

**SUNY BROOME COMMUNITY COLLEGE**  
**Board of Trustees**  
**Finance and Facilities Committee Minutes**  
**February 19, 2019, Wales 107 Conference Room**

**COMMITTEE MEMBERS PRESENT:**

Chairperson Anthony Paniccia, George Akel, Margaret Coffey, Student Trustee Orion Barber. Nick Serafini video conferenced.

**SUNY BROOME ADMINISTRATION PRESENT:**

Dr. Drumm, Dr. Ross-Scott, Dr. Francis Battisti, 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 Coffey moved that the Finance and Facilities Committee approve the filing of the College payroll for January 2019. Trustee Akel seconded the motion and was unanimously approved.

**1.2 RECOMMEND APPROVAL OF PETTY CASH**

There was no Petty Cash for approval.

**1.3 RECOMMEND APPROVAL OF RESOLUTION FOR CANDIDATES FOR CONTINUING APPOINTMENT**

Trustee Coffey moved that the Finance and Facilities Committee recommend that the Board of Trustees approve the resolution recommending the candidates for Continuing Appointment. Trustee Akel seconded the motion, and was unanimously approved.

**1.4 RECOMMEND APPROVAL OF RESOLUTION FOR CANDIDATE FOR TERM APPOINTMENT**

Trustee Coffey moved that the Finance and Facilities Committee recommend that the Board of Trustees approve the resolution recommending the candidates for Term Appointment. Trustee Barber seconded the motion, and was unanimously approved.

### **1.5 RECOMMEND APPROVAL OF PURCHASE OF CULINARY AND EVENT CENTER KITCHEN EQUIPMENT**

Chair Paniccia wanted to know how this compares to budget. D. Ligeikas stated the budget was for \$2.06 million and bid was for \$2.073 million which is about \$13,000 over. They did not accept one of the alternatives which was the chocolate making equipment as that would have taken this too far over budget. Trustee Serafini wanted to know if the college had looked into almost brand new/used equipment. It did not. It needed to be brand new equipment to get the monetary match.

Trustee Akel moved to recommend the approval of awarding Bid 2019-03 for the purchase of the Culinary and Event Center Kitchen Equipment to 11400 Inc. for \$2,073,000.00. Trustee Barber seconded. Chairperson Paniccia voted no. Trustees Coffey, Barber, Serafini and Akel voted yes. Motion passed.

## **2. INFORMATION ITEMS**

### **2.1 President's Report**

Dr. Drumm gave his report to the committee. Dr. Drumm expects to make an offer to one of the two VPAA candidates by Thursday. He has received feedback data from the campus community. Both very good candidates and sitting Vice Presidents.

The State budget is has been having a lot of discussion. Discussions are not so much about this years', but for next year's budget. The Chancellor would like to build a SUNY brand for online presence. They are looking at 4 different models. Lots of discussion and asking for a base line budget approach. Trustee Akel asked if there were any reactions to yesterday's news article about Papa Johns and free tuition. Trustee Serafini asked if the interview in which Governor Cuomo mentioned that the state is short 2.3 billion dollars in potential revenue from people leaving the area because of the high taxes. How would this affect SUNY Broome and the current projected budget? Dr. Drumm expects the executive budget to be flat-funded for community colleges. Next year's budget was predicated on \$50/FTE. If it does go to zero, it should not be a huge impact, perhaps a few hundred thousand.

### **2.2 SUNY Broome Budget and Financial Developments**

Ms. Tillotson gave the report for the Finance. Finance continues to forecast that there will be a 5.55% decrease in enrollment to budget. Corresponding with the decrease in revenue will be a decrease in payroll due to the corresponding section cuts. Therefore, still projecting a balanced budget for this year. Chair Paniccia wanted to clarify what that for every 1% decrease, there is approximately a \$300,000 decrease in budget? How can the college drop 6%, which should be \$1.8 million, but the college is only

down \$768,000.00. He is trying to understand if 1% is \$300,000 or \$150,000. Revenue fluctuations are based on enrollment, tuition and fees, in/out county students, and out of state with corresponding section cuts based on enrollment that drives a decrease in payroll. Ms. Tillotson will get the ratio. Trustee Serafini wanted to know when will the annual operating budget for the Carnegie be added to the budget? How and what is the College budgeting that amount with? Chair Paniccia would like to know with declining enrollment issues, what is the back-up plan if the enrollment numbers for these programs are not met? Dr. Drumm stated that there are already 33 students enrolled in the program. It is looking pretty good for enrollment in the program.

## **2.3 Reports for Board Information**

### **2.3.1 SUNY Broome Facilities Update**

Mr. Ligeikas gave his report to the Committee. The culinary project is about 47% complete with no additional change orders. Mr. Ligeikas reviewed the list of Executive Council approved on-campus capital projects that have been completed, current or proposed for 2018-2019. This is a listing prioritized by the deans and VPs, and Executive Council for facilities, academic and student affairs.

The college now has representation on the Broome County Safety board and will be working with BMTS and BC Public works department to see what types of funding may be available for the Van Winkle entrance. We may be looking at including VanWinkle and the campus loop road in the County Aid system which could increase the potential of highway funds. He is also meeting with the BC Transit Commissioner to discuss upgrading the bus stops on campus. Trustee Serafini inquired about the Calice Atrium reconstruction. Mr. Ligeikas stated good and they will be evaluating the cost estimates. Thank you for the recommendation.

Chair Paniccia questioned the amount of money estimated for the Campus projects. If enrollment is down, how can the college afford all this? We are told that 1% is equal to \$300,000, there is a 6% decline in enrollment but there is \$2.21 million in slush to get all these project done. D. Ligeikas did iterate that anything over the \$25,000-\$50,000 threshold would come before the board for approval. Most of these projects are deferred maintenance. Chair Paniccia wanted to know where is the money coming from? Dr. Drumm stated we always budget for things and in a low enrollment period, we would use some of these funds to balance the budget. Chair Paniccia would like to have a line item in the budget for deferred maintenance. J. Tillotson stated that the change in FTE results in a decrease in the number of classes, which lowers payroll which accounts for 90% of budget. A. Paniccia stated that leaves 10% to work with and out of this amount 2 million is deferred maintenance?

Chair Paniccia would like a line item of what the deferred maintenance budget has been for the last 3 years and what the deferred maintenance budget will be for the next 3 years so there is something to compare it to proposed spending. D. Ligeikas stated he likes to keep equipment until it is completely worn out so regular maintenance may not have been done. Chair Paniccia stated that the campus improvements are highly noticeable and thank you.

- 2.3.2** Personnel Report - routine.
- 2.3.3** Budget Transfers - standard
- 2.3.4** Grant Approvals - standard
- 2.3.5** Investment Report - standard

These reports were submitted to the committee for information.

**Trustee Akel made a motion to adjourn the meeting, and Trustee Barber seconded the motion, which was unanimously approved. The meeting adjourned at 9:19 a.m.**

***The next Finance and Facilities Committee Meeting is scheduled for March 26, 2018 at 9:00 a.m. in the Wales 107 Conference Room***