

SUNY BROOME COMMUNITY COLLEGE
Board of Trustees
Finance and Facilities Committee Minutes
August 18, 2015

COMMITTEE MEMBERS PRESENT:

Chairperson Margaret Coffey, George Akel, 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 9:31 a.m.

1. ACTION ITEMS

1.1 RECOMMEND APPROVAL OF PAYROLL CERTIFICATION

Trustee Akel moved that the Finance and Facilities Committee approves the filing of the College payroll for May, June and July 2015. Trustee Serafini seconded the motion, and it was unanimously approved.

1.2 RECOMMEND APPROVAL OF PETTY CASH

Trustee Akel moved that the Finance and Facilities Committee approves expenditures from petty cash accounts for June and July 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 PERKINS IV GRANT FUNDS – 2014-2015

Trustee Akel moved that the Finance and Facilities Committee approves the Federal Perkins IV Grant Funds – 2014-2015 on behalf of the Board of Trustees in the amount of \$283,613 for the period of July 1, 2015 to June 30, 2016 with no cash match required. Trustee Serafini seconded the motion, and it was unanimously approved.

1.4 RECOMMEND APPROVAL OF RELEASE-OF-RETAINAGE TO DIRENZO BROTHERS CONSTRUCTION, LLC FOR THEIR WORK ON THE SIDEWALKS, ROADWAYS AND LOTS PROJECT

Trustee Serafini moved that the Finance and Facilities Committee recommends that the Board of Trustees approves a release-of-retainage payment to DiRenzo Brothers Construction, LLC for their work on the Sidewalks, Roadways and Lots Project in the amount of \$2,795. Trustee Akel seconded the motion, and it was unanimously approved.

1.5 RECOMMEND APPROVAL OF BID #2015-19 TO AWARD THE CONTRACT FOR SOUND ISOLATION ROOMS FOR THE MUSIC SUITE RENOVATIONS PROJECT

Trustee Serafini moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the contract with IAC Acoustics to provide three (3) Sound Isolation Rooms for the Music Suite Renovations Project in the amount of \$53,129. Trustee Akel seconded the motion, and it was unanimously approved.

1.6 RECOMMEND APPROVAL OF RESOLUTION FOR A CHANGE IN HEALTH INSURANCE PREMIUMS FOR ADMINISTRATIVE/ MANAGEMENT CONFIDENTIAL EMPLOYEES

Trustee Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution for the increase in health insurance premiums effective August 31, 2015 as follows: Employer will pay 84% of the full premium for the employee and 84% of the full premium for coverage of their dependents. Trustee Serafini seconded the motion, and it was unanimously approved.

1.7 RECOMMEND APPROVAL OF RESOLUTION FOR NEW POSITION DESCRIPTION – PROFESSIONAL TUTOR

Trustee Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution for the new position description of Professional Tutor. Trustee Serafini seconded the motion, and it was unanimously approved.

1.8 RECOMMEND APPROVAL OF RESOLUTION INCREASING HOURLY RATES FOR TUTORS A, B, C AND SUPPLEMENTAL INSTRUCTORS

Trustee Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution increasing hourly rates for Tutors A from \$8.85 to \$9.10; Tutors B from \$9.35 to \$9.60; Tutors C from \$9.85 to \$10.10; and Supplemental Instructors from \$9.85 to \$10.10 effective December 31, 2015. Trustee Serafini seconded the motion, and it was unanimously approved.

1.9 RECOMMEND APPROVAL OF RESOLUTION FOR AN INCREASE MINIMUM AND ANNUAL SALARIES OF CAMPUS PEACE OFFICERS

Trustee Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution for the increase in the minimum annual salary for full-time Campus Peace Officers by \$6,000 from \$37,442 to \$43,442, and that the part-time Campus Peace Officers be paid at the new hourly rate based on the revised minimum annual salary amount of \$43,442. In addition, the annual salary of the present full-time Campus Peace Officers will be increased by \$6,000, bringing them into an equitable position relative to the new minimum annual salary rate, and the present part-time Campus Peace Officers will be paid at the new hourly rate based on the revised minimum annual salary of \$43,442 effective September 1, 2015. Trustee Serafini seconded the motion, and it was unanimously approved.

2. INFORMATION ITEMS

2.1 President's Report

Dr. Drumm gave his report to the committee.

Central registration starts next week. We continue to be slightly up in enrollment throughout and sometimes being well up. A lot of that had to do with the huge waiting list on our residence hall. He was at Niagara yesterday and they are not full yet.

