

SUNY BROOME COMMUNITY COLLEGE
Board of Trustees
Official Finance and Facilities Committee Minutes
December 12, 2017, 8:00 a.m.

COMMITTEE MEMBERS PRESENT:

Marc Newman (Acting Chairperson), George Akel, Orion Barber, Margaret Coffey, Nicholas Serafini

SUNY BROOME ADMINISTRATION PRESENT:

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

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

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 October and November 2017. Trustee Akel seconded the motion, and it was unanimously approved.

1.2 RECOMMEND APPROVAL OF PETTY CASH

Trustee Coffey moved that the Finance and Facilities Committee approves the list of petty cash expenditures for October 2017 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 CONTROLLED ENVIRONMENT AGRICULTURE (CEA) PLANNING, MARKETING & FEASIBILITY STUDIES GRANT FUNDS

Trustee Akel moved that the Finance and Facilities Committee on behalf of the Board of Trustees approves acceptance of this grant for the period of January 1, 2018 to December 31, 2018 in the amount of up to \$100,000 with no required match. Trustee Coffey seconded the motion, and it was unanimously approved.

1.4 RECOMMEND APPROVAL OF ENTREPRENEURIAL ASSISTANT PROGRAM GRANT

Trustee Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approves acceptance of this grant in the amount of \$81,465 for the period of June 1, 2017 to May 31, 2018. 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 BCC and Binghamton Local Development Corporation personnel, BCC room rental, cash and in-kind donations. Trustee Coffey seconded the motion, and it was unanimously approved.

1.5 RECOMMEND APPROVAL OF AIRCRAFT MAINTENANCE AOS PROGRAM/PROJECT 38

Trustee Coffey moved that the Finance and Facilities Committee on behalf of the Board of Trustees approves acceptance of this grant for the period of December 1, 2017 to December 31, 2019 in the amount of \$106,000 with a required match of institutional resources at approximately \$145,000. Trustee Akel seconded the motion, and it was unanimously approved.

1.6 RECOMMEND APPROVAL OF BUSINESS INFORMATION TECHNOLOGY DEPARTMENT/ PROJECT 39

Trustee Akel moved that the Finance and Facilities Committee on behalf of the Board of Trustees approves acceptance of this grant for the period of December 1, 2017 to December 31, 2019 in the amount of \$180,000 with a required match of institutional resources at approximately \$45,110. Trustee Coffey seconded the motion, and it was unanimously approved.

1.7 RECOMMEND APPROVAL OF ACADEMIC PROGRAM IN FOOD SYSTEMS & PRODUCTION/PROJECT 41

Trustee Coffey moved that the Finance and Facilities Committee on behalf of the Board of Trustees approves acceptance of this grant for the period of December 1, 2017 to December 31, 2019 in the amount of \$416,000 with a required match of institutional resources at approximately \$109,000. Trustee Akel seconded the motion, and it was unanimously approved.

1.8 RECOMMEND APPROVAL OF IMPLEMENTING INTEGRATED PLANNING AND ADVISING (IPASS) INITIATIVE/PROJECT 42

Trustee Coffey moved that the Finance and Facilities Committee on behalf of the Board of Trustees approves acceptance of this grant for the period of December 1, 2017 to December 31, 2019 in the amount of \$235,000 with a required match of institutional resources at approximately \$101,000. Trustee Akel seconded the motion, and it was unanimously approved.

1.9 RECOMMEND APPROVAL OF ENTREPRENEUR IN RESIDENCE APPROACH/PROJECT 45

Trustee Akel moved that the Finance and Facilities Committee on behalf of the Board of Trustees approves acceptance of this grant for the period of December 1, 2017 to December 31, 2019 in the amount of \$345,800 with a required match of institutional resources at approximately \$195,200. Trustee Barber seconded the motion, and it was unanimously approved.

1.10 RECOMMEND APPROVAL OF PURCHASE FOR ANATOMAGE TABLE & DIGITAL LIBRARY FOR RADIOLOGIC TECHNOLOGY

Trustee Coffey moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the purchase of an Anatomage Table and Digital Library from Anatomage, Inc. for \$84,728. Trustee Barber seconded the motion, and it was unanimously approved.

1.11 RECOMMEND APPROVAL OF RESOLUTION FOR UNPAID LEAVE OF ABSENCE FOR HAZEL SMITH

Trustee Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution for unpaid leave of absence for Hazel Smith, Technical Assistant IA from October 18, 2017 to November 16, 2017. Trustee Barber seconded the motion, and it was unanimously approved.

1.12 RECOMMEND APPROVAL OF RESOLUTION FOR PARTIAL UNPAID LEAVE OF ABSENCE FOR COURTNEY O'HAGEN

Trustee Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution for a partial, unpaid (80%) (FMLA eligible) childrearing leave of absence to Courtney O'Hagen, Associate Professor, in the Psychology & Human Services Department from January 22, 2018 to May 22, 2018. Trustee Coffey seconded the motion, and it was unanimously approved.

