

**SUNY BROOME COMMUNITY COLLEGE
Board of Trustees
Finance and Facilities Committee Minutes
October 11, 2016**

COMMITTEE MEMBERS PRESENT:

Chairperson Newman, Anthony Paniccia, Nicholas Serafini

SUNY BROOME ADMINISTRATION PRESENT:

Dr. Drumm, Dr. Battisti, Debra Morello, Michael J. Sullivan, Lynn Fedorchak, Jeanette Tillotson, Phil Testa

Chairperson Newman called the meeting to order at 8:00 a.m.

1. ACTION ITEMS

1.1 RECOMMEND APPROVAL OF PAYROLL CERTIFICATION

Trustee Serafini moved that the Finance and Facilities Committee approves the filing of the College payroll for September 2016. Trustee Paniccia seconded the motion, and it was unanimously approved.

1.2 RECOMMEND APPROVAL OF PETTY CASH

Trustee Serafini moved that the Finance and Facilities Committee approves expenditures from petty cash accounts for September 2016 and reimburse the funds in the amounts designated. Trustee Newman seconded the motion, and it was unanimously approved.

1.3 RECOMMEND APPROVAL OF SUNY GLOBAL FELLOWS PROGRAM – CENTER FOR COLLABORATIVE INTERNATIONAL ONLINE LEARNING (COIL) OPERATIONS COORDINATOR 2016-2017

Trustee Serafini moved that the Finance and Facilities Committee on behalf of the Board of Trustees approves SUNY Global Fellows Program – Center for Collaborative International Online Learning (COIL) Operations Coordinator 2016-2017 in the amount of \$60,000 salary plus \$28,550 fringe benefits (approximate) for the period of September 1, 2016 to August 31, 2017 with no required match. Trustee Paniccia seconded the motion, and it was unanimously approved.

1.4 RECOMMEND APPROVAL OF 2016-2017 EDUCATIONAL OPPORTUNITY PROGRAM (EOP) APPROPRIATION

Trustee Serafini moved that the Finance and Facilities Committee on behalf of the Board of Trustees approves the 2016-17 Educational Opportunity Program (EOP) Appropriation in the amount of \$84,000 for the period of September 1, 2016 to August 31, 2017 with a required match of a SUNY Broome-funded director who administers the program and provides guidance to EOP students. Trustee Newman seconded the motion, and it was unanimously approved.

1.5 RECOMMEND APPROVAL OF 2016-17 SUNY CHILD CARE APPROPRIATION

Trustee Serafini moved that the Finance and Facilities on behalf of the Board of Trustees approves the 2016-17 SUNY Child Care Appropriation in the amount of \$74,000 for the period of July 1, 2016 to June 30, 2017 with 35% matching funds to be met through tuition and fees received from parents. Trustee Paniccia seconded the motion, and it was unanimously approved.

1.6 RECOMMEND APPROVAL OF WRITE-OFFS OF STUDENT ACCOUNT RECEIVABLES

Trustee Serafini 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 \$1,070,549.00. Trustee Paniccia seconded the motion, and it was unanimously approved.

1.7 RECOMMEND APPROVAL OF EDUCATIONAL SERVICES TO THE COLLEGE OF STATEN ISLAND FOR STUDY ABROAD PROGRAMS

Trustee Serafini moved that the Finance and Facilities Committee recommends that the Board of Trustees approves Educational Services from the College of Staten Island for Study Abroad Programs in an amount not to exceed \$225,000. Trustee Paniccia seconded the motion, and it was unanimously approved.

1.8 RECOMMEND APPROVAL OF EDUCATIONAL SERVICES TO LORENZO DE MEDICI FOR STUDY ABROAD PROGRAMS

Trustee Paniccia moved that the Finance and Facilities Committee recommends that the Board of Trustees approves Educational Services from Lorenzo de Medici for Study Abroad Programs in an amount not to exceed \$50,000. Trustee Serafini seconded the motion, and it was unanimously approved.

