

SUNY BROOME COMMUNITY COLLEGE
Board of Trustees
Finance and Facilities Committee Minutes
July 22, 2014
(Unofficial until Approved by the Board of Trustees)

COMMITTEE MEMBERS PRESENT:

Chairperson Margaret Coffey, Nicholas Serafini, Anthony Paniccia

TRUSTEES PRESENT:

Aishia Mortenson

SUNY BROOME ADMINISTRATION PRESENT:

Francis Battisti, Regina Losinger, Debra Morello, Lynn Fedorchak, Phil Testa, Jeanette Tillotson, Jason Zbock

Chairperson Coffey asked Trustee Mortenson to be a voting member of the committee, and she accepted.

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 June 2014. Trustee Mortenson seconded the motion, and it was unanimously approved.

1.2 RECOMMEND APPROVAL OF PETTY CASH

Trustee Mortenson moved that the Finance and Facilities Committee approves expenditures from petty cash accounts for June 2014 and reimburse the funds in the amounts designated. Trustee Paniccia seconded the motion, and it was unanimously approved.

1.3 RECOMMEND APPROVAL OF FEDERAL STUDENT SUPPORT SERVICES GRANT (SSS-TRIO)

Trustee Mortenson moved that the Finance and Facilities Committee approves acceptance of this grant on behalf of the Board of Trustees in the amount of \$257,077 for the period of September 1, 2014 to August 31, 2015. Trustee Paniccia seconded the motion, and it was unanimously approved.

1.4 RECOMMEND APPROVAL OF PARTIAL (75%) RELEASE-OF-RETAINAGE TO EVANS MECHANICAL, INC. FOR HVAC SERVICES FOR THE WALES RENOVATION PROJECT

Trustee Mortenson moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the partial release (75%) of retainage to Evans Mechanical, Inc. for their work on the Wales Renovation Project in the amount of \$34,479. Trustee Paniccia seconded the motion, and there was a discussion.

After the discussion, it was recommended to change the request from a partial release (75%) of retainage to approve a final payment with (100%) release-of- retainage be paid to Evans Mechanical, Inc. for their work on the Wales Renovation Project in the amount of \$45,973. **Also it was also agreed that they were voting on action items 1.4, 1.5 and 1.6 with the one vote.**

1.5 RECOMMEND APPROVAL OF FINAL PAYMENT TO INCLUDE RELEASE-OF-RETAINAGE TO LOUIS N. PICCIANO & SON, INC. FOR PLUMBING SERVICES FOR THE WALES RENOVATION PROJECT

The Finance and Facilities Committee recommends that the Board of Trustees approves the final payment to include release-of-retainage to include release-of-retainage to Louis N. Picciano & Son, Inc. for plumbing services for the Wales Renovation Project in the amount of \$2,064.80.

1.6 RECOMMEND APPROVAL OF FINAL PAYMENT TO INCLUDE RELEASE-OF-RETAINAGE TO LECHASE CONSTRUCTION SERVICES, LLC FOR THEIR CONSTRUCTION MANAGEMENT WORK FOR THE WALES RENOVATION PROJECT

The Finance and Facilities Committee recommends that the Board of Trustees approves the final payment to include release-of-retainage to LeChase Construction Services, LLC for their work on the Wales Renovation Project in the amount of \$12,400.

Trustee Mortenson moved that the Finance and Facilities Committee recommends that the Board of Trustees approves action items 1.4, 1.5, and 1.6. Trustee Paniccia seconded the motion, and it was unanimously approved.

1.7 RECOMMEND APPROVAL OF BID #14-12 TO SCHULER-HAAS ELECTRICAL CORPORATION FOR THE ELECTRICAL INFRASTRUCTURE PROJECT

Trustee Serafini moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the low bid for the Electrical Infrastructure Project to Schuler-Haas Electrical Corporation in the amount of \$106,100. Trustee Mortenson seconded the motion, and it was unanimously approved.

1.8 RECOMMEND APPROVAL OF RESOLUTION FOR FACULTY HIRING RANGES FOR 2014-2015

Trustee Serafini moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution establishing faculty hiring ranges for academic 2014-2015. Trustee Paniccia seconded the motion, and it was unanimously approved.

1.9 RECOMMEND APPROVAL OF RESOLUTION FOR MINIMUM SALARIES FOR MANAGEMENT/CONFIDENTIAL PERSONNEL FOR 2014-2015

The committee did not vote on this action item as they wanted to have a discussion with the full Board of Trustees present.

1.10 RECOMMEND APPROVAL OF RESOLUTION FOR ACTUAL SALARIES FOR MANAGEMENT/CONFIDENTIAL PERSONNEL FOR 2014-2015

The committee did not vote on this action item as they wanted to have a discussion with the full Board of Trustees present.

2. INFORMATION ITEMS

2.1 President's Report

Dr. Drumm was attending the President's Academy Summer Institute (PASI), and he will give his report at Thursday's Board of Trustee Meeting.

Executive Vice President Francis Battisti let the committee know that enrollment is up 1.81% for the fall, an improvement of 4 percentage points in the past few weeks. There was conversation on where fall enrollments have increased, additional registrations anticipated and student housing enrollments.

There was a discussion on the possible causes of this summer's 15% enrollment decline and what is being done to address it in the future.

There was a dialogue regarding online course fees and the timing of decisions to run summer classes after Trustee Mortenson expressed concerns about online fees being higher than classroom based classes.

Francis discussed SUNY Broome's submissions for Phase 2 of Open SUNY. There was general discussion about growth and new opportunities in the Binghamton Advantage Program. Francis also talked about the possibility of improving our outcomes via Reverse Transfer.

2.2 SUNY Broome Budget and Financial Developments

Regina gave the last budget update for this fiscal year. The revenue forecast has been lowered based upon emerging information on enrollment declines in several areas including our Study Abroad Program. Costs are being lowered to balance the budget based upon priorities and in addition several planned facilities improvements are being deferred. There was additional discussion on decline in the Study Abroad Program.

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 Mortenson made a motion to adjourn the meeting, and Trustee Serafini seconded the motion which was unanimously approved. The meeting was adjourned at 9:54 a.m.

The next Finance and Facilities Committee Meeting is tentatively scheduled for September 2, 2014 at 9:30 a.m. in Wales 107 Conference Room