

SUNY BROOME COMMUNITY COLLEGE
Board of Trustees
Finance and Facilities Committee Minutes
September 2, 2014

COMMITTEE MEMBERS PRESENT:

Nicholas Serafini, Anthony Paniccia

TRUSTEES PRESENT:

Nancy, LaBare, Aishia Mortenson

SUNY BROOME ADMINISTRATION PRESENT:

Dr. Drumm, Francis Battisti, Regina Losinger, Debra Morello, Lynn Fedorchak, Phil Testa, Jeanette Tillotson, Jesse Wells

Chairperson Coffey was unable to attend the meeting and asked Trustee Paniccia to chair the meeting in her absence.

Trustee Paniccia asked Trustees LaBare and Mortenson to be voting members of the committee, and they accepted.

Trustee Paniccia called the meeting to order at 9:30 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 July 2014. Trustee LaBare 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 July 2014 and reimburse the funds in the amounts designated. Trustee Mortenson seconded the motion, and it was unanimously approved.

1.3 RECOMMEND APPROVAL OF RESOLUTION FOR REVISED POSITION DESCRIPTION – ASSISTANT DIRECTOR OF THE ICE CENTER

Trustee Serafini moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution for the revised job description of Assistant Director of the Ice Center. Trustee LaBare seconded the motion, and it was unanimously approved.

1.4 RECOMMEND APPROVAL OF RESOLUTION FOR REVISED POSITION DESCRIPTION – DIRECTOR OF THE ICE CENTER

Trustee Serafini moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution for the revised job description of Director of the Ice Center. Trustee LaBare seconded the motion, and it was approved with a vote of 3 to 1.

1.5 RECOMMEND APPROVAL OF RESOLUTION FOR REVISED POSITION DESCRIPTION – DEAN OF INSTITUTIONAL EFFECTIVENESS AND ENROLLMENT PLANNING

Trustee LaBare moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution for the revised job description of Dean of Institutional Effectiveness and Enrollment Planning. Trustee Serafini seconded the motion, and there was a discussion regarding the job description. It was recommended to make changes to the job description per their discussion to send to the Board of Trustees. It was unanimously approved.

1.6 RECOMMEND APPROVAL OF RESOLUTION FOR AN UNPAID LEAVE OF ABSENCE FOR NICHOLAS BREY

Trustee LaBare moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution for an unpaid leave of absence for Nichola Brey to serve in a promotional capacity as Staff Assistant in Public Safety. Trustee Serafini seconded the motion, and it unanimously approved.

2. INFORMATION ITEMS

2.1 President's Report

Dr. Drumm talked about residence hall opening day and fall enrollments. Our enrollment is up 1.5%, and the number of Fast Forward sections is up.

There was additional discussion about student housing. Trustee Mortenson asked if the Student Village is full, and VP Morello responded yes. Trustee LaBare asked whether housing students have to pay before they move in. The president responded yes.

Trustee Mortenson expressed concerns about Financial Aid front office service and the financial literacy module. VP Losinger and Associate Controller Tillotson will meet separately with her to hear about the concerns and address them.

2.2 SUNY Broome Budget and Financial Developments

VP Losinger updated the committee on the status of the 2013-14 budget, commenting that the fiscal year is forecast to close out very close to the budgeted fund balance pending the final write-off and retirement numbers. She also commented that the current enrollments are very close to budget, and briefed members on the recent NYS Comptroller's Accounts Receivable Audit.

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 10:18 a.m.

The next Finance and Facilities Committee Meeting is scheduled for September 30, 2014 at 9:00 a.m. OR October 6, 2014 at 9:30 a.m. in Wales 107 Conference Room.

This will be voted on at the September 4th Board Meeting

9/4/14 Approved by the Board of Trustees