

SUNY BROOME COMMUNITY COLLEGE
Board of Trustees
Finance and Facilities Committee Minutes
June 17, 2014

COMMITTEE MEMBERS PRESENT:

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

TRUSTEES PRESENT:

Nancy LaBare

SUNY BROOME ADMINISTRATION PRESENT:

Dr. Drumm, Regina Losinger, Debra Morello, Lynn Fedorchak, Jeanette Tillotson, Jesse Wells, Terry Nunn

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 May 2014. Trustee Newman 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 May 2014 and reimburse the funds in the amounts designated. Trustee Serafini seconded the motion, and it was unanimously approved.

1.3 RECOMMEND APPROVAL OF REVISED CONTRACT WITH ELLUCIAN COMPANY L.P. FOR ELLUCIAN STUDENT HELP DESK SERVICES

Trustee Newman moved that the Finance and Facilities Committee recommends the approval of the contract with Ellucian Company L.P. for Ellucian Student Help Desk Services in the amount of \$64,943 with additional cost as per Consumer Price Index (CPI) escalators based on the preceding year's index published by the United States Department of Labor's Bureau of Statistics. CPI escalators will take effect on each June 1st thereafter. The term of the contract will be from June 1, 2014 to May 31, 2017. Trustee Serafini seconded the motion, and it was unanimously approved.

1.4 RECOMMEND APPROVAL OF BID #BCC 14-10 TO AWARD THE GENERAL CONSTRUCTION CONTRACT FOR THE STUDENT CENTER IMPROVEMENTS PROJECT

Trustee Serafini moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the low bid for the Student Center Improvements Project in the amount of \$344,700 to Mancini Associates. Trustee Paniccia seconded the motion, and it was unanimously approved.

1.5 RECOMMEND APPROVAL OF FINAL PAYMENT TO INCLUDE RELEASE-OF-RETAINAGE TO FAHS CONSTRUCTION GROUP FOR THEIR WORK ON THE ARTS ANNEX BUILDING RENOVATION PROJECT

Trustee Serafini moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the final payment to include release-of-retainage to Fahs Construction Group for their work on the Arts Annex Building Renovation Project in the amount of \$5,425. Trustee Akel seconded the motion, and it was unanimously approved.

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

Trustee Akel 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, 2014 to June 29, 2015 to serve in a promotional capacity as the Plumber. Trustee Newman seconded the motion, and it was unanimously approved.

1.7 RECOMMEND APPROVAL OF RESOLUTION FOR REVISED JOB DESCRIPTION – DIRECTOR OF THE ICE CENTER

This action item was removed from agenda.

1.8 RECOMMEND APPROVAL OF RESOLUTION FOR REVISED JOB DESCRIPTION – ASSISTANT DIRECTOR OF THE ICE CENTER

This action item was removed from agenda.

1.9 RECOMMEND APPROVAL OF RESOLUTION FOR NEW JOB DESCRIPTION – ASSISTANT DIRECTOR OF PUBLIC SAFETY

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

1.10 RECOMMEND APPROVAL RESOLUTION TO TIMEWARNER TELECOM OF NEW YORK L.P. FOR A RIGHT OF ENTRY FOR THE STUDENT HOUSING

Trustee Serafini moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution granting TimeWarner Telecom of New York L.P. a Right of Entry for the Student Housing Project. TimeWarner Telecom of New York L.P. will also guarantee perpetual care and maintenance for the Right of Entry, contingent upon them meeting County, College, and any regulatory agency and required State University of New York approval. Trustee Akel seconded the motion, and it passed with a vote of 4 to 0 with one trustee abstaining.

2. INFORMATION ITEMS

2.1 President's Report

Dr. Drumm and Regina discussed the three potential budget scenarios that Regina handed out to start the year with a balanced budget. Regina said the county legislative finance committee removed the 1% increase but left the bottom line of the budget.

After a discussion with the committee regarding the three budget scenarios, there was a motion made by Trustee Akel and seconded by Trustee Paniccia to recommend to the Board of Trustees the 2014-15 operating budget with a 2% budgeted enrollment increase and tuition increased by 3.9%. This was unanimously approved.

Trustee Serafini asked where we were with the student housing. Dr. Drumm said that we were at 320, 96% filled and the bank number was 93%. Regina said that 82% of them are from other NYS counties.

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
- 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 Paniccia seconded the motion which was unanimously approved. The meeting was adjourned at 10:08 a.m.

***The next Finance and Facilities Committee Meeting is scheduled for
July 22, 2014 at 9:30 a.m. in Wales 107 Conference Room***

6/26/14 Approved by the Board of Trustees