

**SUNY BROOME COMMUNITY COLLEGE**  
**Board of Trustees**  
**Official Finance and Facilities Committee Minutes**  
**April 24, 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, 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 Akel moved that the Finance and Facilities Committee approves the filing of the College payroll for March 2018. Trustee Barber seconded the motion, and it was unanimously approved.

**1.2 RECOMMEND APPROVAL OF PETTY CASH**

Trustee Akel moved that the Finance and Facilities Committee on behalf of the Board of Trustees approves the list of petty cash expenditures for March 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 ARC PROJECT #NY-19157 – AIRCRAFT MAINTENANCE AOS DEGREE PROGRAM DEVELOPMENT**

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 May 1, 2018 to August 31, 2019 at a cost of \$150,000. Trustee Barber seconded the motion, and it was unanimously approved.

**1.4 RECOMMEND APPROVAL OF RESOLUTION FOR SABBATICAL LEAVES**

Trustee Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution and applications for sabbatical leaves. Trustee Barber seconded the motion, and it was unanimously approved.

**1.5 RECOMMEND APPROVAL OF RESOLUTION FOR NEW POSITION DESCRIPTION FOR THE SENIOR STAFF ASSISTANT – RESEARCH ANALYST**

Trustee Coffey moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution for the new position description of Senior Staff Assistant – Research Analyst. Trustee Barber seconded the motion, and it was unanimously approved.

**1.6 RECOMMEND APPROVAL TO PURCHASE ARUBA AND HPE HARDWARE FROM ASI SYSTEM INTEGRATION FOR THE CALICE/MECHANICAL BUILDING FOR THE CORE REHABILITATION PHASE I PROJECT**

Trustee Coffey moved that the Finance and Facilities Committee recommends that the Board of Trustees approves purchasing Aruba and HPE Hardware from ASI System Integration for the Calice/ Mechanical Building for the Core Rehabilitation Phase I Project at a cost of \$63,853.10. Trustee Barber seconded the motion, and it was unanimously approved.

**1.7 RECOMMEND APPROVAL TO PURCHASE EXTRON AUDIO VISUAL EQUIPMENT FROM SENSORY TECHNOLOGIES FOR THE CALICE/MECHANICAL BUILDING FOR THE CORE REHABILITATION PHASE I PROJECT**

Trustee Barber moved that the Finance and Facilities Committee recommends that the Board of Trustees approves purchasing Extron Audio Visual Equipment from Sensory Technologies Corporation for the Calice/Mechanical Building for the Core Rehabilitation Phase I Project at a cost of \$76,568.00. Trustee Coffey seconded the motion, and it was unanimously approved.

**1.8 RECOMMEND APPROVAL OF RFP #2018-06 TO AWARD A CONTRACT FOR PROFESSIONAL SERVICES FOR INSTALLATION OF THE AUDIO VISUAL SYSTEM TO SENSORY TECHNOLOGIES FOR THE CALICE/MECHANICAL BUILDING CORE REHABILITATION PHASE I CAPITAL PROJECT**

Trustee Barber moved that the Finance and Facilities Committee recommends that the Board of Trustees approves contracting with Sensory Technologies for professional services for installation of the Audio Visual System for the Calice/Mechanical Building Core Rehabilitation Phase I capital project in the amount of \$86,959.00. Trustee Coffey seconded the motion, and it was unanimously approved.

**1.9 RECOMMEND APPROVAL OF BID #2018-07 FOR BREWERY TURNKEY SYSTEM TO NORLAND INTERNATIONAL – AMERICAN BEER EQUIPMENT FOR THE CALICE/ MECHANICAL BUILDING CORE REHABILITATION PHASE I CAPITAL PROJECT**

Trustee Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approves contracting with Norland International – American Beer Equipment for a Brewery Turnkey System for the Calice/Mechanical Building Core Rehabilitation Phase I capital project in the amount of \$113,622.00 with the condition that it is reported to the Board how the finished product will be handled. 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.

Michael Sullivan is out of town due to a death in the family, and Jeanette will be reporting on the budget and finance update.

The new Dean of STEM will be starting in June and have had an interim dean in the past year, Ken (Mansfield) will be returning to the classroom in the fall.

