

SUNY BROOME COMMUNITY COLLEGE
Board of Trustees
Finance and Facilities Committee Minutes
May 12, 2015

COMMITTEE MEMBERS PRESENT:

Chairperson Margaret Coffey, George Akel, Anthony Paniccia, Nicholas Serafini

SUNY BROOME ADMINISTRATION PRESENT:

Dr. Drumm, Francis Battisti, Regina Losinger, 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 Serafini moved that the Finance and Facilities Committee approves the filing of the College payroll for April 2015. Trustee Paniccia seconded the motion, and it was unanimously approved.

1.2 RECOMMEND APPROVAL OF PETTY CASH

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

1.3 RECOMMEND APPROVAL OF FEDERAL COLLEGE WORK STUDY ALLOCATION INCENTIVE PAYMENT

Trustee Akel moved that the Finance and Facilities Committee approves the Federal College Work Study Allocation Incentive Payment on behalf of the Board of Trustees in the amount of \$136,909 from July 1, 2015 to June 30, 2016. Trustee Paniccia seconded the motion, and it was unanimously approved.

1.4 RECOMMEND APPROVAL OF RADIOLOGIC EQUIPMENT GAP FUNDING

Trustee Akel moved that the Finance and Facilities Committee approves the grant on behalf of the Board of Trustees for the purchase of a dedicated digital radiography unit for the radiologic technology laboratory for \$207,602. Trustee Coffey seconded the motion, and it was unanimously approved.

1.5 RECOMMEND APPROVAL TO PURCHASE A DEDICATED DIGITAL RADIOGRAPHY UNIT

Trustee Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the purchase of a dedicated digital radiography unit for the radiologic technology laboratory for \$207,602. Trustee Serafini seconded the motion, and it was unanimously approved.

1.6 RECOMMEND APPROVAL OF A RESOLUTION FOR THE SIX-YEAR CAPITAL IMPROVEMENT PROGRAM REQUEST FOR YEARS 2016-2021

Trustee Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution for the Six-Year Capital Improvement Program for Years 2016-21. Trustee Serafini seconded the motion, and it passed with a vote of 3 to 0 with one trustee abstaining.

1.7 RECOMMEND APPROVAL OF RESOLUTION FOR PROMOTIONAL CANDIDATES

Trustee Paniccia moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution for candidates for promotion. Trustee Akel seconded the motion, and it was unanimously approved.

1.8 RECOMMEND APPROVAL OF BID #15-16 TO AWARD A CONTRACT FOR THE GENERAL CONTRACTOR FOR THE SIDEWALKS, ROADWAYS AND PARKING LOTS PROJECT

Trustee Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approves DiRenzo Brothers be awarded a contract for the general contractor for the Sidewalks, Roadways and Parking Lots Project in the amount of \$52,000. Trustee Serafini seconded the motion, and it was unanimously approved.

1.9 RECOMMEND APPROVAL OF RELEASE-OF-RETAINAGE TO KEYSTONE ASSOCIATES FOR THEIR WORK ON THE WALES RENOVATION PROJECT

Trustee Paniccia moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the release-of-retainage payment to Keystone Associates for their work on the Wales Renovation Project in the amount of \$19,809.87. Trustee Akel seconded the motion, and it was unanimously approved.

2. INFORMATION ITEMS

2.1 President's Report

Dr. Drumm gave a brief report, and he will give his full report at Thursday's Board of Trustee meeting.

SUNY's requirement that every student have some kind of experiential learning, hands-on co-op or internship as part of their degree process was discussed.

The Governor's budget included Regional Councils for Community Colleges, somehow adjuncted to the REDCs (Regional Economic Development Council). There is loose language in there about being affiliated with the REDCs. In our REDC would be Corning, Tompkins-Cortland (TC³), and us. We are in their region, however TC³ is split. Tompkins and Cortland County are in two different regions: Cortland is in the Central Region and Tompkins is in the Southern Tier Region. The Councils right now are made up of the president's, and it is up to the chancellor to appoint a chairman of those councils. There was more conversation on this topic.

2.2 SUNY Broome Budget and Financial Developments

Regina had the college's *Proposed 2015-2016 Budget* delivered to the County Executive on May 1st. She appreciated all the conversation that occurred around it. Marie Kalka, the County's Budget Director, has been in touch with her list of questions, and the conversation has begun. Trustee Coffey asked if she had many questions. Regina said four or five, mostly surrounding fringe benefit rates. One in particular was why personnel was going up 5%; it somewhat mirrored the discussion with the Board. We are setting up some time to meet with her in the next week or two. Trustee Serafini asked how about the fact that you are putting so much towards fund balance. She asked one question on fund balance; what do we anticipate it being at the end of this year – that is a routine question. They talked further about the fund balance and the budget.

This report was submitted to the committee for information.

2.3 Reports for Board Information

2.3.1 SUNY Broome Facilities Update

Regina said that the big news is that our master planning process is flying along. Passero Associates will be at the Board meeting to introduce themselves and to do a brief presentation on the preliminary space assessment findings. The committee discussed this further.

2.3.2 Personnel Report

Lynn Fedorchak reported that the report was routine. Trustee Coffey asked a question about the chair assignments for English – as one assignment ended for a Professor and another one started for another Professor. Lynn responded that the salary listed was their current salary; the stipend for a chair assignment is the same for everyone. Regina said that is it between \$6,000 and \$7,000 a year.

2.3.3 Budget Transfers

2.3.4 Grant Approvals

2.3.5 Investment Report

2.3.6 Faculty Eligible for Initial II Appointment – Fall 2015

These reports were submitted to the committee for information.

Trustee Paniccia made a motion to adjourn the meeting, and Trustee Akel seconded the motion which was unanimously approved. The meeting was adjourned at 9:56 a.m.

The next Finance and Facilities Committee Meeting is scheduled for June 16, 2015 at 9:30 a.m. in the Wales 107 Conference Room

5/14/15 -- Approved by the Board of Trustees