

SUNY BROOME COMMUNITY COLLEGE
Board of Trustees
Draft Finance and Facilities Committee Minutes
January 22, 2019, Wales 107 Conference Room

COMMITTEE MEMBERS PRESENT:

Chairperson Anthony Paniccia, George Akel, Margaret Coffey, Nick Serafini. Student Trustee Orion Barber was absent.

SUNY BROOME ADMINISTRATION PRESENT:

Dr. Drumm, Dr. Ross, Michael Sullivan, Lynn Fedorchak, Jeanette Tillotson, David Ligeikis, Jesse Wells

Chairperson Paniccia called the meeting to order at 9:00 a.m.

1. ACTION ITEMS

1.1 RECOMMEND APPROVAL OF PAYROLL CERTIFICATION

Trustee Serafini moved that the Finance and Facilities Committee approve the filing of the College payroll for November, December 2018 and portions of January 2019. Trustee Akel seconded the motion, and it was unanimously approved.

1.2 RECOMMEND APPROVAL OF PETTY CASH

Trustee Coffey moved that the Finance and Facilities Committee on behalf of the Board of Trustees approve the list of petty cash expenditures for December 2018 and direct reimbursement for the funds in the amounts designated. Trustee Akel seconded the motion, and it was unanimously approved.

1.3 RECOMMEND APPROVAL OF RESOLUTION FOR CANDIDATE FOR PROMOTION

Trustee Coffey moved that the Finance and Facilities Committee recommend that the Board of Trustees approve the resolution for the candidate for promotion. Trustee Serafini seconded the motion, and it was unanimously approved.

1.4 RECOMMEND APPROVAL OF RELEASE-OF-RETAINAGE TO Passero Associates for the Master Plan Capital Project 1920037/Feasibility Study Capital Project 1920017.

Trustee Serafini moved that the Finance and Facilities Committee recommend that the Board of Trustees approve a release-of-retainage payment to Passero Associates for their work on the Master Plan Capital Project 1920037/Feasibility Study Capital Project 1920017 in the amount of \$17,629.13. 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. Enrollment continues to be a struggle. The college was able to remove 100 less students for non-payment. Mr. Wells stated that enrollment is down 11-12% for Spring 2019 as of last week, but will have better numbers later today. Chairperson Paniccia asked how that compares with other colleges and how does this effect the college's budget? Mr. Sullivan stated he is still forecasting a balanced budget. Dr. Drumm stated the college started trimming in September. Mr. Sullivan said he would have more information for the Board Meeting as the data will be in today. Chairperson Paniccia asked if that information could be sent out tomorrow to the Board members before the Thursday meeting so they can review it prior to the meeting.

We are down to five semi-finalists for the VPAA position as interviews were completed before the Martin Luther King Holiday. The make-up of the finalists is confidential. Dr. Drumm stated that due to a surprise retirement notice from another Community College President, he believes that after this summer, he will be the 3rd most Senior President among the SUNY Community Colleges. He has been here for 9 years. Trustee Coffey stated they do appreciate him being here.

Diana Lenzo has officially taken over for Patti as of January 7, 2019 and we are happy to have her. She is doing a great job and doing double and triple duty while the Administration Suite works on a bit of reorganization and downsizing as we find how we are replacing Lori, whether it would be in that traditional role or not. More on this next month as we see how Diana takes on double duty and takes on more responsibilities in the future. There should be more information next month regarding the possible structure. With a new VPAA coming this summer, this would also affect role responsibilities. Chairperson Paniccia wanted to know if Mr. Sullivan would be taking on more roles/responsibilities. Trustee Akel wanted to know if personnel or budget was driving these changes. Dr. Drumm stated that personnel was driving the changes as we are trying to make the right mix. For example, virtually all Enrollment Management functions except Financial Aid, were moved from VPSED to VPAA. Whether it stays there, it remains to be seen. IT was moved from Administrative Services to Student Services to Academic Affairs. IT is so critical, that it could be in any division. It is traditional to have it under Administrative Affairs and maybe it moves back to Administrative Services. Counseling was moved to Academic Affairs, which is unusual, and there is conversation regarding moving that back to Student Affairs. Chairperson Paniccia restated his question that if we are eliminating positions and VP's are assuming more roles, we, the board should talk what is commensurate for this additional work load. We can't just cut and expect to throw the responsibilities onto other people without compensation. Dr. Drumm agreed that this should be a discussion along with Ms. Lenzo's position as we are re-working her job description. Trustee Akel stated that the college is enlightened enough to know that this needs to be a discussion within the college and does not need Board of Trustee input. Chairperson Paniccia wanted to make sure that it was addressed.

