

**SUNY BROOME COMMUNITY COLLEGE**  
**Board of Trustees**  
**Official Finance and Facilities Committee Minutes**  
**December 12, 2018, Wales 107 Conference Room**

**COMMITTEE MEMBERS PRESENT:**

Chairperson Anthony Paniccia, George Akel, Orion Barber, Margaret Coffey, Nick Serafini

**SUNY BROOME ADMINISTRATION PRESENT:**

Dr. Drumm, Dr. Battisti, 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 approves the filing of the College payroll for October and November 2018. 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 on behalf of the Board of Trustees approves the list of petty cash expenditures for October and November 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 THE 2017-2018 SUNY CHILD CARE APPROPRIATION**

Trustee Coffey moved that the Finance and Facilities Committee on behalf of the Board of Trustees approves acceptance of the 2017-2018 SUNY Child Care Appropriation for the period of July 1, 2018 to June 30, 2019 in the amount of \$75,000 with 35% matching funds to be met through tuition and fees received from parents. Trustee Barber seconded the motion, and it was unanimously approved.

**1.4 RECOMMEND APPROVAL OF RELEASE-OF-RETAINAGE TO PETCOSKY & SONS FOR THE CORE BUILDING REHAB PHASE I (CALICE MECHANICAL BUILDING) PROJECT**

Trustee Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approves a release-of-retainage payment to Petcosky & Sons for their work on the Core Building Rehab Phase I (Calice Mechanical Building) Project in the amount of \$26,437.70. Trustee Barber seconded the motion, and it was unanimously approved.

**1.5 RECOMMEND APPROVAL OF BID 2019-02 TO PURCHASE A DUMP TRUCK FROM CHENANGO SALES, INC.**

Trustee Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approves awarding Bid 2019-02 for the purchase of a dump truck with a snow plow and salt spreader to Chenango Sales, Inc. Trustee Barber seconded the motion, and it was unanimously approved with the condition that Vice President Sullivan negotiate the cost with Chenango Sales, Inc. not to exceed \$76,763.

**1.6 RECOMMEND APPROVAL OF CAMPUS CONSORTIUM (UNIFIED) RENEWAL – OPEN SUNY**

Trustee Barber moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the renewal with Campus Consortium (Unified) – Open SUNY for a 5-Year Term from 12/15/18 to 12/15/23 at a cost of \$234,895.36. Trustee Coffey seconded the motion, and it was unanimously approved.

**1.7 RECOMMEND APPROVAL OF INCREASING THE CONTRACT AMOUNT WITH ELLUCIAN COMPANY L.P. FOR ELLUCIAN STUDENT HELP DESK SERVICES**

Trustee Serafini moved that the Finance and Facilities Committee recommends that the Board of Trustees approves increasing the amount of the current contract with Ellucian Company L.P. for Ellucian Student Help Desk Services for the current term of June 1, 2016 to May 31, 2021, at an amount not to exceed \$450,000. Trustee Barber seconded the motion, and it was unanimously approved.

**1.8 RECOMMEND APPROVAL OF RESOLUTION FOR THE NEW POSITION DESCRIPTION FOR STUDENT RIGHTS AND RESPONSIBILITIES COORDINATOR**

Trustee Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the Resolution for the new position description for Student Rights and Responsibilities. Trustee Coffey seconded the motion, and it was unanimously approved.

**1.9 RECOMMEND APPROVAL OF A RESOLUTION FOR THE REVISED POSITION DESCRIPTION FOR ACCESSIBILITY SPECIALIST**

Trustee Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the Resolution for the revised position description for Accessibility Specialist. Trustee Barber seconded the motion, and it was unanimously approved.

**1.10 RECOMMEND APPROVAL OF A RESOLUTION FOR A NEW POSITION DESCRIPTION FOR DIRECTOR OF FACILITIES MANAGEMENT**

The Finance and Facilities Committee recommends that the Board of Trustees approves the Resolution for the new position description for the Director of Facilities Management.

Chairperson Paniccia asked for a motion and a second for both 1.10 and 1.11. Trustee Barber moved and Trustee Serafini seconded the motion, and they were unanimously approved.

**1.11 RECOMMEND APPROVAL OF A RESOLUTION FOR A NEW POSITION DESCRIPTION FOR THE ASSISTANT TO DIRECTOR OF FACILITIES MANAGEMENT FOR CAPITAL PROJECT DEVELOPMENT, SPACE UTILIZATION AND ENERGY MANAGEMENT**

The Finance and Facilities Committee recommends that the Board of Trustees approves the Resolution for the new position description for the Assistant to Director of Facilities Management for Capital Project Development, Space Utilization and Energy Management.

Chairperson Paniccia asked for a motion and a second for both 1.10 and 1.11. Trustee Barber moved and Trustee Serafini seconded the motion, and they were unanimously approved.

***Chairperson Paniccia told David Ligeikis that in the last six months, several board members have expressed that he has done an outstanding job and his work has been exemplary. On behalf of the Board, he thanked him for everything he has done. David said that he appreciated that and thank you very much.***

**1.12 RECOMMEND APPROVAL OF RESOLUTION FOR CANDIDATE FOR PROMOTION**

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

**1.13 RECOMMEND APPROVAL OF RESOLUTION FOR THE NEW POSITION DESCRIPTION FOR SENIOR ACCESSIBILITY SPECIALIST**

Trustee Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the Resolution for the revised position description for Senior Accessibility Specialist. 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.

Enrollment continues to be a challenge. Right now applications are down for Spring but we will see what happens in January. The number one responses are they are taking a full time job.

