

**SUNY BROOME COMMUNITY COLLEGE**  
**Board of Trustees**  
**Finance and Facilities Committee Minutes**  
**May 13, 2014**

**COMMITTEE MEMBERS PRESENT:**

Chairperson Margaret Coffey, Nicholas Serafini, Anthony Paniccia

**TRUSTEES PRESENT:**

Nancy LaBare

**SUNY BROOME ADMINISTRATION PRESENT:**

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

**Chairperson Coffey called the meeting to order at 9:31 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 2014. 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 2014 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 Paniccia moved that the Finance and Facilities Committee on behalf of the Board of Trustees approves acceptance of this incentive payment in the amount of \$133,706 for the period of July 1, 2014 to June 30, 2015. Trustee Serafini seconded the motion, and it was unanimously approved.

**1.4 RECOMMEND APPROVAL OF RESOLUTION RECOMMENDING CANDIDATE FOR TERM APPOINTMENT**

Trustee Serafini moved that the Finance and Facilities Committee recommends that the Board of Trustees approve the resolution for term appointment for Adriane Sumner effective September 1, 2014. Trustee Paniccia seconded the motion, and it was unanimously approved.

**1.5 RECOMMEND APPROVAL OF RESOLUTION FOR CANDIDATES FOR PROMOTION**

Trustee Serafini moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution for candidates for promotion effective September 1, 2014. Trustee Paniccia seconded the motion, and it was unanimously approved.

**1.6 RECOMMEND APPROVAL OF RESOLUTION FOR AN UNPAID LEAVE OF ABSENCE FOR ABBY J. GEHRIS**

Trustee Paniccia moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution for an unpaid (FMLA eligible) childrearing leave of absence to Abby J. Gehris, Associate Professor, Math Department from October 7, 2014 to May 25, 2015. Trustee Serafini seconded the motion, and it was unanimously approved.

**1.7 RECOMMEND APPROVAL OF RFP FOR BANKING SERVICES**

Trustee Paniccia moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the selection of M&T Bank and authorizes the college administration to contract with M&T for comprehensive banking services for the next three years with the option for two two-year options to extend services. Trustee Serafini seconded the motion, and it was unanimously approved.

**1.8 RECOMMEND APPROVAL OF RESOLUTION FOR NEW JOB DESCRIPTION – ASSISTANT TO THE EVP/CAO**

Trustee Paniccia moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution for the new position description of Assistant to the EVP/CAO. Trustee Serafini seconded the motion, and it was unanimously approved.

**1.9 RECOMMEND APPROVAL OF CONTRACT WITH ELLUCIAN COMPANY L.P. FOR ELLUCIAN STUDENT HELP DESK SERVICES**

The committee recommended that this action item be on the agenda for Thursday's Board of Trustees' meeting.

**2. INFORMATION ITEMS**

**2.1 President's Report**

Dr. Drumm and Regina met with Jerry Marinich and Alex McLoughlin at the County on Monday to discuss the budget which went very well. They will be meeting with the County Executive's staff and County Budget Officer next Wednesday to discuss the budget. There was discussion regarding the chargeback issue and how it could affect the college as well as the county.

Trustee LaBare asked if there were any questions about our fund balance and a discussion followed. Dr. Drumm let the committee know that we are coming up on our mid-accreditation review (5 years) next year for Middle States.

Trustee Serafini asked if there was information about what percentage of revenue increase after dorms are in place. Dr. Drumm responded that Corning Community College which opened at about 65% last year had a 3% increase in enrollment. We currently have 254 deposits, 336 beds (75%). We are going to be the 25<sup>th</sup> college to get residence halls out of 30. We have going for us is the abundance of apartments downtown.

Trustee Serafini asked of our deposits, how many are in county and how many are out of county. Regina responded that 79 to 80% are from other NYS counties. Trustee Serafini asked what was room and board and Debbie Morello responded per semester room is \$3,850 for a single and \$3,465 for a double and meals are \$1,240 for 10-meals a week or \$1,716 for 15-meals a week. Dr. Drumm said he was very pleased with Jeff Horowitz and Monica Singleton, and the experience they bring with them.

## **2.2 SUNY Broome Budget and Financial Developments**

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**

Trustee LaBare noticed that there was an incorrect union designation for the Director of Health & Wellness. Regina will have the report corrected for the Board meeting.

### **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 2014**

**These reports were submitted to the committee for information.**

Trustee LaBare had some questions regarding the budget which Regina answered.

Trustee Serafini asked if we were on budget for the housing, and Dr. Drumm responded that we were ahead with our interest. Cathy Williams, Foundation Director, has done a great job staying on top of this.

Trustee Serafini asked where we are on percentage of completion. Trustee Paniccia and Phil Testa said we are at 75%. Trustee Coffey asked if we had any qualms about it being ready on time and Phil Testa said not anymore. Dr. Drumm said that there may be some exterior work, landscaping, and bricking. Phil Testa said nothing right now that should prohibit us from moving students in, and August 20<sup>th</sup> is turnover date to us.

Trustee LaBare had a question about miscellaneous revenues with regard to the student health fee for the 2014-15 proposed budget. Regina Losinger responded to the question and there was further discussion about the student health fee and other fees in general.

**Trustee Paniccia made a motion to adjourn the meeting, and Trustee Serafini seconded the motion which was unanimously approved. The meeting was adjourned at 10:12 a.m.**

***The next Finance and Facilities Committee Meeting is scheduled for  
June 17, 2014 at 9:30 a.m. in Wales 107 Conference Room***

***May 15, 2014 - Approved by the Board of Trustees***