

SUNY BROOME COMMUNITY COLLEGE
Board of Trustees
Finance and Facilities Committee Minutes
September 30, 2014

COMMITTEE MEMBERS PRESENT:

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

TRUSTEES PRESENT:

Nancy, LaBare

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 8:57 a.m.

1. ACTION ITEMS

1.1 RECOMMEND APPROVAL OF PAYROLL CERTIFICATION

Trustee Newman moved that the Finance and Facilities Committee approves the filing of the College payroll for August 2014. Trustee Serafini 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 August 2014 and reimburse the funds in the amounts designated. Trustee Newman seconded the motion, and it was unanimously approved.

1.3 RECOMMEND APPROVAL OF FEDERAL PERKINS IV GRANT FUNDS–2014-2015

Trustee Newman moved that the Finance and Facilities Committee approves the Federal Perkins IV (CTEA) Grant Funds for 2014-2015 on behalf of the Board of Trustees in the amount of \$265,760 with no match required from July 1, 2014 to June 30, 2015. Trustee Serafini seconded the motion, and it was unanimously approved.

1.4 RECOMMEND APPROVAL OF 2014-2015 SUNY CHILD CARE APPROPRIATION

Trustee Newman moved that the Finance and Facilities Committee approves the 2014-15 SUNY Childcare Appropriation on behalf of the Board of Trustees in the amount of \$65,900 from July 1, 2014 to June 30, 2015. Trustee Serafini seconded the motion, and it was unanimously approved.

1.5 RECOMMEND APPROVAL OF LEASE AGREEMENT WITH ROBERSON MEMORIAL, INC.

Trustee Newman moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the lease agreement with Roberson Memorial, Inc. Trustee Akel seconded the motion, and it was unanimously approved.

During the discussion for this action item, it was decided to amend Policy 1.7 - Purchasing to have all contracts over \$50,000 require Board of Trustee approval. A motion was made by Trustee Akel, seconded by Trustee Paniccia, and it was unanimously approved. An action item to amend Policy 1.7 – Purchasing will be presented at the next Board of Trustees meeting.

1.6 RECOMMEND APPROVAL OF WRITE-OFFS OF STUDENT ACCOUNT RECEIVABLES

Trustee Paniccia 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 \$1,166,459.04. Trustee Serafini seconded the motion, and it was unanimously approved.

1.7 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, B, C and Supplemental Instructors. Trustee Newman seconded the motion, and it was approved with four (4) trustees voting yes and one (1) trustees abstaining.

1.8 RECOMMEND APPROVAL OF RESOLUTION REVISING THE FLOOD RECOVERY AND IMPROVEMENTS LIBRARY CAPITAL PROJECT

Trustee Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution to revise Resolution No. 1245 revising the amended 2012 Flood Recovery and Improvements Library Capital Project to accept additional state aid and reduce other revenues. Trustee Coffey seconded the motion, and it was approved with four (4) trustees voting yes and one (1) trustees abstaining.

1.9 RECOMMEND APPROVAL OF RESOLUTION FOR AN UNPAID LEAVE OF ABSENCE FOR DOMINIC DEPERSIS

Trustee Serafini moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution for an unpaid (FMLA eligible) childrearing leave of absence to Dominic DePersis, Professor, Business Department, from November 21, 2014 to February 6, 2015. Trustee Paniccia seconded the motion, and it was unanimously approved.

1.10 RECOMMEND APPROVAL OF RELEASE-OF-RETAINAGE TO MATCO ELECTRIC CORPORATION FOR THE ELECTRICAL INFRASTRUCTURE PROJECT

Trustee Paniccia moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the release-of-retainage to Matco Electric Corporation for their work on the Electrical Infrastructure Project in the amount of \$4,390. Trustee Akel seconded the motion, and it was unanimously approved.

1.11 RECOMMEND APPROVAL OF RELEASE-OF-RETAINAGE TO HOLT ARCHITECTS, PC FOR THEIR WORK ON THE NATURAL SCIENCE CENTER PROJECT

Trustee Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the release-of-retainage to HOLT Architects, PC for their work on the Natural Science Center Project in the amount of \$43,718.07. Trustee Paniccia seconded the motion, and it was unanimously approved.

2. INFORMATION ITEMS

2.1 President's Report

Dr. Drumm said we have the Grand Reopening Ceremony for the Wales Center at 10 a.m., and it should be a really nice morning to formally reopen the building and remember Darwin Wales.

Enrollment continues to go up as our concurrent enrollments at the high schools come in; we are up 2.5%. Our actual numbers of students are up almost 18%.

Trustee Serafini asked how many students we have in the Binghamton Advantage Program, and Ms. Morello responded that there are 221 students. The president said that we have to give credit to the Chancellor in her systemness philosophy in having everyone work together; she is asking all of us to partner where we can. Our students have historically done well at BU also. The president discussed a new initiative -- Continuous Improvement times Continuous Innovation (CI)². He also stated that total enrollment in higher education across the country this year, for the first time in years, has declined. There was further discussion regarding the Binghamton Advantage Program. Dr. Battisti let the committee know that of the original 40 students in the Binghamton Advantage Program, 38 are getting ready to graduate; the other 2 transferred to other schools.

We were nominated for a Bellwether Award, and it is a civic engagement program that Lisa Strahley has been doing. He will have Lisa present on that program after she puts the final application together. It is exciting to be recognized this way.

He had a visit from Dr. Geer, President SUNY Polytechnic Institute (SUNY Poly) (formerly SUNYIT) as we are looking at doing a 2+2 Engineering Technology Bachelor's degree from SUNY Poly) on a more consistent partnership basis.

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 Serafini made a motion to adjourn the meeting, and Trustee Akel seconded the motion which was unanimously approved. The meeting was adjourned at 9:48 a.m.

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

10/8/14 Approved by the Board of Trustees