

**SUNY BROOME COMMUNITY COLLEGE**  
**Board of Trustees**  
**Finance and Facilities Committee Minutes**  
**May 15, 2017 ~ W107 Conference Room**

**COMMITTEE MEMBERS PRESENT:**

Marc Newman, George Akel, Orion Barber, Anthony Paniccia, Nicholas Serafini

**SUNY BROOME ADMINISTRATION PRESENT:**

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

**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 April 2017. Trustee Akel seconded the motion, and it was unanimously approved.

**1.2 RECOMMEND APPROVAL OF PETTY CASH**

Trustee Paniccia moved that the Finance and Facilities Committee approves expenditures from petty cash accounts for April 2017 and reimburse the funds in the amounts designated. Trustee Serafini seconded the motion, and it was unanimously approved.

**1.3 Recommend Approval of Five-Year (2016-2021) Educational Opportunity Program (EOP) Grant**

Trustee Akel moved that the Finance and Facilities Committee on behalf of the Board of Trustees approves the five-year (2016-2021) Educational Opportunity Program (EOP) grant in the amount of \$840,438 for the period of September 1, 2016 to August 31, 2021. Trustee Barber seconded the motion, and it was unanimously approved.

#### **1.4 RECOMMEND APPROVAL OF AUDITING SERVICES**

Trustee Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the selection of the Bonadio Group to provide auditing services for the College for a minimum five (5) year period with three (3) one (1) year renewals upon mutual agreement. The minimum five (5) year period is for fiscal years ending August 31, 2017, 2018, 2019, 2020, and 2021 at a total cost of \$159,450 and forward the contract to the Broome County Legislature for final approval as is required under the terms of Plan "C". Trustee Paniccia seconded the motion, and it was unanimously approved.

#### **1.5 Recommend Approval of Resolution Not Recommending Candidate for Term Appointment**

Trustee Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution not recommending candidate for Term Appointment. Trustee Serafini seconded the motion, and it was unanimously approved.

#### **1.6 Recommend Approval of Resolution for Candidates for Promotion**

Trustee Barber moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution for candidates for promotion effective September 1, 2017. Trustee Serafini seconded the motion, and it was unanimously approved.

#### **1.7 Recommend Approval of Resolution for Unpaid Leave of Absence for Brian R. Kelly**

Trustee Paniccia moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution for an unpaid leave of absence for Brian R. Kelly, Maintenance Mechanic, from June 30, 2017 to June 29, 2018 to serve in a promotional appointment as a Plumber. Trustee Serafini seconded the motion, and it was unanimously approved.

#### **1.8 Recommend Approval of Resolution for Unpaid Leave of Absence for Venessa Rodriguez**

Trustee Barber moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution for an unpaid leave of absence for Venessa Rodriguez, Staff Associate, from May 2, 2017 to August 31, 2017 to serve in a temporary capacity as the Interim Director of Educational Opportunity Program. 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.

Tomorrow he will be attending the Chancellor's last president's meeting.

He received word from the New York Association of Community College Trustees (NYCCT) that both (Deborah) Glick (Assembly Member) and (Kenneth) LaValle (Senator) are on board to take a recommendation to change the community college funding formula. It is supposed to be into the legislature by December. He believes that there will be some outcomes measures in the formula and not just enrollment as that is the trend all across the country.

We had our annual retirement recognition banquet last Friday night. There were about 140 people that attended honoring our retirees (not all attended), but all the Chancellors award winners attended. It was a great event at Traditions, and it has become a nice tradition in my seven years at the college.

Every year we give out an annual Spirit Award to the person who most embodies the spirit of SUNY Broome. The number of people nominated was a very long list. Jeff Hatala, who works in our IT department is a terrific professional, person, and super upbeat guy, won the award.

We had a very nice report from our Achieving the Dream coaches. They did a final exit interview – three (3) visits this year and two (2) visits next year – and they were very pleased with the progress we have made in this first year of our retention and graduation efforts. They were very pleased with the reporting – the data, how it was collected and how it was received. They said in both cases it is the best they have seen. Between the two of them, they probably coach 40 colleges across the country.

### 2.2 SUNY Broome Budget and Financial Developments

Michael told the committee that the 2016-17 forecast report through nine months (as of May 31, 2017) is exactly the same as last month. We are still predicting a balanced budget and 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

Michael reported to the committee that the Mechanical Building went out to bid, and we expect bid submissions the very end of this month or early in June. We would expect to present recommendations at the next F&F meeting and the Board in June.

On the Carnegie project, we retained a historic tax consultant, the Heritage Consulting Group, to help facilitate appeal to the National Park Service (NPS). Heritage consultants toured the Carnegie building last week to get a physical presence of the building, reviewed the design specs, and met with the architect team, construction manager and college capital and finance staff. Heritage has strongly recommended that the college seriously considers two redesign options, especially relative to where the kitchen is going to be located on the first floor. From Heritage consultants assessment, this is the grand entrance to the building and to design all of the kitchen equipment and significant HVAC and duct work in the main entranceway, Heritage anticipates NPS will continue to have an objection to that design. Heritage Consulting Group is recommending and the college is designing and evaluating two (2) options: (1) to relocate the kitchen within the main Carnegie building and (2) to relocate the kitchen in the new addition in the rear.

The goal is for the college to resubmit to NPS, as an amendment to the College's revised Part 2 application which was submitted to NPS on April 24<sup>th</sup>. Heritage will take the lead in both communications and advocacy on the college's behalf with NPS. The timeframe to obtain approval by NPS would be in the middle to the end of June 2017. The college has provided all this information as updates to the investment banker group and the funding groups at the weekly conference call. The college is continuing to proceed with due diligence that is required for New Market Tax Credit (NMTC) and Historic Tax Credit (HTC) closing.

There was further discussion with the committee regarding this update on Carnegie. Michael stated that by next month the college should have a better understanding of the status of the Part 2 application with NCS, as well as the estimated cost of the project and the sources and uses. Trustee Akel asked that the Board be kept up-to-date with emails between now and next month.

- 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 Paniccia made a motion to adjourn the meeting, and Trustee Serafini seconded the motion which was unanimously approved. The meeting adjourned at 8:45 a.m.**

***The next Finance and Facilities Committee Meeting is scheduled for  
Tuesday, June 13, 2017 at 8:00 a.m. in the Wales 107 Conference Room***

/ljl

5/18/17 – Approved by the Board of Trustees