Trustee Coffey asked if we had hundreds waiting and Debbie Morello responded that we are about down to 100 at this point. We brought a person in to start putting people into the community. We got a really good deal at Econo Lodge up the street that people can either lease for the whole semester or month by month. What we are trying to do is take students that are interested in the housing but did not get in and put them in apartments through the community. The other one is Travel Lodge (former Ramada Inn) which they are working on turning it into student housing. She and Francis are going to meet with them this week. Our students just want to be in close proximity. Our goal is to get them here; get them situated, attending class; and then they have whatever they need to go apartment hunting. We are giving them referrals. Jesse and his staff have done a great job of putting everything that is available out there for the students.

Trustee Coffey asked if they were in specific disciplines. Francis responded that it was across the board, and most of them have already registered which is a plus. This shows that they don't want to be in housing; they want to be here. Debbie said that about 40 of the 100 that are left are already registered.

Regina said that there were about one third of the community college administrative vice presidents on a conference call two days ago. She only heard of one other school that has an increase. It happened to be Adirondack; everybody else is down. Monroe is down too, and they are expecting to drop down another 5% after deregistration. Trustee Akel asked if it was because the economy is turning and Dr. Drumm responded that it is a national trend. It may be some of what we experienced a couple of years ago – the headcount didn't change very much; but because people were working more, they were taking less FTEs, less credits. Regina continued that there is another survey on the business officer's list serve right now. They are trying to go broader with it, and she may have some news for the Board Thursday.

Dr. Drumm said it looks again that the NJCAA will be dropping hockey. They threatened to drop it last year, because there were not enough teams. They are already below the threshold for the minimum number of teams to compete nationally. He said it looks like sadly hockey is going to go away as a varsity sport; it will be rough for us and Erie where it is so popular. Erie just won the National Championship. Trustee Serafini asked how they were going to make up the ice time. Dr. Drumm said that we already starting to lease ice time to the university. There is more than ample demand for ice time than there is ice. He gets complaints from parents all time that we should put in another sheet of ice; they have to go to Cortland and Ithaca to practice all the time. We have already scheduled some practices and three games for Binghamton next year. There was further discussion regarding this. Dr. Drumm reiterated that it was sad in the bigger picture; it is great to have a hockey team. He enjoyed having a hockey team as much as he enjoyed having a rodeo team in Wyoming. Unfortunately it was out of our hands.

They had a great tour Monday of Niagara's Culinary Institute – very different than Cutivaré in Ithaca, TC3's culinary program. Similar circumstances, an abandoned mall for 12 years with leaky roof, puddles, and black mold in the whole thing. Trustee Serafini asked where it was, and he said it was in downtown Niagara – a block from the 7th wonder of the world; an incredible location. They truly are a destination for obvious reasons. Ours is a whole different purpose. Ours is economic development and historic restoration; that is where this project came from.

They have 45,000 square feet; half of which is not usable for anything. 500 students are in the program, but it was built for that. Again you are literally a block from the 7th wonder of the world; you can do that sort of thing. They had a program for either 30 or 40 years on campus; one of the first programs in the state for community colleges. They moved it downtown for economic development reasons. Trustee Akel asked what the cost was, and Dr. Drumm responded \$25 million. Trustee Akel asked where they got the money, and the president said Niagara County, SUNY and a lot of private fundraising. Trustee Coffey asked how the food was, and the president said they were not open on Mondays. Their deli was opened which is on the sidewalk, and the food was fantastic. They have a little bakery place right out there; just amazing. What a fantastic facility. There was further discussion.

2.2 SUNY Broome Budget and Financial Developments

Regina reported that she is pleased to see that the enrollments are still in the up direction. We are closing the year out fairly well too. As we have been forecasting, the fund balance is expected to go up several percentage points. She anticipates that we will close between 7 and 8% of budget. It all depends on the write-offs; the numbers are being crunched. Trustee Serafini said that the goal is to hit 10, and she responded yes that the goal is to hit 10. Hit that mid-point and see if we can keep it in that range. Trustee Serafini asked about the other community colleges. The last time she sorted it, there were only six lower than us. The average was eight percent the last time she looked. As soon as we get the annual reports in from this year, she will spin the numbers through again. The last three or four years virtually every one of the community colleges has been going down with their enrollments and using their fund balances. Ahead of that, several of them had the highest ever enrollment peaks and there were some significant fund balance buildups during that period. She will bring this back around again. We are moving in the direction we planned to and are planning on using almost none of the fund balance next year.

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.

2.4 Draft of Board of Trustee and Finance & Facilities Committee Meetings for 2015-2016

Trustee Serafini made a motion to adjourn the meeting, and Trustee Akel seconded the motion which was unanimously approved. The meeting was adjourned at 10:02 a.m.

The next Finance and Facilities Committee Meeting is scheduled for Monday, September 21, 2015 at 9:30 a.m. in the Wales 107 Conference Room

8/20/15 – Approved by the Board of Trustees