

SUNY BROOME COMMUNITY COLLEGE
Board of Trustees
Finance and Facilities Committee Minutes
December 1, 2015

COMMITTEE MEMBERS PRESENT:

Chairperson Newman, George Akel, N. LaBare, N. Serafini

SUNY BROOME ADMINISTRATION PRESENT:

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

Chairperson Newman called the meeting to order at 8:04 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 October 2015. Trustee Serafini seconded the motion, and it was unanimously approved.

1.2 RECOMMEND APPROVAL OF PETTY CASH

Trustee Akel moved that the Finance and Facilities Committee approves expenditures from petty cash accounts for October 2015 and reimburse the funds in the amounts designated. Trustee Newman seconded the motion, and it was unanimously approved.

1.3 RECOMMEND APPROVAL OF 2015-2016 EDUCATIONAL OPPORTUNITY PROGRAM (EOP) APPROPRIATION

Trustee Akel moved that the Finance and Facilities Committee approves the 2015-16 SUNY Educational Opportunity (EOP) Appropriation on behalf of the Board of Trustees in the amount of \$53,550 with a required match that a SUNY Broome-funded director administers the program and provides guidance to EOP students for the period of September 1, 2015 to August 31, 2016. Trustee Newman seconded the motion, and it was unanimously approved.

1.4 RECOMMEND APPROVAL OF RESOLUTION FOR THE REVISED POSITION DESCRIPTION FOR CLINICAL NURSING SKILLS CENTER INSTRUCTIONAL SPECIALIST I

Trustee Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the revised position description of Clinical Nursing Skills Instructional Specialist I. Trustee Newman seconded the motion, and it was unanimously approved.

1.5 RECOMMEND APPROVAL OF RESOLUTION FOR THE NEW POSITION DESCRIPTION FOR CLINICAL NURSING SKILLS CENTER INSTRUCTIONAL SPECIALIST II

Trustee Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the new position description of Clinical Nursing Skills Instructional Specialist II. Trustee Newman seconded the motion, and it was unanimously approved.

1.6 RECOMMEND APPROVAL OF RESOLUTION TO USE NYS BEST VALUE CONTRACTS

Trustee Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution to use all NYS Best Value Contracts and to seek approval from the Broome County Legislature. Trustee Newman seconded the motion, and it was unanimously approved.

1.7 RECOMMEND APPROVAL OF RESOLUTION FOR REVISING PURCHASING POLICY 1.7

Trustee Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution revising Purchasing Policy 1.7. Trustee Serafini seconded the motion, and it was unanimously approved.

1.8 RECOMMEND APPROVAL OF OPERATING BUDGET TRANSFERS UP TO \$140,000 TO COVER FAST FORWARD PROGRAM GROWTH

Trustee Akel moved that the Finance and Facilities Committee approves budget transfers of up to \$140,000 to cover Fast Forward program growth. Trustee Panicia Serafini the motion and it was unanimously approved.

1.9 RECOMMEND APPROVAL OF PURCHASES UP TO \$130,000 FOR COMPUTERS, MONITORS, AND PERIPHERALS FROM SENECA DATA DISTRIBUTORS, INC.

Trustee Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approves allowing purchases up to \$130,000 from Seneca Data Distributors, Inc. Trustee Serafini seconded the motion, and it was unanimously approved.

2. INFORMATION ITEMS

2.1 President's Report

Dr. Drumm gave his report to the committee.

The Holiday Reception is December 10th from 4:30 p.m. to 6:30 p.m. in the Atrium of the AT Building. He hopes they get a chance to stop in.

Senator Akshar met with Executive Council last Tuesday. He is an alumnus of SUNY Broome and the FBI Academy. We had a great meeting with him, letting him know what our challenges are that would impact the state budget.

There are discussions in Albany potentially around changing the community college funding formula. It is about time as far as he is concerned. Everyone agrees the current funding formula is broken. However, only half the presidents agree we ought to change it. We will see where that goes. It is going to be led by SUNY, which is good. He and Regina will keep them posted.

Still no word on the Regional Councils that came out of last year's budget. There is a conference call with Johanna Duncan-Poitier and maybe they will find out a little more about what is going on with them. It would probably be us and Corning since TC³ tends to affiliate more with Cortland and Syracuse.

Our new Health Science Dean, Amy Brandt, starts today. She is coming in from Texas and has a great background in health sciences. She'll be getting her feet wet and Kelli is slowly handing off the baton, who has been doing double duty again. There will be a new era in Health Sciences, and we are looking forward to Amy being here.

All of our Deans have collateral duties; all have something else they are responsible for besides their academic division. Andrea always oversaw our distance learning and teaching resource center. Kelli has been overseeing all of our academic outreach like Fast Forward. What is going to happen with those remains to be seen because we have to learn Amy's strengths outside of Health Sciences and her leadership ability which appears to be very strong.

One of the things he wanted to emphasize going forward is being more strategic about our distance learning; look at what SUNY is doing with Open SUNY and our involvement there which is very heavy. They are relying on us for a lot because they really feel we are a leader in the state in distance learning. It has grown up largely organically, and he wants us to take a real strategic look at how we offer our online and hybrid programs.

