

SUNY BROOME COMMUNITY COLLEGE
Board of Trustees
Finance and Facilities Committee Official Minutes
January 17, 2018

COMMITTEE MEMBERS PRESENT:

Chairperson Anthony Paniccia, Orion Barber, Margaret Coffey

SUNY BROOME ADMINISTRATION PRESENT:

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

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

Trustee Paniccia complimented David Ligeikis on the plowing as the campus looked great.

1. ACTION ITEMS

1.1 RECOMMEND APPROVAL OF PAYROLL CERTIFICATION

Trustee Coffey moved that the Finance and Facilities Committee approves the filing of the College payroll for December 2017. Trustee Barber seconded the motion, and it was unanimously approved.

1.2 RECOMMEND APPROVAL OF PETTY CASH

Trustee Barber moved that the Finance and Facilities Committee approves the list of petty cash expenditures for December 2017 and direct reimbursement for the funds in the amounts designated. Trustee Coffey seconded the motion, and it was unanimously approved.

1.3 RECOMMEND APPROVAL OF REGIONAL COUNCIL CAPITAL FUND ADDITIONAL MONIES TO SUPPORT THE SUNY BROOME REVITALIZATION & WORKFORCE DEVELOPMENT/CARNEGIE LIBRARY PROJECT

Trustee Coffey moved that the Finance and Facilities Committee on behalf of the Board of Trustees approves acceptance of these monies for the period of January 1, 2016 to August 31, 2019 in the amount of \$3,297,200. This is in addition to a previous award of \$2,200,000. Empire State Development will cover up to \$5,497,200 of a \$19.8M total project cost. The balance of matching funds is anticipated from: Broome County Government Capital Plan 2015-2020, SUNY Capital Fund, Federal/State Tax Credits and/or private fundraising. Trustee Barber seconded the motion, and it was unanimously approved.

1.4 RECOMMEND APPROVAL OF THE PARTICIPATING INSTITUTION AGREEMENT (PIA) FROM SUNY FOR LICENSING BLACKBOARD LEARN BUNDLE AND BLACKBOARD ALLY

Trustee Barber moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the Participating Institutional Agreement (PIA) from the State University of New York (SUNY) for licensing of Blackboard Learn Bundle and Blackboard Ally for the period of December 22, 2017 to December 21, 2020 at a cost of \$126,808. Trustee Coffey seconded the motion, and it was unanimously approved.

1.5 RECOMMEND APPROVAL TO PURCHASE ARUBA HARDWARE, SOFTWARE AND IMPLEMENTATION SERVICES FROM VANDIS INC. TO UPGRADE THE COLLEGE'S WIRELESS INFRASTRUCTURE AND TO SUPPORT CULINARY EXTENSIONS

Trustee Coffey moved that the Finance and Facilities Committee recommends that the Board of Trustees approves purchasing Aruba hardware, software and implementation services from Vandis Inc. to upgrade the College's wireless infrastructure at a cost of \$83,850.70. Trustee Barber seconded the motion, and it was unanimously approved.

1.6 RECOMMEND APPROVAL TO PURCHASE HARDWARE, SOFTWARE AND IMPLEMENTATION SERVICES FROM SYSTEMS MANAGEMENT PLANNING INC. (SMP) TO UPGRADE THE COLLEGE'S SERVER, HARDWARE AND SOFTWARE AND TO SUPPORT CULINARY EXTENSIONS

Trustee Coffey moved that the Finance and Facilities Committee recommends that the Board of Trustees approves purchasing hardware, software and implementation services from Systems Management Planning Inc. (SMP) to upgrade the College's server, hardware and software and to support Culinary Extensions at a cost of \$292,127.27. Trustee Barber seconded the motion, and it was unanimously approved.

1.7 RECOMMEND APPROVAL TO PURCHASE ARUBA HARDWARE, SOFTWARE AND IMPLEMENTATION SERVICES FROM VANDIS INC. TO UPGRADE THE COLLEGE'S NETWORK INFRASTRUCTURE AND TO SUPPORT CULINARY EXTENSIONS

Trustee Coffey moved that the Finance and Facilities Committee recommends that the Board of Trustees approves purchasing Aruba hardware, software and implementation services from Vandis Inc. to upgrade the College's network infrastructure at a cost of \$62,099.15. Trustee Barber seconded the motion, and it was unanimously approved.

2. INFORMATION ITEMS

2.1 President's Report

Dr. Drumm gave his report to the committee.

We are in the middle of Winter term and enrollment is down slightly. We are using a different process, which I have briefly spoken to in the past, where we make a decision to run a section with a small number of students versus where we don't run a section with a small number of students. We are still working through a different process and on average we are cutting them off at a high number as previously our cut off was very low in the Winter term with just 6 or 7 students. We are trying to move up to the 10 to 13 range and when a class will run because each one has a personnel cost associated with it. When you run dozens of them with small numbers, it adds up very quickly. We are still working through that with the faculty and department chairs but nonetheless we did cut more sections for small numbers this year that we have not done in the past. The actual enrollment figure isn't necessarily reflective of the overall revenue vs. overall personnel costs in the new model.

Enrollment for Spring is running pretty much as it did in the Fall. We are better than most but not great. We are hovering in the -1% at this point which is where we were in the Fall until our Fast Forward Enrollments came in. Fast Forward is not going to be able to sustain us into the future. There are only so many high school students in the region for us to reach out to. As much as that has grown, most of that growth has happened; not that there is not opportunity for marginally more, but the big growth over the last several years is not going to be possible in the future.

