

SUNY BROOME COMMUNITY COLLEGE
Board of Trustees
Finance and Facilities Committee Minutes
January 19, 2016

COMMITTEE MEMBERS PRESENT:

George Akel*, Nancy Labare, Anthony Paniccia, Nicholas Serafini

** Served as Chairperson in Chairperson Newman's absence*

TRUSTEES PRESENT:

Thomas Flynn, Trustee Akel asked if Thomas would serve on the committee today and responded yes

SUNY BROOME ADMINISTRATION PRESENT:

Dr. Drumm, Francis Battisti, Regina Losinger, Debra Morello, Lynn Fedorchak, Phil Testa, Jeanette Tillotson, Jesse Wells

Chairperson Akel 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 November and December 2015. Trustee Flynn 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 December 2015 and reimburse the funds in the amounts designated. Trustee Flynn seconded the motion, and it was unanimously approved.

1.3 RECOMMEND APPROVAL OF ENTREPREURIAL ASSISTANT PROGRAM GRANT

Trustee Flynn moved that the Finance and Facilities Committee approves the 2015-16 Entrepreneurial Assistant Program Grant on behalf of the Board of Trustees in the amount of \$88,000 for the period of June 1, 2015 to May 31, 2016. Empire State Development Corporation must be matched 100%, using a combination of cash and in-kind (at least 50% must be a cash match). Match requirement is met through salaries of SUNY Broome and Binghamton Local Development Corporation personnel, BCC room rental, cash and in-kind donations. Trustee Paniccia seconded the motion, and it was unanimously approved.

1.4 RECOMMEND APPROVAL OF RELEASE OF RETAINAGE TO SMITH SITE DEVELOPMENT, LLC FOR THEIR WORK ON THE PARKING LOT #1 REHABILITATION PROJECT

Trustee Flynn moved that the Finance and Facilities recommends that the Board of Trustees approves a release-of-retainage payment to Smith Site Development, LLC for their work on the Parking Lot #1 Rehabilitation Project in the amount of \$65,705.76. Trustee Paniccia seconded the motion, and it was unanimously approved.

1.5 RECOMMEND APPROVAL OF RELEASE-OF-RETAINAGE MATCO ELECTRIC CORPORATION FOR THEIR WORK ON THE HVAC RENOVATIONS FOR THE BUSINESS BUILDING PROJECT

Trustee Paniccia moved that the Finance and Facilities Committee recommends that the Board of Trustees approves a release-of-retainage payment to Matco Electric Corporation for their work on the HVAC Renovations for the Business Building Project in the amount of \$1,950.90. Trustee Flynn seconded the motion, and it was unanimously approved. Trustee Paniccia asked why the change orders were 30% of the job. Phil Testa said there were issues with the placement of some of the heating units that may have been the cause, but he would provide the details at Thursday's board meeting.

1.6 RECOMMEND APPROVAL TO AWARD THE CONTRACT FOR SOUNDLOK ROOMS TO WENGER FOR THE MUSIC SUITE RENOVATIONS PROJECT

Trustee Flynn moved that the Finance and Facilities Committee recommends that the Board of Trustees approves a contract with Wenger to provide SoundLok Rooms for the Music Suite Renovations Project in the amount of \$56,665. Trustee Paniccia seconded the motion, and it was unanimously approved.

2. INFORMATION ITEMS

2.1 President's Report

Trustee Akel let the committee know that Dr. Drumm gave a very nice presentation on the Economic Impact SUNY Broome has on Broome County and the surrounding region which is \$300 million dollars.

Dr. Drumm said that part of the impact we have is the additional purchasing power of our graduates. It is the economic multiplier effect of the increased spending power of our graduates along with the millions that go through the college directly.

Trustee Akel also said that he mentioned the \$84 million. Dr. Drumm said yes as we go forward with the Library and Mechanical we will have \$84 million in capital in the last 6 years.

When the weather gets better in March or April, he wants to do a tour of some of the new spaces. We have upgraded a lot of spaces over the summer and this academic year. A lot of work has been done to the Business Building in addition to the HVAC.

Enrollment is running okay. We have been ticking in the right direction for the last several weeks. As we hit crunch time, we contracted with a company – Ellucian – to provide a call center for us between 5 PM and 7 AM. We did that a couple of years ago with our growing distance learning market and to have that availability as all of the big distance learning universities in the nation have 24x7 coverage. We have also recently used them, which was part of the plan to get their eventually, for crunch time. This time of year, it is hard for us to answer all the calls that come in as we do not have enough people for Financial Aid and Registration. They back up in the voice mail; last year we had 500 in Financial Aid. It seems to be working out quite well. On to Phase II with Ellucian and so far so good. As we continue to grow our distance learning operation, it will be all the more important.

The designs are in for the Library – 3 floors. At our February meeting we will have the preliminary designs and preliminary estimates. They are in the process of doing that as we speak. He saw the preliminary floor plans last week and it is exciting to see that. It is still the number 1 questions that he gets – when are you going to start the Library.

Our housing is full again. We just hired a new Residence Hall Director. Debbie Morello said he is starting February 1st, and his name is Jarvis McCowin and he is from Grinnell, Iowa.

He will give the rest of his report at the Board meeting on Thursday.

2.2 SUNY Broome Budget and Financial Developments

Regina gave her report to the committee.

We are waiting to see what our spring enrollments are like, and we will have a better sense of that by Thursday.

She would like to focus on the kind of detail you are looking for this year in the monthly budget development update. We provided quite a bit more detail last year than in the past, and she would like to just confirm what that level is so we can come in with it. Trustee Akel said that she gives good detail in the written reports. Regina said the goal is to provide it ahead of time so they can have time to reflect on it ahead of time.

Trustee Paniccia asked where the college stands on the minimum wage increase. The reason he asked the question is that he has been a proponent of the minimum wage for students or youth who are in college or high school working at fast food chains, etc. Here we have an opportunity to be a leader in the industry by giving raises to union and non-union, including ESPA that actually supports families. I would be a proponent of having an executive session to discuss this to see how raising this ahead of the standard would be something that we should do as a college and look at where we would cut other places in the budget.

Dr. Drumm said that Regina sent everyone the numbers. Trustee Paniccia yes he sees them right here, but I don't know where if it is done at the college level or if that is done at the board level. Dr. Drumm responded that it would be at the board level.

Trustee Akel said that would be a discussion at the Board meeting on Thursday in Executive Session as there are a lot of issues, a lot of variables on that and there is no increase in funding. Trustee Serafini asked that it be sent to him and Regina said that she will resend the document after the meeting.

Regina said that there are 3 different areas – the first is our student workers and that is really our only non-union employees. The second piece is the grant-funded student workers. The third piece is our union employees who currently earn less than \$15 an hour and that is entirely one bargaining unit, ESPA, and half of them earn less than \$15 an hour. All the details are on the backup sheet.

Trustee Flynn asked if we were acting on this today and Dr. Drumm said no that they will go into Executive Session on Thursday.

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 Paniccia made a motion to adjourn the meeting, and Trustee Flynn seconded the motion which was unanimously approved. The meeting was adjourned at 9:47 a.m.

The next Finance and Facilities Committee Meeting is scheduled for Tuesday, February 16, 2015 at 8:00 a.m. in the Wales 107 Conference Room