We are on track to find someone to succeed Francis and fill those critical shoes come the summer. There is no position on campus more important than the Chief Academic Officer. We have over 60 applicants which is great. He would not have guessed that we would have over 60 applicants for that job; he would guess somewhere in the 40 to 50 range and wouldn't have been surprised if it was only in the 30s the way those positions have been going. To have over 60 applicants is really encouraging. The first cut has been made and people will be brought in for the first interviews in January maybe into early February depending on the weather. Very encouraging on that front at this critical juncture.

Bittersweet news as you know that Lori (Lyon) and Patti (O'day) are leaving us at the end of next week. Patti is retiring; Lori is kind of, sort of moving to be near her grandson and no one can fault any grandmother for that type of move; it happens all the time. Sad to see both of them go. There will be a reception for them Friday afternoon from 1 p.m. to 3 p.m. in the Ice Center Events Room. Trustee Paniccia thanked both for their years.

### 2.2 SUNY Broome Budget and Financial Developments

Michael gave his report to the Committee.

In the packet is the budget forecast and the details are in the narrative. The report has been reformatted to show the two major terms, Fall/Winter and Spring/Summer. Fall is done and winter starts in about three (3) weeks but generally registration is pretty much done by this point in time.

Michael reviewed the budget forecast with the committee. He is very confident that we have a balanced budget through the first half of the year and notwithstanding Dr. Drumm's reference to Spring term enrollment looking even softer than Fall term, our forecast is for a balanced budget for this fiscal year (2018-19) at the present time.

This report was submitted to the committee for information.

***Chairperson Paniccia thanked Michael as several board members have also acknowledged what he has done over the last several years; and if it wasn't for him, we would be in a much worst position. He thanked him for his efforts and with the challenges he has had in this position, thus to move forward in a positive direction. Trustee Akel said good job . Michael responded ... thank you.***

## 2.3 Reports for Board Information

### 2.3.1 SUNY Broome Facilities Update

David gave his report to the Committee.

With respect to the Culinary and Events Center you can see the bullets and where we are at construction wise. In the most recent Faculty Association contract, one of the articles included a mandate that we provide a personal care room, at least to the best of our ability, in each of the buildings on campus. We are going to add a personal care room to the Culinary and Events Center. We already have two (2) other ones in place; one in Calice and one that was just created in the Natural Science Center. He is waiting for an estimate of the cost to do that. As you can see in the Facilities Report, the other work that is ongoing.

The Carnegie project is moving along well. Michael had asked him to report on the percent complete; we are about 32% complete and that is based on the pay apps (payment applications) through November. Coincidentally, that coincides with the contingency balance as well if we factor in the most recent change order for the plaster – we are at about 32% there as well. The two are very close, and he is not so sure that there needs to be a connection there. We will report on the percent complete each month from here on based on the pay apps.

Trustee Akel asked if we are on schedule? Dave responded yes as far as schedule goes. They meet every two (2) weeks to review project schedule with all the contracts. The temporary occupancy date is in October 2019; the final occupancy date is in November 2019 and those are held steadfast. We have had some conversations with Dr. Drumm as we are hoping to have some events scheduled for the building next December – a year from now – prior to the building opening formally in January 2020.

Trustee Paniccia said that when the bids came in, we were \$500K over budget. How does the overall budget compare to – I know you show there is \$890K left in contingency, but we were \$500K over on the bids. Can you give us a summary maybe by tomorrow evening, where we are for costs. Somehow that \$500K is still there and it was over budget from the bids compared to budget. Do we only have \$300K left in contingency or do we have the full \$800K left? Dave responded that we will report on that tomorrow night. Trustee Paniccia responded thank you.

Dr. Drumm let the committee know that Jesse made a report yesterday that we have been doing preliminary marketing for Carnegie since SUNY, the Department of Ed, and now Middle States – which has not blessed this program yet – that we are allowed to advertise now. The social media marketing campaign that was launched, has received the most hits of any social media marketing campaign we have ever run. We'll see if that materializes into boots on the ground, but it has received more hits than any other social marketing effort we have ever put out in the history of the college; encouraging so far.

Dave reviewed the rest of the report with the committee. He also reported that at the Culinary and Events Center, because there is going to be food handled, originally the plans had manual flush valves in all the restrooms. He is looking at the cost of automatic flush vales in both the urinals and the toilets to help maintain a more sanitary condition in that building. He will see what the cost is when that comes back, but that may ultimately be a change order that we want to process.

- 2.3.2 Personnel Report
- 2.3.3 Budget Transfers
- 2.3.4 Grant Approvals
- 2.3.5 Investment Report
- 2.3.6 Faculty Eligible for Initial II Appointment - Fall 2018

These reports were submitted to the committee for information.

***Dr. Drumm let the committee know that he was at the orchestra and choir performance last night. It was really a fantastic and moving performance. Going from our science fair in the spring to our symphony orchestra and choir – what a huge – choir we have this year. The whole performance was just fantastic. We are in a great business! Trustee Coffey asked if it was well attended and the president responded that it was very well attended and students were sitting on the floor. The Jazz Ensemble is Thursday after the Board meeting at 7:30 p.m.***

Trustee Serafini made a motion to adjourn the meeting, and Trustee Coffey seconded the motion, which was unanimously approved. The meeting adjourned at 9:29 a.m.

***The next Finance and Facilities Committee Meeting is scheduled for January 22, 2018 at 9:00 a.m. in the Wales 107 Conference Room***