will be at. Debbie Morello responded that we should be about 90% full. We are still working out the financials on some of them. Regina informed the committee that we have about 99.2% of the revenues collected for the fall—about \$10,000 not collected, but we just finished the fall semester and more might yet be collected.

The other great thing is the Carnegie Library. We are starting to put together an RFP for an architect, and we need someone who understands historic facilities. We have the team working on the design of the 3<sup>rd</sup> floor of the incubator.

Trustee Akel let the committee know that he was talking to a young man, he took a course here, and he was so happy. He took his first test and got a 94. He was pleased with the whole experience which was on line. Dr. Drumm responded that our on line is such a great area for us and it is clearly the future. It is the fastest growing area for us and it is the fastest growing area of higher ed in general.

We will also have to see what happens with Obama's initiative. Trustee Coffey asked if we had any plans for that. He said that we'll have to wait and see the details. There was further discussion about this.

### 2.2 SUNY Broome Budget and Financial Developments

Regina reported that we have good enrollment news, and as you would assume, the revenues will follow along with that. We are positioned well with the budget.

This report was submitted to the committee for information.

## **2.3 Reports for Board Information**

- 2.3.1** SUNY Broome Facilities Update
- 2.3.2** Personnel Report
- 2.3.3** Budget Transfers
- 2.3.4** Grant Approvals
- 2.3.5** Investment Report

**These reports were submitted to the committee for information.**

**Trustee Akel made a motion to adjourn the meeting, and Trustee Newman seconded the motion which was unanimously approved. The meeting was adjourned at 9:47 a.m.**

***The next Finance and Facilities Committee Meeting is scheduled for February 24, 2015 at 9:30 a.m. in the Wales 107 Conference Room***

***1/15/15 – Approved by the Board of Trustees***