Trustee LaBare said that the reason distance learning was put under Andrea was because she was the expert. Dr. Drumm replied that made sense because she did an outstanding job; she really had quite a legacy there in building the Health Services Division from when she arrived and our Distance Learning.

We have our consultants now fully on board for our Academic Master Plan. The Board will be getting an update from Passero on Thursday night on the Academic Master Plan and the Facilities Master Plan. The Facilities Master Plan is largely on hold until we get close to wrapping up the Academic Master Plan.

Enrollments are running a little behind right now; although it did all summer, and we caught up through Fast Forward. Regina continues to have confidence that we are okay budget wise even if the numbers stay where they are today. Applications are up again. He is learning from his colleagues that applications are up almost all over the state, yet their enrollments are way down. Trustee Newman asked if he was talking about community colleges, and the president responded yes in the state. Others are down 12, 8, 9, 10%; it's really extraordinary what is going on.

Yesterday College Assembly voted 10 to 1 to endorse the concept of partnering with the IDA on a one-stop economic development center here. This will be on our regular agenda for Thursday night.

2.2 SUNY Broome Budget and Financial Developments

Regina gave her report to the committee.

Why are we okay with our budget? We have had growth in a couple of specific areas that have brought additional revenues in and that is in out-of-county enrollments and out-of-state. In addition we have had really good breaks on two of our fringe benefits rates – health insurance did not increase. This is 3 out of the last 6 years it has not increased. Trustee Akel said that theirs was up 12%. The other 3 years there was an increase that totaled 16%, but 3 of the 6 did not have an increase. So 16% over 6 years is not bad. We had a break there because they had advised us to budget a 5% increase. We have also had some really favorable breaks in the Teachers Retirement System (TRS). Between the two of those and the additional revenue, we have a bit of a cushion there to sustain the assumed enrollment decline in the spring – hopefully it won't happen. If it doesn't happen, then we are moving that fund balance toward that 10% mid-point.

We will know more in the next few days about the state aid formula. She is one of five (5) vice presidents in the NY state community colleges that are on the State Resource Planning Team that we hope is going to look at the state aid formula. We can roll up our sleeves and get right in there and be part of whatever this new formula is we hope.

Trustee Akel asked how they might change the formula; does anyone know. Regina responded that is why she is in; she wants to be part of it. The president responded that there is a variety of formulas that exist around the country. Massachusetts is strictly a block grant. SUNY agrees, the Chancellor agrees, the Vice Chancellor agrees, they all agree that the state aid funding formula is broken. If you are more of a junior college model and you are doing a lot of business transfer programs, those programs are not expensive. If you are like us, Hudson Valley, Mohawk Valley and other places have a lot more health and technical programs that are very expensive, those are the programs that are in demand and that Albany is always asking us to either grow or add. Trustee Akel said that we used to get extra money for those programs. The president responded they did years ago; the policy has gone upside down. He has been advocating since he arrived here for a formula that recognizes the high-cost programs. He hopes we can move in that direction.

Trustee Newman asked if there was any speculation why enrollment is down. The president responded that the demographics in the whole northeast are tanking; it is just not in the southern tier and upstate New York where the 18 to 35 demographic is shrinking. The other thing is for the time being, it will change, a lot of small, minimally competitive privates are offering much more competitive aid packages in order to fill their freshman classes. They are still not filling them, but they are keeping their doors open. There is an awful lot of over financing in the financial aid packages amongst the lower tier privates.

Regina said that one additional piece the business officers were wondering about is SUNY's new requirement to lower the number of credits to graduate – to 64. So in theory we would be retaining more that may be graduating; in reality when you get to the bottom line, what do you have in terms of enrollments. She is sure there will be some analysis of it when we get down the road. Francis said that they are starting an analysis of the student mobility, but it is going to take 4 years obviously to increase graduation and that was the whole of it; he is on that committee. Regina continued that one of our nearby peers lost 16% at this point for their spring compared to last spring.

Broome County did approve their 2nd \$1.5 million in capital funding for the Carnegie Library. Now we have \$3 million in county funding approved and we have \$10.2 million total in firm funding on the table. We are working as fast as we can towards plus \$3 million in federal tax incentive application. It is at least half drafted at this point.

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 Serafini asked how close are to getting the total cost done for the renovations of the Carnegie Library. Regina responded that we are on target for discussing it at the February Board meeting.

Trustee Akel made a motion to adjourn the meeting, and Trustee Serafini seconded the motion which was unanimously approved. The meeting was adjourned at 8:30 a.m.

It was decided to move the next meeting to January 19, 2016 at 9:30 a.m. It was scheduled for January 14, 2016 at 8:00 a.m.

The next Finance and Facilities Committee Meeting is scheduled for Tuesday, January 19, 2015 at 9:30 a.m. in the Wales 107 Conference Room

12/3/15 – Approved by the Board of Trustees