

SUNY BROOME COMMUNITY COLLEGE
Board of Trustees
Finance and Facilities Committee Minutes
April 7, 2015

COMMITTEE MEMBERS PRESENT:

Chairperson Margaret Coffey, Marc Newman, Nicholas Serafini, Anthony Paniccia

SUNY BROOME ADMINISTRATION PRESENT:

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

Chairperson Coffey called the meeting to order at 9:30 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 February and March 2015. 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 February 2015 and reimburse the funds in the amounts designated. Trustee Paniccia seconded the motion, and it was unanimously approved.

1.3 RECOMMEND APPROVAL OF RESOLUTION FOR SABBATICAL LEAVES

Trustee Newman moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution for sabbatical leaves. Trustee Serafini seconded the motion, and it was unanimously approved.

1.4 RECOMMEND APPROVAL RESOLUTION FOR AN UNPAID LEAVE OF ABSENCE FOR BRIAN KELLY

Trustee Newman moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution for an unpaid leave of absence to Brian Kelly, Maintenance Mechanic in the Maintenance Department from June 30, 2015 to June 29, 2016 to serve in a promotional appointment as Plumber. Trustee Paniccia seconded the motion, and it was unanimously approved.

1.5 RECOMMEND APPROVAL OF RELEASE-OF-RETAINAGE TO SCHULER-HAAS ELECTRIC CORPORATION FOR THEIR WORK ON THE ELECTRICAL INFRASTRUCTURE PROJECT

Trustee Paniccia moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the release-of-retainage payment to Schuler-Haas Electric Corporation for their work on the Electrical Infrastructure Project in the amount of \$5,305. Trustee Newman seconded the motion, and it was unanimously approved.

1.6 RECOMMEND APPROVAL OF RELEASE-OF-RETAINAGE TO ALL AROUND EXCAVATING, LLC FOR THEIR WORK ON THE WATER AND SEWER PROJECT

Trustee Newman moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the release-of-retainage payment to All Around Excavating, LLC for their work on the Water and Sewer Project in the amount of \$6,055. Trustee Paniccia seconded the motion, and it was unanimously approved.

1.7 RECOMMEND APPROVAL OF BID #15-12 TO AWARD THE ELECTRICAL PRIME CONTRACT FOR PARKING LOT #1 REHABILITATION PROJECT

Trustee Paniccia moved that the Finance and Facilities Committee recommends that the Board of Trustees approves Matco Electric Corporation be awarded the electrical prime contract for the Parking Lot #1 Rehabilitation Project in the amount of \$117,200. Trustee Newman seconded the motion, and it was unanimously approved.

1.8 RECOMMEND APPROVAL OF BID #15-12 TO AWARD THE GENERAL PRIME CONTRACT FOR PARKING LOT #1 REHABILITATION PROJECT

Trustee Newman moved that the Finance and Facilities Committee recommends that the Board of Trustees approves Smith Site Development, LLC be awarded the general prime contract for the Parking Lot #1 Rehabilitation Project in the amount of \$648,000. Trustee Paniccia seconded the motion, and it was unanimously approved.

1.9 RECOMMEND APPROVAL OF RESOLUTION FOR NEW POSITION DESCRIPTION – ASSISTANT DIRECTOR OF SECURITY AND HEALTH

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

2. INFORMATION ITEMS

2.1 President's Report

Dr. Drumm let the committee know that state aid has been increased by \$100 per FTE. He said that there was an enormous amount of lobbying on the part of the president's organization, SUNY and the Governor's office.

2.2 SUNY Broome Budget and Financial Developments

Regina discussed the budget scenario with the \$100 per FTE increase. At this point, it is not anticipated to use any of our fund balance. She will discuss further at Thursday's Board of Trustee meeting.

Trustee Paniccia asked if there is always a tuition increase. Regina answered that in the 26 years she has been here yes there has been one. President Drumm responded that it is pretty typical across the country to always do a tuition increase. What happens is you end up doing what SUNY had to do several years ago where they went a number of years without a tuition increase and all of a sudden the state cut the budget and they had to do about a 15% tuition increase. The students get hit with a shock all of a sudden as opposed to a small increment year after year. Historically Dutchess and Monroe, because their counties have been so generous, have had a year or two where they had not raised their tuition. Last year Dutchess and Sullivan did not have an increase; Sullivan has the highest tuition in the state. It is pretty rare that someone does not raise their tuition.

Trustee Paniccia asked if they usually limited the increase between 1% and 3.5%. The president responded yes other than during the state budget cut period five years ago when we went up 5% to 6% for a couple of years; almost everyone did. We were in the middle of the range even at 5% to 6% in those years. We start out trying to keep it as low as possible from the first model out.

Regina will be bringing in the current tuition comparison numbers to the Board meeting. They are sorted from high to low and on the immediately surrounding community colleges, we are lower than all of them.

This report was submitted to the committee for information.

2.3 Reports for Board Information

2.3.1 SUNY Broome Facilities Update

Regina gave the committee an updated Facilities report. The president said that the bids came in very favorable for the main parking lot. Regina said that at this point we have a half a million dollars available that we are hoping to bundle and improve the entrance to the parking lot. We are estimating at this point that will be a million dollars to improve the entrance and egress from the student parking lot to do that. We have to work with SUNY to make sure that we can stretch the capital money in that direction.

Trustee Newman asked when we do a major project like this, you have a spec and how do you make sure that the spec is adhered to when it goes down. Is it inspected during the course of it? Phil responded yes correct. There was further discussion regarding the parking lot project.

- 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 Paniccia made a motion to adjourn the meeting, and Trustee Newman seconded the motion which was unanimously approved. The meeting was adjourned at 9:46 a.m.

***The next Finance and Facilities Committee Meeting is scheduled for
May 12, 2015 at 9:30 a.m. in the Wales 107 Conference Room***

4/9/15 Approved by the Board of Trustees