

SUNY BROOME COMMUNITY COLLEGE
Board of Trustees
Finance and Facilities Committee Minutes
September 21, 2015

COMMITTEE MEMBERS PRESENT:

Chairperson Margaret Coffey, George Akel, Marc Newman, Anthony Paniccia, 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 9:30 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 August 2015. Trustee Akel seconded the motion, and it was unanimously approved.

1.2 RECOMMEND APPROVAL OF PETTY CASH

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

1.3 RECOMMEND APPROVAL OF DEPARTMENT OF SOCIAL SERVICES TRAINING GRANT 2015-2016

Trustee Akel moved that the Finance and Facilities Committee approves the Department of Social Services Training Grant for 2015-15 on behalf of the Board of Trustees in the amount of \$52,500 with a 30% cost share (in kind) for the period of August 1, 2015 to July 31, 2016 with no cash match required. Trustee Paniccia seconded the motion, and it was unanimously approved.

1.4 RECOMMEND APPROVAL OF BID #2015-21 TO AWARD THE CONTRACT FOR THE DECKER UPGRADE/RETROFIT TEMPERATURE CONTROL FOR THE DIGITAL CONTROLS PROJECT

Trustee Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approves contracting with Postler & Jaeckle for the Decker Upgrade/Retrofit Temperature Control System for the Digital Controls Project in the amount of \$191,880. Trustee Newman seconded the motion, and it was unanimously approved.

1.5 RECOMMEND APPROVAL OF RESOLUTION FOR UNPAID LEAVE OF ABSENCE FOR CIARA CABLE

Trustee Paniccia moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution for an unpaid leave of absence for Ciara Cable, Staff Associate in the Marketing and Communications Department, from November 16, 2015 to December 18, 2015. Trustee Newman seconded the motion, and it was unanimously approved.

1.6 RECOMMEND APPROVAL OF RESOLUTION FOR UNPAID LEAVE OF ABSENCE FOR SALLY TRIPP

Trustee Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution for an unpaid leave of absence for Sally Tripp, Staff Assistant in Financial Aid, from August 29, 2015 to January 31, 2016 to serve in a promotional appointment as the Acting Assistant Director of Financial Aid/Operations. Trustee Newman seconded the motion, and it was unanimously approved.

1.7 RECOMMEND APPROVAL OF RESOLUTION FOR NEW POSITION TITLE FOR RESOURCE/COMPLIANCE OFFICER

Trustee Newman moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution for the new position description of Resource/Compliance Officer. Trustee Serafini seconded the motion, and it was unanimously approved.

1.8 RECOMMEND APPROVAL OF WRITE-OFFS OF STUDENT ACCOUNT RECEIVABLES

Trustee Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the write-offs of uncollectable accounts for receivables in the amount of \$949,779.34. Trustee Newman seconded the motion, and it was unanimously approved.

1.9 RECOMMEND APPROVAL OF RFP #2015-17-R3 AWARD FOR THE DENTAL INSURANCE CONTRACT

Trustee Paniccia moved that the Finance and Facilities Committee recommends that the Board of Trustees approves contracting with NFP Corporate Services (NY)/LLC - (Excellus) for dental insurance in the amount of \$115,393 for a two (2) year contract with a 4% cap for the second year and with three (3), one (1) year optional renewals. Trustee Akel seconded the motion, and it was unanimously approved.

2. INFORMATION ITEMS

2.1 President's Report

Dr. Drumm gave his report to the committee.

They will see a couple of reports on the agenda for Thursday's board meeting that are both directly related to our Middle States Periodic Review which is due in the spring, and indirectly related to all around assessment. Sesime (Dr. Adanu) will be providing an update on where we are with the period review, as well as showing you some data points. We have shared some data points before with various reports and you expressed an interest in, cost per degree, attendance from local schools are some things that sparked some interest. We want to try to nail down some data points that the Board would like to look at whether it is once a year, twice a year, quarterly, or whatever you would like to track on a regular basis for keeping the Board up to date on some of the bigger assessment points.

We are going to hold the new Employee Survey until later this fall. We need to cover this report this fall as part of our assessment process.

Tom Flynn is our new Student Trustee, and he has been active for a couple of years. He will be at the meeting Thursday night.

