

SUNY BROOME COMMUNITY COLLEGE
Board of Trustees
Official Finance and Facilities Committee Minutes
February 20, 2018

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 J. Sullivan, Jeanette Tillotson, David Ligeikis

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

1. ACTION ITEMS

1.1 RECOMMEND APPROVAL OF PAYROLL CERTIFICATION

Trustee Barber moved that the Finance and Facilities Committee approves the filing of the College payroll for January 2018. Trustee Akel seconded the motion, and it was unanimously approved.

1.2 RECOMMEND APPROVAL OF PETTY CASH

Trustee Akel moved that the Finance and Facilities Committee approves the list of petty cash expenditures for January 2018 and direct reimbursement for the funds in the amounts designated. Trustee Barber seconded the motion, and it was unanimously approved.

1.3 RECOMMEND APPROVAL OF RESOLUTION FOR NEW POSITION DESCRIPTION FOR THE ENVIRONMENTAL, HEALTH AND SAFETY COORDINATOR

Trustee Barber moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution for the new position description of Environmental, Health And Safety Coordinator. Trustee Akel seconded the motion, and it was unanimously approved.

1.4 RECOMMEND APPROVAL OF RESOLUTION FOR REVISED POSITION DESCRIPTION FOR THE ASSISTANT DIRECTOR OF SECURITY AND HEALTH

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

1.5 RECOMMEND APPROVAL OF RESOLUTION RECOMMENDING CANDIDATES FOR CONTINUING APPOINTMENT

Trustee Barber moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution for candidates for continuing appointment effective September 1, 2018. Trustee Serafini seconded the motion, and it was unanimously approved.

1.6 RECOMMEND APPROVAL OF RESOLUTION RECOMMENDING CANDIDATES FOR TERM APPOINTMENT

Trustee Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution for candidates for term appointment effective September 1, 2018. Trustee Serafini seconded the motion, and it was unanimously approved.

1.7 RECOMMEND APPROVAL TO AWARD PRIME CONTRACTS FOR BID #2018-05 FOR THE CARNEGIE DOWNTOWN CAMPUS PROJECT CONDITIONED UPON COMPLETION OF THE LEGAL DOCUMENTS AND DUE DILIGENCE REVIEW PROCESS FOR THE TAX CREDIT FINANCING TRANSACTION EXPECTED TO CLOSE BY MARCH 30, 2018

Trustee Paniccia summarized and noted the four bids were approximately \$500,000 over the estimated budget amount which results in the reduction of the construction contingency budgeted amount.

After discussion, Trustee Akel moved to take this action item to the full board on Thursday until further information can be given. Trustee Serafini seconded the motion. Michael provided the committee with a handout that showed the bid budget vs. actual bid for the construction costs for the project.

2. INFORMATION ITEMS

2.1 President's Report

Dr. Drumm gave his report to the committee.

Enrollment came in for Spring and we are pretty much right on budget. We would like it to be a little better than that but that is the way it goes. It is down a couple of points from last year, but that is what we budgeted in the end. We are right on target for that.

We continue to work on our section management; that is our biggest challenge now in getting through this year and as we look to potentially to negotiations if we can't do it at Labor Management. That is our biggest challenge. How many sections are we going to offer with how many students in them. He would like to have a brief executive session to update them on negotiations when we are done here, and we will have one Thursday night as well.

SUNY continues to push for the new funding formula which is basically the block grant additional money for high cost, high demand programs and additional money for highly challenged students, the most at risk students to mirror our EOP program. SUNY continues to push that, they are not backing off, but the SUNY Student Assembly has come out in favor of CUNY's \$250 per FTE ask. If we thought we could get \$250 per FTE, everybody would support it. Every year we ask for \$250, we get \$50. That kind of muddies the water. NYSUT, the faculty union, came out in favor of the \$250 per FTE ask that CUNY made. SUNY has not backed off. They continue to push for the new funding formula, He met with Donna (Lupardo) and Fred (Akshar) – they fully get it – they support the new funding formula especially for a college like ours with so many health and technical programs that are expensive.

What will happen in the legislature, we do not know. We usually don't start hearing things until about two weeks before the end of the budget. If it doesn't, then the Assembly and Senate will start throwing out per FTE numbers. SUNY is still holding its ground and the President's organization is holding its ground on the request for the new funding formula for SUNY community colleges. We will see where that goes.

2.2 SUNY Broome Budget and Financial Developments

Michael gave his report to the committee.

The forecast is through the end of January, and it is exactly the same as it has been for the last couple of months. We are continuing to forecast a balanced budget for the end of this fiscal year which is August 31, 2018.

Also another update is that the auditors will be at the Board meeting on Thursday to present the audit for the 2016-17 fiscal year. The first column on the report represents what the final numbers were which was a balanced budget with a very slight net assets of about \$123,000 with no use of fund balance.

This report was submitted to the committee for information.

2.3 Reports for Board Information

2.3.1 SUNY Broome Facilities Update

Dave Ligeikis went over the report with the committee.

Carnegie Culinary – We have already talked about Carnegie. The only two unknowns is they are going to talk to the city about closing off Congdon Place to give the contractors more room to work and also looking for office space for the contractors. There is nowhere to locate them at the site and they need a place to put trailers.

Trustee Paniccia asked that when we give the budget for Carnegie on Thursday – he sees other costs here, there's leasing an office building, there's going to be security concerns, there's going to be building issues – those all have to be identified. Dave said that we will include that number and any other ones that we need to.

Mechanical is moving along really well. You can see all the bullets of where we are at. The most important thing there is an awful lot of work is taking place on the connector atrium area.

The last number of projects listed are the projects that we have ongoing around campus. Trustee Serafini asked how we are making out with the parking with the City? Dave said that we continue to have discussions with Jared Kraham. At a minimum and assuming we are going to be at the Incubator, we are going to improve the lighting on that stretch of Myrtle and also ensure that our cameras cover that area. We have also had conversations with Security Mutual. They actually send someone out to the parking lot area anytime their employees go out there. He has talked to Joe O'Connor, our Public Safety Officer about potentially mirroring that same approach. Conversations continue to happen, and we are making good progress based upon what other businesses are doing in that area.

Trustee Paniccia asked if we had any blue lights from the Incubator to our building shown on the plans. Dave responded that they are not planned right now. Trustee Paniccia asked if we could put two (2) in. It is only 500 yards but we need to work with the City to get two (2) blue lights there for the students because they have to be able to run to something.

Trustee Serafini asked the President since all the publicity for the approval of Carnegie, is the first year still 67 student or has there been more inquiries? Dr. Drumm responded that it was not from inquiry, it was from market study. It wouldn't change as the capacity of the program is the capacity of the program for phasing it in. Trustee Serafini said that he thought the capacity was a lot more than 67. Dr. Drumm said that when we ultimately have Hospitality and Event Planning down there along with Culinary, it is going to be far more than that. At the very beginning as you are getting Culinary up and running, it could be because you are looking at 200 to 300 students once you have Hospitality and Event Planning Programs located there as well now that we have more classroom space with the new design.

- 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 Akel motioned to go into Executive Session at 9:27 a.m. to discuss negotiations and Trustee Barber seconded the motion. Michael and Francis were asked to stay.

Trustee Akel motioned to come out of Executive Session at 9:40 a.m. and Trustee Barber seconded the motion.

Trustee Akel made a motion to adjourn the meeting, and Trustee Barber seconded the motion, which was unanimously approved. The meeting adjourned at 9:42 a.m.

The next Finance and Facilities Committee Meeting is scheduled for Wednesday, March 14, 2018 at 9:00 a.m. in the Wales 107 Conference Room