1.13 RECOMMEND APPROVAL OF A RESOLUTION FOR THE REVISED POSITION DESCRIPTION FOR DIRECTOR OF SPONSORED PROGRAMS

Trustee Coffey moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution for the revised position description for Director of Sponsored Programs. Trustee Akel seconded the motion, and it was unanimously approved.

1.14 RECOMMEND APPROVAL OF PURCHASE OF COMPUTERS, MONITORS, AND PERIPHERALS FROM SENECA DATA DISTRIBUTORS, INC.

Trustee Coffey moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the purchase from Seneca Data Distributors, Inc. for computers, monitors, and peripherals for \$73,918. Trustee Akel seconded the motion, and it was unanimously approved.

2. INFORMATION ITEMS

2.1 President's Report

Dr. Drumm gave his report to the committee.

As you all know, with the recent announcement of Francis, our long-serving SUNY Broome professor and Vice President, we are in the process of discussing our options for how to succeed someone who is almost irreplaceable in the annals of SUNY Broome. He has taught almost everyone who has gone through here for the last 45 years and now 6 years in the VP position. We will talk more about that Thursday night in executive session along with a couple of other personnel items.

Enrollment for Spring is going along pretty much as planned; it's running pretty close to where we were in the fall.

We had to scramble, as we had a very short period of time to work through the grant awards; that is several grants thanks to Shelli (Cordisco) for seven (7) proposals. As you probably know, these proposals are a very short turn around to get them in. Once you get the notice for the RFP you only usually have a couple of weeks to get the proposals in and to have five (5) out of seven (7) awarded is really quite something.

He will give the rest of his report Thursday.

2.2 SUNY Broome Budget and Financial Developments

Michael summarized what he represented to the Board at the last couple of meetings. The first column of numbers are the unaudited financial results for 2016-17 that we were required to submit to SUNY no later than October 31st. We did have a balanced budget with a very slight net asset/net income of about \$123,000.

Our two primary financial objectives: balanced budget and discontinue the use of fund-balance as it is at the low range around 6%. He commended the entire team for their efforts to get the positive results the last year.

The first quarter forecast for this year (last column) we are projecting a balanced budget for this year. Payroll is a little higher than budgeted based on more sections being offered during the fall term. This is offset to the extent that on the revenue side we did not have better enrollment, but a better mix with out of county and out of state students as we get better rates for them. What we are forecasting conservatively based on our fall analytics is numbers that are pretty comparable to last year's actual.

In addition our forecast on the budget for the Excelsior Program was more optimistic than the reality, which was not near the participation level of what the governor thought. We saw a 4% participation in Excelsior. We already have about 70% of students eligible for 100% aid and these students wouldn't be eligible for Excelsior as these remaining 30% of students would be those that need gap funding. For Excelsior students tuition is frozen at last year's level. Because we only had 4% Excelsior student participation, the College received more revenue on the student tuition side.

The increase in revenue is forecasted at about \$450,000 more than budget and that offsets the variance in payroll. We are still very confident that we will have a balanced budget for the remainder of this fiscal year.

This report was submitted to the committee for information.

2.3 Reports for Board Information

2.3.1 SUNY Broome Facilities Update

Michael let the committee know that the College will be going today to the County Education Committee – the Finance Committee is on Thursday and the full legislature meets a week from Thursday – to present the Carnegie Culinary project, comparable to what was presented and approved by the Board in October. Total project costs are \$19.8 million, with in essence \$3 million by the county and the rest historic tax credits, new market tax credits, and Empire State Development Corporation grant funding. Dr. Drumm stated SUNY was another source of funding.

The College has had a couple of meetings with the County Executive's Office, and they were very enthusiastic about this project. There was further discussion with the committee about Carnegie Culinary.

David Ligeikis reviewed the Facilities Update with the committee.

- Carnegie Culinary Arts Project's management team has been meeting weekly with the architect Passero with the bottom-line intent of getting the plans done so that the College can go out to bid in the middle of January.
- This past Saturday the Mechanical Building roof trusses were placed and welded. If anyone wants a tour of the building, let him know as the building is starting to take shape. If you walked inside the building now, you would not recognize it from how it used to look. Just about all of the interior walls are up. The structure internally reflects at this stage what it is going to look like and what the functions are going to be. We have scheduled tours for faculty over the next couple of weeks at 11 a.m. during common hour on Thursdays. The first tour we had was well received.
- Facilities is focusing right now on the top-three priority needs on campus: the replacement of the Titchener Hall cooling tower frame and foundation, replacement of a boiler in the AT Building, and the repair/reconstruction of the Women's Locker Room in the Student Center. They are in the process of securing both design and construction quotes for those projects.
- He reviewed the change order logs for the Mechanical Building.

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 Barber made a motion to adjourn the meeting, and Trustee Akel seconded the motion, which was unanimously approved. The meeting adjourned at 8:20 a.m.

The next Finance and Facilities Committee Meeting is scheduled for Tuesday, January 16, 2018 at 8:00 a.m. in the Wales 107 Conference Room