2.2 SUNY Broome Budget and Financial Developments

Mr. Sullivan gave his report to the Committee. The report is consistent with last month's forecast. In the budget, the College assumed an enrollment decline of 2.1%. When reading the monthly budget forecast report, and when comparing this year's actual to last year's actual, one has to offset the 2.1% enrollment decline that was budgeted. For example, an actual decline of 8.25% for this year's enrollment compared to last year's actual enrollment would be a net 6.15% budget variance. A key driver on the revenue side is student/FTE enrollment. When student FTE enrollment declines, there is a real effort to reduce the number of sections or number of classes that are being offered. There is a strong relationship between FTE's and student enrollment within those classes. As the enrollment in classes' declines, there is a proportionate and minimum number, of sections/classes to be reduced that the College and the Academic leadership has targeted. The budget and finance departments, have very good control of the budget, and there is concerted effort by a team of Academic staff to manage the increase or decrease of enrollment based on the number of sections being offered during a particular term. The College has historical trend data available to be able to forecast enrollment. For example, 2 weeks prior to a full term (Fall or Spring), 90% of enrollment is done. For summer/winter terms, 3 weeks prior to the start of the semester, the College is at 100% enrollment. Based on the trend data, the College can take pre-emptive actions to ensure that we maintain a balanced budget. The College is confident in forecasting a balanced budget, especially being minimum and maximum class size parameters were established in the successor Faculty Association labor agreement which was signed in August of last year, that there is a mechanism in place whereby the college can take actions in either an increasing enrollment environment, or in a decreasing enrollment environment.

He will provide an update to the Board with fine-tuned data, but would like to represent that this enrollment forecast, plus or minus 1-2%, is highly correlated with whatever happens in the Fall term, which is 50% of the total annual enrollment. You can double that Fall enrollment number and you will be within ½% of what your total annual enrollment numbers and revenues are forecasted to be. This is relative to 9 years of enrollment trend data. If enrollment declines, than the forecast reflects that payroll costs should decline because sections will be reduced. Today, if sections are not generally at a minimum of 12 students, this section will most likely be taken off the schedule. This will right the size of the College's payroll costs as it relates to our enrollment figures. He feels confident that the College will continue FY 2018-19 with a balanced budget. Some contractual funds have been set aside pending future enrollment numbers for Spring and Summer terms. Trustee Coffey wanted to make sure the College keeps an eye on what classes students need for graduation when collapsing sections. President Drumm stated definitely. There are many discussions within the Academic Division when it comes to addressing the status of sections.

2.3 Reports for Board Information

2.3.1 SUNY Broome Facilities Update

Mr. Ligeikas gave his report to the Committee. With respect to the Culinary and Events Center, the basement floor was poured last week. Steel construction is scheduled to start next week. The kitchen bid package has been advertised, and will be opened on Thursday Jan 31. Interior work is 80-85% complete. Three steel columns in the basement have been replaced. We are at about 40% complete based on pay-outs to vendors as of 12/31/18. The contingency balance stands at \$653,000.00. The only additional contingency items since the last meeting are the automatic flush valves in the bathrooms. There are two bathrooms on each floor, one family bathroom in the basement and one personal care bathroom in the basement.

The transition to first shift of the custodial staff continues to proceed. We now have 11 custodians on first/day shift: 5 new hires and 6 have been transfers from 3rd shift. There has been very positive feedback from campus with respect to the cleaning. The Multicultural Room (MCR) renovations has been completed and work is continuing on the Digital Lounge. That will be finished as soon as the bookstore moves out. Seven classrooms in the Business building are finished except for painting. Options for repairing the AT flooring are currently being reviewed.

- 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 adjourned at 9:24 a.m.

The next Finance and Facilities Committee Meeting is scheduled for February 19, 2018 at 9:00 a.m. in the Wales 107 Conference Room