

SUNY BROOME COMMUNITY COLLEGE
Board of Trustees
Finance and Facilities Committee Minutes
June 13, 2017 ~ W107 Conference Room

COMMITTEE MEMBERS PRESENT:

Marc Newman, Orion Barber, Nicholas Serafini

SUNY BROOME ADMINISTRATION PRESENT:

Dr. Drumm, Dr. Battisti, 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 May 2017. Trustee Barber seconded the motion, and it was unanimously approved.

1.2 RECOMMEND APPROVAL OF FEDERAL COLLEGE WORK STUDY ALLOCATION INCENTIVE PAYMENT

Trustee Serafini moved that the Finance and Facilities Committee on behalf of the Board of Trustees approves the Federal College Work Study Allocation Incentive Payment in the amount of \$149,295 for the period of July 1, 2017 to June 30, 2018. A 25% cash match is required. Trustee Barber seconded the motion, and it was unanimously approved.

1.3 RECOMMEND APPROVAL OF RESOLUTION FOR NEW POSITION DESCRIPTION FOR SENIOR ASSOCIATE TO THE EVP/CAO (EXECUTIVE VICE PRESIDENT AND CHIEF ACADEMIC OFFICER)

Trustee Serafini moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution for the new position description for Senior Associate to the EVP/CAO. Trustee Barber seconded the motion, and it was unanimously approved.

1.4 RECOMMEND APPROVAL OF RESOLUTION FOR NEW POSITION DESCRIPTION FOR ASSOCIATE VICE PRESIDENT OF STUDENT DEVELOPMENT AND DEAN OF STUDENTS

Trustee Serafini moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution for the new position description for Associate Vice President of Student Development and Dean of Students. Trustee Barber seconded the motion, and it was unanimously approved.

1.5 RECOMMEND APPROVAL OF THE PARTICIPATING INSTITUTION AGREEMENT (PIA) FROM SUNY INFORMATION TECHNOLOGY EXCHANGE CENTER (ITEC) FOR BLACKBOARD LEARN HOSTING AND INTEGRATION SERVICES

Trustee Barber moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the Participating Institutional Agreement (PIA) for SUNY Information Technology Exchange Center's (ITEC) for Blackboard Learn Hosting and Integration Services for the college. Trustee Serafini seconded the motion, and it was unanimously approved.

Trustee Serafini asked if contracts were ever broken up to keep it under \$50,000 so that it is not brought to the Board for approval.

Dr. Drumm replied, not any more, we changed the policy. Sometimes you can't foresee, but if you can foresee that it could potentially go over the \$50,000 that's in the policy, we have to work to bundle it.

1.6 RECOMMEND APPROVAL TO AWARD PRIME CONTRACTS FOR BID #2017-09 FOR THE MECHANICAL BUILDING CORE REHABILITATION PHASE I PROJECT

Trustee Barber moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the low bids of the prime contractors for the Mechanical Building Core Rehabilitation Phase I Project. Trustee Serafini seconded the motion, and it was unanimously approved.

1.7 RECOMMEND APPROVAL OF RESOLUTIONS ADOPTING 2017-18 TUITION AND FEES, OPERATING BUDGET, SPONSOR SERVICES, AND FULL-TIME POSITIONS

Trustee Serafini moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolutions for the tuition and fees, operating budget, sponsor services, and full-time positions. Trustee Barber seconded the motion, and it was unanimously approved.

Discussion was held concerning Excelsior Scholarship Program.

Trustee Serafini remarked, you said free tuition was only going to be 3-5%.

Dr. Drumm replied that based on the early runs and early applications that is what we are guessing at this point. The test run was done and 10% (40 students) of that came out looking like they would probably qualify.

Mr. Sullivan stated that based on our analytics from last year about one-third would be eligible based on income guidelines from last year.

Dr. Drumm stated that only 35% are eligible and if you end up with only 10% of 35% in the first year, you're at 3.5% of the total calculation. There are 15,000 applications in to SUNY right now and we don't know how many of them are ours. We only know that the test batch that we ran of the 40 applicants; 10% of those looked like they were eligible at this point but we just don't know.

Mr. Sullivan added that the budget is more conservative in anticipating a higher percentage of Excelsior Scholarships. We've taken a third of the enrollment and applied this year's tuition and two-thirds to the next to the extent that the third ends up being 20%, then we'll have a 3.9% increase in tuition rate versus it otherwise been frozen.

1.8 RECOMMEND APPROVAL OF RESOLUTION FOR LEAD AGENCY AND NEGATIVE DECLARATION ON ENVIRONMENTAL IMPACT FOR THE MECHANICAL BUILDING PROJECT

Trustee Serafini moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution for Board of Trustees to take on the role of Lead Agency and make a Negative Declaration of environmental impact associated with the Mechanical Building Project. 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 is up for Fall, 2017 but it's early yet. We don't know if it is attributed to Excelsior Scholarship Program or not and we won't know until we see the demographics in the fall. What will be telling is when SUNY does the enrollment across all 64 institutions. Then we'll get a sense of if the demographics shifted across the state due to Excelsior and we'll get our own snapshot depending on the demographic makeup of whatever group of Excelsior Scholars we end up with.