We are working on all kinds of avenues and certainly through Michael's leadership, and the section management approach is one of those levers we are looking at, to have a sustainable approach to the budget given that we know our local demographics will be shrinking through the early '20s. Fast Forward at best can only grow marginally in the future. We continue to do better than most of our peers, but it is hovering basically. We are doing our best to maintain against an economic tide and a demographic tide in our approach across the board: faculty, department chairs, department heads, financial aid, registrar, student accounts really deserve kudos for all the work that has gone into maintaining our enrollment over these last few years when so many of our peers have shrunk dramatically. We are in much, much better shape than other colleges in the region and others across the state. Thanks to everyone who has been a part of that.

We will be going into negotiations this spring. He would like to have a very brief executive session after this meeting.

Trustee Paniccia asked about the Casino program after the news article. The president responded that he is meeting with Tioga Downs immediately after this meeting to meet with their head of public relations. The Tioga Down's person reached out after he saw the article and then Dr. Drumm comes back to an interview with Fox 40 to provide the facts that WBNG was not interested in.

Trustee Coffey asked if it is running right now? The president said that the casino program is on hiatus - there are only 2 students enrolled - while the program is being transformed to an online program. There was further discussion about the casino program. The president will have an update Thursday after he meets with Tioga Downs.

Francis discussed the section management they have been doing. They have raised the bar trying to get about 13 in a course depending on the requirements of the course. Each of those courses is looked at individually – it is not just wholesale. If there is a group that need that course for graduation, that course is going to run. Yesterday there was a program that had to run a course for 4 students because they all needed that course and it was the only one they could get through graduation. We look at them when needed, individually. There is a discussion with the faculty member and chair; chair and dean, and then if it is not handled at that point, it comes to his office. It is not just a wholesale cutting of sections whereby everything under 13 is cut, we look at it across the board.

2.2 SUNY Broome Budget and Financial Developments

Michael told the committee that the 2017-18 budget forecast is the same as it was last month. We are still predicting and forecasting a balanced budget by year end. The forecast should be updated next month as we will have solid spring enrollment numbers by that time.

Trustee Coffey said it was interesting that the charge to counties is half of what the county pays – half of what our sponsor pays – is that right? Michael confirmed that in terms of the gross dollar amount, \$4M vs. \$7.2 sponsor share.

Trustee Paniccia asked if we were touching the fund balance? Michael said we are not touching the fund balance at all. This year's budget does not have the use of any fund balance.

This report was submitted to the committee for information.

2.3 Reports for Board Information

2.3.1 SUNY Broome Facilities Update

David said that he would take the comment about the parking lots and the sidewalks back to the guys because they work hard and they would like to hear that. Trustee Paniccia said it was like night and day from the public roads; you could actually see the asphalt.

He outlined where they were with the Carnegie project. The plans are at the printer now and the legal notice will appear in the paper tomorrow and on Sunday as well. They can see the schedule they have laid out in the update report included in your Board packet. Bids will be opened on February 13th at the ice center.

The second paragraph notes how we are progressing with respect to parking, security and safety. We have met with the City of Binghamton officials, Binghamton Police Department, and Security Mutual. We plan on meeting with M&T to come up with a comprehensive plan in concert with all those entities to make sure wherever we do park our students and our staff, it is going to be a safe transport from Carnegie to wherever they are. These meetings and conversations will continue, and we are scheduled to meet again in the next week.

Trustee Paniccia asked if Lane has any concerns as they have been doing the budgeting, as the design is progressing that we would be over budget in any line items? Dave said he has been asking that same question, but we will have to see in three (3) weeks. He thinks we have a pretty good handle right now and are going to be right on target with our estimate and what we propose. Eric (from Lane) has not raised any red flags, and we are watching closely to what the total cost is going to be construction wise.

The Mechanical Building project is probably at the 50% completion stage right now. The next focus will be on the connector itself as not too much has been done on it, but you will see over the next month or two that a significant effort will be to get that enclosed and start the work on the connector. All the other bullets explain where we are at and what has been accomplished since the last meeting; the most notable is the roof trusses that were not there when we met last time.

He reviewed the rest of the update with the committee.

Trustee Paniccia asked about the \$200M to \$300M of projects that could potentially be on this campus; have they identified which projects are high priority over the next five (5) years? David responded that he has not as it was a list he provided to Dr. Drumm. He did not prioritize them, but he could very easily but he thinks the list was being used for another purpose. The President responded that they have not prioritized them yet other than the master planning process. Trustee Paniccia asked when were we going to turn the master plan into the facilities plan. The President said that the master plan is the facilities plan and that is when the priorities for facilities come out when we are done with the master plan. Trustee Paniccia said that we talked about that it was supposed to be done in the fall and now we are into the spring semester. David said that because Passero is doing the master plan and they were doing Carnegie and also Mechanical, he did not want to divert – and he talked to Dr. Drumm and Michael about this – their resources away from getting those two buildings to where we needed to get them prior to finalizing the master plan. They should be doing a presentation to the board either in February or March on the master plan, where it is right now and what our recommendations would be.

- 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 Coffey motioned to go into Executive Session at 9:22 a.m. to discuss negotiations and Trustee Barber seconded the motion.

Trustee Barber motioned to come out of Executive Session at 9:30 a.m. and Trustee Coffey seconded the motion.

Trustee Barber made a motion to adjourn the meeting, and Trustee Coffey seconded the motion, which was unanimously approved. The meeting adjourned at 9:31 a.m.

The next Finance and Facilities Committee Meeting is scheduled for Tuesday, February 20, 2018 at 9:00 a.m. in the Wales 107 Conference Room