

SUNY BROOME COMMUNITY COLLEGE
Board of Trustees
Finance and Facilities Committee Minutes
June 16, 2015

COMMITTEE MEMBERS PRESENT:

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

SUNY BROOME ADMINISTRATION PRESENT:

Dr. Drumm, Regina Losinger, Debra Morello, Lynn Fedorchak, Phil Testa, 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 Paniccia moved that the Finance and Facilities Committee approves the filing of the College payroll for May 2015. Trustee Serafini seconded the motion, and it was unanimously approved.

1.2 RECOMMEND APPROVAL OF PETTY CASH

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

1.3 RECOMMEND APPROVAL OF OUTDOOR DIGITAL SIGN PROJECT FOUNDATION GRANT

Trustee Newman moved that the Finance and Facilities Committee approves the Outdoor Digital Sign Project Foundation Grant on behalf of the Board of Trustees in the amount of \$105,920 from June 18, 2015 to June 30, 2016. Trustee Serafini seconded the motion, and it was unanimously approved.

1.4 RECOMMEND APPROVAL OF RFB 2015-08 FOR OUTDOOR DIGITAL SIGN PROJECT

Trustee Newman moved that the Finance and Facilities Committee recommends that the Board of Trustees approves RFB 2015-08 for outdoor digital signage to Imperatives in the amount of \$80,920. Trustee Paniccia seconded the motion, and it was unanimously approved.

1.5 RECOMMEND APPROVAL TO RELEASE-OF-RETAINAGE TO ANDREW R. MANCINI ASSOCIATES, INC. FOR THEIR WORK ON THE STUDENT CENTER RENOVATIONS PROJECT

Trustee Serafini moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the release-of-retainage payment to Andrew R. Mancini Associates, Inc. for their work on the Student Center Renovations Capital Project in the amount of \$17,235. Trustee Newman seconded the motion, and it was unanimously approved.

1.6 RECOMMEND APPROVAL OF RELEASE-OF-RETAINAGE TO WEATHERMASTER ROOFING COMPANY, INC. FOR THEIR WORK ON THE DECKER CENTER PLAZA DECK ROOF PROJECT

Trustee Newman moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the release-of-retainage payment to Weathermaster Roofing Company, Inc. for their work on the Decker Center Plaza Deck Roof Project in the amount of \$18,489.70. Trustee Serafini seconded the motion, and it was unanimously approved.

1.7 RECOMMEND APPROVAL OF RESOLUTION FOR AN UNPAID CHILD REARING LEAVE OF ABSENCE TO ABBY J. GEHRIS

Trustee Paniccia moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution for an unpaid child rearing leave of absence to Abby J. Gehris, Associate Professor, Math Department, from August 24, 2015 to May 20, 2016. Trustee Newman seconded the motion, and it was unanimously approved.

1.8 RECOMMEND APPROVAL OF MEMORANDUM OF UNDERSTANDING WITH THE SOUTHERN TIER HIGH TECHNOLOGY INCUBATOR, INC.

Trustee Paniccia moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the Memorandum of Understanding with the Southern Tier High Technology Incubator, Inc. Trustee Newman seconded the motion, and it was unanimously approved.

1.9 RECOMMEND APPROVAL OF RESOLUTIONS ADOPTING 2015-16 TUITION AND FEES, OPERATING BUDGET, SPONSOR SERVICES, AND FULL-TIME POSITIONS

Trustee Newman moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the 2015-16 budget, sponsor services, full-time positions, and tuition and fees resolutions. Trustee Paniccia seconded the motion, and it was unanimously approved.

1.10 RECOMMEND APPROVAL OF RESOLUTION FOR CHANGE IN POSITION TITLE FROM HUMAN RESOURCES ASSISTANT TO HUMAN RESOURCES SPECIALIST

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

2. INFORMATION ITEMS

2.1 President's Report

Dr. Drumm discussed the movement to change the minimum requirement for a Registered Nurse (RN) to a Bachelor's of Science in Nursing. He also updated the committee on chargebacks.

The public hearing on the college budget is during the County Legislature Session Thursday, June 18th at 5 PM which is the same time as the Board meeting. He will be attending the public hearing, and come to the board meeting after the hearing.

2.2 SUNY Broome Budget and Financial Developments

Regina conveyed to the committee that if we received 2% more from the county for the next five (5) years, our loss due to the chargeback implementation would be cut by 2/3 (from \$640K).

This report was submitted to the committee for information.

2.3 Reports for Board Information

2.3.1 SUNY Broome Facilities Update

Phil discussed with the committee additional work needed on the sidewalk 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 Newman made a motion to adjourn the meeting, and Trustee Serafini seconded the motion which was unanimously approved. The meeting was adjourned at 9:50 a.m.

The next Finance and Facilities Committee Meeting is scheduled for August 18, 2015 at 9:30 a.m. in the Wales 107 Conference Room