

SUNY BROOME COMMUNITY COLLEGE
Board of Trustees
Finance and Facilities Committee Minutes
April 22, 2014

COMMITTEE MEMBERS PRESENT:

Chairperson Margaret Coffey, George Akel, Anthony Paniccia

TRUSTEES PRESENT:

Aishia Mortenson

Chairperson Coffey asked Trustee Mortenson to be a voting member of the committee for a quorum, and she accepted.

SUNY BROOME ADMINISTRATION PRESENT:

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

Chairperson Coffey called the meeting to order at 9:33 a.m.

1. ACTION ITEMS

1.1 RECOMMEND APPROVAL OF PAYROLL CERTIFICATION

Trustee Paniccia moved that the Finance and Facilities Committee approves the filing of the College payroll for March 2014. Trustee Mortenson seconded the motion, and it was unanimously approved.

1.2 RECOMMEND APPROVAL OF PETTY CASH

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

1.3 RECOMMEND APPROVAL OF A BUDGET TRANSFER FOR BID #12-60 FOR GENERAL CONSTRUCTION ON THE ARTS ANNEX BUILDING RENOVATION PROJECT

Trustee Mortenson moved that the Finance and Facilities Committee approves the budget transfer of \$108,500 for bid #12-60 for the general construction on the Arts Annex Building Renovation Project. Trustee Paniccia seconded the motion, and it was unanimously approved.

1.4 RECOMMEND APPROVAL OF THE BID THE FOR GENERAL CONSTRUCTION ON THE VETERANS SERVICES RELOCATION PROJECT

Trustee Paniccia moved that the Finance and Facilities Committee approves the low bid for the Veterans Services Relocation Project. Trustee Mortenson seconded the motion, and it was approved by a vote of 3 to 1.

1.5 RECOMMEND APPROVAL OF A BUDGET TRANSFER FOR PRIORITY SMALL RENOVATION PROJECTS AND STRATEGIC PRIORITIES

Trustee Akel moved that the Finance and Facilities Committee approves a budget transfer up to \$600,000 for priority small renovation projects and strategic priorities. Trustee Paniccia seconded the motion, and it was unanimously approved. Trustee Akel asked for a breakdown of the anticipated costs for the projects. Ms. Losinger will provide them at the board meeting Thursday.

1.6 RECOMMEND APPROVAL OF RESOLUTION FOR NEW POSITION DESCRIPTION – DIRECTOR OF HEALTH AND SAFETY

Trustee Paniccia moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution for the new position description of Director of Health and Safety. Trustee Akel seconded the motion, and it was unanimously approved.

1.7 RECOMMEND APPROVAL OF A RESOLUTION AMENDING RESOLUTION NO. 1319 FOR THE SIX-YEAR CAPITAL IMPROVEMENT PROGRAM REQUEST FOR YEARS 2015-2020

Trustee Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution amending resolution no. 1319 for the Six-Year Capital Improvement Program (CIP) requests for years 2015-2020. Trustee Mortenson seconded the motion, and it was unanimously approved.

1.8 RECOMMEND APPROVAL OF RESOLUTION FOR SABBATICAL LEAVES

Trustee Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution and applications for sabbatical leaves. Trustee Paniccia seconded the motion, and it was approved by a vote of 3 to 0 and one trustee abstaining.

2. INFORMATION ITEMS

2.1 President's Report

Dr. Drumm discussed the budget which we will be submitting to the county. There will be no increase in fees and less than a 3% increase in tuition, and we are building in a 3% increase in enrollment. He and Dr. Battisti attended the AACC Conference in Washington, D.C.

2.2 SUNY Broome Budget and Financial Developments

Regina Losinger handed out and discussed the 2014-15 tentative budget and operating budget rules of thumb. This will be discussed further at the board meeting Thursday. This report was submitted to the committee for information.

Trustee Coffey asked what curriculums are the housing applicants enrolling in. Ms. Morello said she would get the information and report back to the board.

Trustee Akel asked if other community colleges are predicting an increase in enrollment. Ms. Losinger said she was going to be talking with the executive team of business officers later today and she will ask them.

Trustee Mortenson asked how revenues would be affected by Open SUNY. Dr. Drumm said it was too early to know.

Regina let the committee know that they were working on the bid packet for the renovation of the student center and to bring it forward to the May board meeting.

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 Mortenson made a motion to adjourn the meeting, and Trustee Akel seconded the motion which was unanimously approved. The meeting was adjourned at 10:26 a.m.

The next Finance and Facilities Committee Meeting is scheduled for May 13, 2014 at 9:30 a.m. in Science Building 205 Conference Room

4/24/14 Approved by the Board of Trustees