During the month of September, he attended the following events:

- LUMA which was quite the thing and never saw the downtown so packed with people. The light shows that they did on the side of the buildings were really phenomenal. It was the same night as Cans and Clams which is once a month all summer long on the river.
- Then he attended Beer & Opera at the Galaxy Brewery. It was one of the best small events Bonnie and he have ever, ever, ever been to and neither one of them was much a fan of opera. It was like a scene from Fiddler on the Roof; it was incredibly upbeat. Everyone just had a good time, and they just had a ball. They sold out 150 tickets.
- He was at the groundbreaking, press conference for the new Magic City Music that is coming to the old Weis building in the Northgate Plaza. They used to be in Johnson City and they are bringing it back. They are in the process of refurbishing the building, and they are bringing in a major act roughly every month. They are opening with REO Speedwagon. They are having local rock acts on Friday night, local country acts on Saturday night, and some older, major names that are out there. It is exciting to see what is going on in the community with all of this stuff. It is going to completely change Front Street on Friday and Saturday nights.

That is just the month of September and that is pretty amazing for a community like this. He wants to do a write up about the month of September 2015 which was really a great month! He will give the rest of his report at Thursday's Board meeting.

2.2 SUNY Broome Budget and Financial Developments

Regina discussed enrollment with the committee. Although our enrollments are 1 to 2% down, the mix of enrollment - where our students are coming from - is changing. We know there is less Broome County continuing and a fairly significant increase in out of county and out of state that are far beyond the number of beds we have in student housing. We are getting on the radar screen with the housing, and we are helping them find housing elsewhere - we have a part-time staffer doing that.

Regina discussed the preliminary fall enrollment picture. The big question is what is going to happen with our tuition which she wrote to all of them about it. It may not go down like the historic formula would have us believe for each percentage having it go down several hundred thousand. It may not go down because most of our enrollment decline at this point, as we can see it, is in the full timers. Any additional credits they take over 12, there is no additional charge as that is the way it works for community colleges in NYS. If they dropped 1%, which is what they did from 14.4% to 14.3%, that is no tuition revenue lost. In addition, we know that there are revenue streams associated with out of county for every FTE a little over \$2,500; and for every FTE out of state another \$4,400 - double tuition. When all is said and done, it could be at least \$300k better than budget. We'll have a much better clearer picture after our four (4) week refund period is over, the Fast Forward courses are in and the trailer courses. We have our billings out for the charges to other counties. It will be late October or early November, and we will come in with a comprehensive update. This is the first time in all the years that she has been here that we have had enrollments down a little, and she is not seeing a like decline in revenues - perhaps an increase.

Trustee Paniccia asked on the housing how many were we over on the 366 - 10%, 15%, 5%? The president responded that at the peak the waiting list was 200. There was further discussion about housing and other college enrollments with the housing.

Francis let the committee know that he was at a Young Blackman's Conference this past weekend. He met with about 14 of our students who are returning. They love it; they are talking to their friends about coming up here. They said it was a lot quieter this year than last year. He feels they are coming here because of the academics. Trustee Paniccia said it is the academics, but he thinks it gives them an opportunity to better their lives from where they are, and this is the place they've heard is where they need to come. Regina said she heard we were the hot college right now. Francis continued that they had 3.0's, had their goals set up. That is one of the reasons he was at the conference; the whole thing was motivating them. He was really impressed with them. Regina said that we are right across the river from one of the best college's in the nation. Trustee Coffey stated that having that connection is a great thing.

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 2015-2016 Schedule of Meetings for the Board of Trustees and Finance & Facilities Committee (October and March dates revised)

Chair Coffey asked where was it she read about looking over the bids for the Carnegie Library. The president responded that yes that the RFP went out a while ago, and Regina said that it was in the Facilities Update. This was further discussion with the committee.

Trustee Akel made a motion to adjourn the meeting, and Trustee Newman seconded the motion which was unanimously approved. The meeting was adjourned at 10:22 a.m.

The next Finance and Facilities Committee Meeting is scheduled for Tuesday, October 13, 2015 at 9:30 a.m. in the Wales 107 Conference Room

9/24/15 – Approved by the Board of Trustees