We had good meetings with both the Broome County Economic Development, Education & Culture Committee and the Finance Committee. They both approved the 1% sponsor share increase.

Vice President Debbie Morello's last day is August 15th.

Dr. Drumm will be on vacation in Italy for two and a half weeks from June 19th to July 7th. He will be connected and reachable through email and text. Dr. Francis Battisti will be the officer in charge while he is away and Ms. Morello or Mr. Sullivan will be here to cover days that Dr. Battisti is not here.

2.2 SUNY Broome Budget and Financial Developments

This report was submitted to the committee for information.

Mr. Sullivan reported that the budget went to the Broome County Economic Development, Education & Culture Committee and the Finance Committee. The County Executive recommended a 1% sponsor share increase and both committees unanimously supported it.

We are forecasting a balanced 2016-17 budget with no use of fund balance.

2.3 Reports for Board Information

2.3.1 SUNY Broome Facilities Update

Mr. Sullivan reported that we have submitted an amendment to our Carnegie Part 2 application with the assistance of Heritage Consulting Group a week and a half ago. We anticipate a favorable determination by National Park Service by early July. In addition, we received a favorable determination by (ESD) Empire State Development Corporation; we are now looking at a mid-November closing. We have a conference call with them and the rest of the finance investment banking group to review the revised timeline and key milestones we need to address. The good news was that Empire State was initially saying you have until June 30th.

Chairperson Newman asked what ESD has to do with the New Market Tax Credits. Are they facilitating it?

Mr. Sullivan replied, yes.

Mr. Sullivan stated that at the last Board meeting the Board of Trustees would select a few of its' members to work with Mr. David Ligeikis and himself around the costs and rebidding process around the Carnegie to get the costs down as reasonably as possible.

Chairperson Newman stated that we'd like to go down this path first and understand it.

Mr. Sullivan distributed and discussed with the Committee on overview of the costs for the Carnegie Project.

Trustee Serafini stated that at the last meeting Mr. Sullivan's figure was at \$21-22 million dollars. Now we're down to \$18 million dollars, what is the difference.

Mr. Sullivan stated that \$18 million dollars was prior to the new expanded addition which is about \$2 million dollars.

Trustee Serafini asked if this includes the parking. You have to have a firm plan for parking before you go forward. You can't approve a \$20 million dollar project until you know exactly the availability of parking.

Mr. Sullivan replied that he's heard second hand that maybe \$1 million dollars by Security Mutual and \$1 million dollars by some other source. If we can get SUNY money as the 50% match, that's where the project might go to \$22 million dollars.

Discussion was held concerning parking costs, location, number of spaces and safety concerns and perception of safety in the area.

Trustee Serafini stated that you have to have a firm plan for parking before you go forward. You can't approve a \$20 million dollar project until you know exactly the availability of parking.

Chairperson Newman stated that this is a different project than what it was and they're going to do their best to value engineer this. I don't think we should over react at this point. I think we should let them do what they need to do and then we, as a Board will evaluate it at the proper time.

Trustee Serafini stated that we as a Board need to see something concrete in writing about the parking. He also voiced his concerns regarding the safety of the area which is a high crime section in the city.

Mr. Sullivan replied that if the county has money and Security Mutual has money perhaps we can fashion a deal where in essence we're optimizing Security Mutual and County funds by using SUNY money to craft a viable parking plan. It's not a component of the base project. We have to put something into SUNY by August, 2017, but it does not have to be detailed. Anything that can be capital and not part of the operating budget helps us. If we can acquire one time capital funding that can serve our interests rather than recurring operating costs over a lengthy period of time. We would have to send a supplemental application to SUNY and have Board approval and county approval. I don't think we would have to put money into it from a fundraising standpoint. We would leverage SUNY 50% with either Security Mutual, which would be eligible match, or if the county is going to put some money into it.

Trustee Serafini replied that he disagrees. I think the parking is an integral part and I think part of that is the perception of SUNY Broome going downtown into a \$20-22 million dollar building and it doesn't have safe parking. It can be a negative story for the College.

Mr. Sullivan replied that it would have to be done in two phases.

Dr. Drumm stated that the County Executive is putting together a group with Security Mutual which will include Mr. Sullivan or Dave Ligeikis to look at a partnership to do a parking ramp behind the building that would be a joint, county, College and Security Mutual parking ramp.

Chairperson Newman stated that in fairness to the College personnel that he thought we agreed to let them do their jobs. I think we should sit back and wait until they are ready to meet with us to present it. We have a project that we've made a public announcement on and I think at this point we shouldn't be talking about what ifs, we have to get the numbers.

This will be discussed further at Thursday's Board of Trustees meeting.

- 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 Serafini seconded the motion, which was unanimously approved. The meeting adjourned at 9:13 a.m.

The next Finance and Facilities Committee Meeting is scheduled for Tuesday, August 22, 2017 at 8:00 a.m. in the Wales 107 Conference Room

6/15/17 – Approved by the Board of Trustees