

**SUNY BROOME COMMUNITY COLLEGE
Board of Trustees
Finance and Facilities Committee Minutes
December 2, 2014**

COMMITTEE MEMBERS PRESENT:

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

TRUSTEES PRESENT:

Aishia Mortenson

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 Newman moved that the Finance and Facilities Committee approves the filing of the College payroll for September and October 2014. Trustee Akel 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 September and October 2014 and reimburse the funds in the amounts designated. Trustee Newman seconded the motion, and it was unanimously approved.

1.3 RECOMMEND APPROVAL OF DEPARTMENT OF SOCIAL SERVICES TRAINING GRANT 2014-1015

Trustee Coffey moved that the Finance and Facilities Committee approves the department of Social Services Training Grant 2014-2015 on behalf of the Board of Trustees in the amount of \$85,748 (70% of total program cost) with 30% cost share of total program cost of \$122,498 from August 1, 2014 to July 31, 2015. Trustee Akel seconded the motion, and it was unanimously approved.

1.4 RECOMMEND APPROVAL OF SUNY WORKFORCE DEVELOPMENT TRAINING GRANT – TRI-COUNTY MANUFACTURING EXCELLENCE PROJECT

Trustee Akel moved that the Finance and Facilities Committee approves the SUNY Workforce Development Training Grant – Tri-County Manufacturing Excellence Project on behalf of the Board of Trustees in the amount of \$49,860 (75% of total program costs) with a 25% cash match from the participating employers totaling \$16,620 from November 21, 2014 to July 31, 2015. Trustee Newman seconded the motion, and it was unanimously approved.

1.5 RECOMMEND APPROVAL OF SUNY WORKFORCE DEVELOPMENT TRAINING GRANT – LEADERSHIP EXCELLENCE PROJECT

Trustee Newman moved that the Finance and Facilities Committee approves the SUNY Workforce Development Training Grant – Leadership Excellence Project on behalf of the Board of Trustees in the amount of \$50,000 (75% of total program costs) with a 25% cash match from the participating employers totaling \$16,667 from November 21, 2014 to July 31, 2015. Trustee Akel seconded the motion, and it was unanimously approved.

1.6 RECOMMEND APPROVAL OF A RESOLUTION FOR AN UNPAID LEAVE OF ABSENCE FOR ANN M. CZERNECKI

Trustee Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution granting an unpaid (FMLA eligible) child rearing leave of absence to Ann M. Czernecki, Staff Associate to EVP/CAO from April 6, 2015 to April 6, 2016. Trustee Newman seconded the motion, and it was unanimously approved.

1.7 RECOMMEND APPROVAL OF RFP 7-14 TO AWARD THE PROFESSIONAL SERVICES CONTRACT FOR AN UPDATED MASTER PLAN FOR CAMPUS FACILITIES

Trustee Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approves RFP 7-14 to award the professional services contract for an updated master plan for campus facilities and academic plans in an amount not to exceed \$350,000. Trustee Newman seconded the motion, and it was unanimously approved.

1.8 RECOMMEND APPROVAL A THREE YEAR CONTRACT TO DELL FOR MICROSOFT CAMPUS SOFTWARE LICENSING

Trustee Newman moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the three (3) year contract to Dell for the Microsoft Campus Software Licensing agreement. Trustee Akel seconded the motion, and it was unanimously approved.

2. INFORMATION ITEMS

2.1 President's Report

Dr. Drumm shared with the committee the base aid legislative advocacy piece, *New York's Community Colleges: Springboard to Success* for all 37 community colleges including CUNY. They are advocating for a \$250 increase to the base aid. We have no new capital project requests for next year, but the requests from last year will be resubmitted as they were left off due to a clerical error. Legislative Advocacy Day is March 4th, and we want to try to get as many students as possible to attend as the legislator's appreciate this and they listen to the students.

He also discussed the county chargeback status. There is a new draft formula with a much more acceptable phase-in approach than was the case last year. It remains based on your county sponsorship per FTE; that is how SUNY is reading the legislation. There was further conversation regarding the chargebacks. It is anticipated that once the new formula has been approved, it would not go into effect until two (2) more years. Regina was on the chargeback committee and was instrumental in getting a workable, phase-in formula.

2.2 SUNY Broome Budget and Financial Developments

Regina will have the fund balance discussion at the Board meeting on Thursday.

We have closed out last year's books. At this time, we have a very favorable forecast for this year, but we have two very critical items that we have not gotten to yet: spring and summer. We are in a different situation this year as we are up 3.2% for the fall. The student housing opened, and we had great growth in the Binghamton Advantage Program and both of those generally have high retention rates. We are being very conservative, and we have pulled back 5% of contractual expense budgets. They are under Executive Council's control, and we will not touch them until we know what is going on with spring and summer.

On the revenue side of this year's budget, things are looking close to budget. It is the spending side that we are seeing some anticipated savings. We budgeted for 5% increase in health rates, and it did not occur. We had significant rate breaks in retirement savings, and there may be even a few more breaks which are in the report. We are positioned well in the current year, and it is nice to be in this spot. This comprehensive forecast will be updated every month through the end of the fiscal year.

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 9:49 a.m.

*The next Finance and Facilities Committee Meeting is scheduled for
January 13, 2015 at 9:30 a.m. in Wales 107 Conference Room.*

12/4/14 Approved by the Board of Trustees