He has asked Margherita Rossi and Bill Hollister to be co-chairs for the search for the Executive Vice President & Chief Academic Officer. He is still waiting to hear from other entities regarding their recommendation for the search committee before he puts the search committee together. We will be doing all the preliminary work between now and September to get the job description updated and the ad ready to go in the fall. We will be doing most of this virtually since a number of the faculty are not around in the summer.

We have begun registering for fall. So far it is going well but it is very early.

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

Trustee Orion asked if there are going to be student representation on that committee? The president responded yes.

**2.2 SUNY Broome Budget and Financial Developments**

Jeanette Tillotson on behalf of Michael Sullivan reported to the committee that we continue to forecast a balanced budget and 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

David Ligeikis presented the Facilities Update.

The closing for Carnegie should take place this week. Jeanette said they had a call yesterday and that everything is going to be dated for Friday.

There have been onsite meetings with the asbestos abatement contractor to preplan his work. They have met with the city again and have gotten commitments from the city to improve the crosswalk at Hawley and Myrtle to provide a safe crosswalk for the staff and students that will be walking over to the parking lot behind the Incubator. It was discussed to possibly mill and repave both Congdon Place and Myrtle as well to enhance that route. They are going to look at perhaps some streetscape funding through BMTS (Binghamton Metropolitan Transportation Study) next spring to further enhance that.

Trustee Paniccia asked if they received permission from the city to put in blue lights along that road? David responded that they did have that conversation. We think we are going to put one in the lower parking and on the backside of the incubator. They are also going to talk to the incubator staff about an additional camera on that backside as well. That is the one area that is the most concern to him. The rest of the route is pretty well lit from Congdon back up to Carnegie. It is also well traversed by Security Mutual staff as well.

The biggest item with Mechanical is the construction change order for the removal of the remaining 9"x9" asbestos tile that the F&F subcommittee approved – Marc Newman, Anthony and George Akel. The construction is moving along very well. They have started landscaping between Calice and Natural Science. Most of the focus is going to be on the connector over the last few months in getting that finished.

American Food and Vending is interested in putting some kind of coffee shop in the connector. We have had lots of conversations with them about the best location for that, the costs, the construction, etc. and Carol (Dr. Ross) has been involved in those conversations as well. The intent is to have some type of food service in that connector area for both faculty, staff and students.

Trustee Paniccia asked if we have an amount for the total cost as he is a board member of the FSA Board, and they received a request for \$25K to put towards this. Nobody has given us a construction budget, and he held his vote as there is not enough information.

David responded that they do not have that yet. They just got PJF (PJF Enterprises, Inc.) in last Friday to take a look at this to build a bar, to build the storage cabinet, and to build the closet for the mop sink. Once we receive this information, we will come back and report on those.

Trustee Paniccia asked do we know how long that will take? David said hopefully in the next week. Dr. Ross said that her goal with the FSA Board was first just to be ready and to be able to move as we are trying not to delay the building construction, that is why she asked Cheryl Smith to put it out to the board for the vote. There was further discussion on the coffee shop/food service in the connector.

Trustee Paniccia asked if we were on schedule for construction completion? David responded that we are; things are moving along really well.

David went over the rest of the report with the committee.

- 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.

### **New Business:**

Trustee Paniccia said that the Trustees received an invite to go to the retirement dinner; he has attended several times in the past. Based on a \$55 million budget, why is there a fee for our retirement dinner. After discussion the president responded that the event is paid for by FSA. Trustee Paniccia asked the full amount? The president said yes we do not have a whole lot of discretion with operating funds through the law and regulations. These events typically come out of FSA or Foundation. We could have someone bring a guest versus multiple guests would be reasonable. It was stated that we do pay for one guest of the honoree.

The president said that most foods that we purchase here are paid for out of FSA or Foundation. There are strict rules regarding what the college can pay for food. Trustee Coffey said that you cannot use the tax payers money to pay for your friends food. There was further conversation regarding this topic with the committee.

**Trustee Akel made a motion to adjourn the meeting, and Trustee Orion seconded the motion, which was unanimously approved. The meeting adjourned at 9:23 a.m.**

***The next Finance and Facilities Committee Meeting is scheduled for  
May 15, 2018 at 9:00 a.m. in the Wales 107 Conference Room***