1.9 RECOMMEND APPROVAL OF RESOLUTION FOR THE ADMINISTRATIVE GUILD LABOR AGREEMENT

Trustee Serafini moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution with the terms of the tentative labor agreement with the Administrative Guild Labor Agreement. Trustee Paniccia seconded the motion, and it was unanimously approved.

1.10 RECOMMEND APPROVAL OF RESOLUTION FOR ADMINISTRATIVE AND MANAGEMENT CONFIDENTIAL MINIMUMS, PROPOSED SALARIES, BENEFIT CHANGES, AND CHANGE IN HEALTH INSURANCE PREMIUMS

Trustee Serafini moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution for the Administrative and Management Confidential Minimums, Proposed Salaries, Benefit Changes, and Change in Health Insurance Premiums. Trustee Paniccia seconded the motion, and it was unanimously approved.

2. INFORMATION ITEMS

2.1 President's Report

Dr. Drumm said as of the last Fall, 2016 report, our enrollment was up. We will see what happens as we still won't know for another couple of weeks. He will give his President's report at Thursday's Board of Trustee meeting.

2.2 SUNY Broome Budget and Financial Developments

Michael gave his report to the committee. Year-end financial results for last year (2015-16) has improved about \$250,000 compared to the prior month's forecast due to very aggressively reducing expenses over the last few months. Expenses were below budget by about \$700,000 savings for the last forecast; expenses are forecasted to be approximately \$1,000,000 below budget which is a change of \$300,000.

On the revenue side, it declined by another \$50,000. Initially it was forecasted the fund balance appropriation would be about \$500,000; about \$350,000 more than the \$150,000 in the budget. The updated forecast reflects \$100,000 of fund balance is needed above the budgeted level of \$150,000.

Trustee Serafini asked if it still puts us in the 5% range. Michael responded 5.3% based on needing to use \$380,000 in the current year budget (2016-17). Efforts are underway to minimize or eliminate the use of fund balance for this year, which would result in an improvement of the fund balance by about $\frac{3}{4}$ of a percent or at a 6% level.

Trustee Serafini asked how much did we end up using originally when enrollment was up, and we were going to use some of the money to do capital improvements on the campus. Dr. Drumm said we used pretty much the whole \$400,000. There was a discussion regarding the amount of funds available for improvements. Phil said we had \$650,000 in the original budget, with an additional \$400,000 which was approved by Executive Council. Trustee Serafini asked what was the biggest project we used the \$400,000 for. Phil said we did 19 projects and he would have to review the list and prepare a breakdown of costs. Dr. Drumm inquired as to the cost of the Titchener lecture halls and Phil said they were close to \$100,000 for both halls and another \$45,000 on the lecture hall for Business 110; Financial Aid security walls were built for approximately \$15,000; and the Registrar's office security wall was another \$12,000 or \$13,000.

This report was submitted to the committee for information.

2.3 Reports for Board Information

2.3.1 SUNY Broome Facilities Update

The culinary design package was sent to SHPO and waiting for their approval. The Agency Building is beginning construction with a ground breaking ceremony on the 17th of October at 10:30 a.m. There is also information about the Controlled Environmental Agriculture (CEA) project. It is being worked on by Passero to prepare a preliminary capital budget, some renderings and a plot plan of how the building would lay out on a couple of potential sites on campus. Dr. Drumm said what we are trying to do is prepare information for submission to the County and the State for funding a couple of years in advance of construction. We are trying to solidify the rationale, market and financial feasibility for CEA at this point with Angelo (Mastrangelo) and George Siliaty as the project champions. It is pretty exciting stuff, and we'll see how big the project is going to be and determine what makes the most sense. It is a few years out, but we need to get SUNY and the County information about the CEA project.

- 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 Newman seconded the motion which was unanimously approved. The meeting adjourned at 8:25 a.m.

The next Finance and Facilities Committee Meeting is scheduled for Tuesday, December 13, 2016 in the Wales 107 Conference Room