

SUNY BROOME COMMUNITY COLLEGE
Board of Trustees
Official Finance and Facilities Committee Minutes
June 19, 2018, Wales 107 Conference room

COMMITTEE MEMBERS PRESENT:

Chairperson Anthony Paniccia, Orion Barber, Margaret Coffey, Nick Serafini

SUNY BROOME ADMINISTRATION PRESENT:

Dr. Drumm, Dr. Ross, Michael Sullivan, David Ligeikis, Jesse Wells

Chairperson Paniccia called the meeting to order at 10:00 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 2018. Trustee Coffey seconded the motion, and it was unanimously approved.

1.2 RECOMMEND APPROVAL OF PETTY CASH

Trustee Coffey moved that the Finance and Facilities Committee on behalf of the Board of Trustees approves the list of petty cash expenditures for May 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 FEDERAL PERKINS IV GRANT FUNDS – 2018-2019

Trustee Coffey moved that the Finance and Facilities Committee on behalf of the Board of Trustees approves acceptance of the Federal College Work Study Allocation Incentive Payment for the period of July 1, 2018 to June 30, 2019 in the amount of \$183,919 with a 25% match required. Trustee Serafini seconded the motion, and it was unanimously approved.

1.4 RECOMMEND APPROVAL OF FUNDING FOR 2018 PRE-FRESHMAN SUMMER EDUCATIONAL OPPORTUNITY PROGRAM (EOP)

Trustee Barber moved that the Finance and Facilities Committee on behalf of the Board of Trustees approves acceptance of the Funding for 2018 Pre-Freshman Summer Educational Opportunity Program (EOP) for the period of June 11, 2018 to August 31, 2018 in the amount of \$32,000 with \$32,787 in institution and other match required to cover the total program cost of \$64,787. Trustee Coffey seconded the motion, and it was unanimously approved.

1.5 RECOMMEND APPROVAL OF RESOLUTION FOR REVISED POSITION DESCRIPTION FOR ASSISTANT CONTROLLER

Trustee Coffey moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution for the revised position description of Assistant Controller. Trustee Serafini seconded the motion, and it was unanimously approved.

1.6 RECOMMEND APPROVAL TO PURCHASE LAB SUPPLIES AND EQUIPMENT FROM W.W. GRAINGER, INC. FOR THE CALICE/ MECHANICAL BUILDING

Trustee Serafini moved that the Finance and Facilities Committee recommends that the Board of Trustees approves purchasing lab supplies and equipment from W. W. Grainger, Inc. for the Calice/Mechanical Building for the Core Rehabilitation Phase I Project at a cost of \$79,133.04. Trustee Coffey seconded the motion, and it was unanimously approved.

1.7 RECOMMEND APPROVAL TO PURCHASE COMPUTERS AND MONITORS FOR THE CALICE/MECHANICAL BUILDING FROM SENECA DATA

Trustee Coffey moved that the Finance and Facilities Committee recommends that the Board of Trustees approves purchasing computers and monitors from Seneca Data Distributors for the Calice/ Mechanical Building at a cost of \$72,320. Trustee Serafini seconded the motion, and it was unanimously approved.

1.8 RECOMMEND APPROVAL TO PURCHASE FURNITURE FROM HON COMPANY FOR THE CALICE/MECHANICAL BUILDING

Trustee Serafini moved that the Finance and Facilities Committee recommends that the Board of Trustees approves purchasing furniture from HON Company for the Calice/Mechanical Building at a cost of \$131,980.19. 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.

We had our annual President's lawn party Friday night. The weather was beautiful, it went very well and some new interest in donating to the Foundation as a result of party. It was a really great night. Thanks to his wife and son for all the gardening and lawn work; we all have all been doing for the last month to get ready.

Our new Dean of STEM started, Michelle Snyder. She came to the lawn party, as well as Amy Brandt, one of our other deans, and several other faculty and staff members as well. It is exciting to have our new STEM Dean on board.

We are still working on the FA contract. It is being typed up, and I had hoped to have it for this board meeting but it will have to go to the August board meeting. It will be before September 1, and it is the first time it has been done before the contract actually expired. He wanted to thank Michael, Jeanette and Larry for all of their work; and Francis for joining me at the table. There is going to be a big change now with retirements. Howard (Streby) will be the new FA president at the end of summer as Dave (Michalak) is retiring.

2.2 SUNY Broome Budget and Financial Developments

Michael gave his report to the Committee.

We continue to have a high degree of confidence based on the forecast that we will have a balanced budget through August 31st. Enrollments are holding stable for the summer; summer enrollment is pretty similar to last summer within an FTE of last summer's enrollments. The details are in the report.

Trustee Serafini asked why the money from the other counties was substantially more? Michael said that there were two significant changes: that the state did not enact the new methodology for chargeback that was discussed several years ago. In addition, SUNY coming off of that change that was enacted, which in essence said just let the legislation expires and not let it be implemented, also decided that they were not going to go back to the prior year and do a reconciliation of what the estimate of what your chargeback was going to be based on both your costs, as well as, the amount of enrollment for out-of-county residence versus in-county residence. Based on declining enrollment that would have been about a \$300K hit to us. When we develop a budget a year and a half ago, we were taking a pretty conservative position as to what was going to transpire with both of those areas.

This report was submitted to the committee for information.

2.3 Reports for Board Information

2.3.1 SUNY Broome Facilities Update

David gave his report to the Committee.

He told the committee that the approval for the furniture for inside Calice is through Syracuse Office, but we are using Upstate for the connector furniture. They are a local firm, in fact, the representative we have dealt with is a Broome graduate.

Carnegie is underway. Right now it is mainly exterior and interior demolition work that is ongoing. We attended a workshop last week for a potential project to upgrade the surrounding streets in that area. It is a federal program which is an 80/20 match, but we would need a sponsor. We would need the City of Binghamton to be the sponsor for us. He has been in communication with them to see if they would be willing to do that. They have already committed to upgrading that pathway over to the Incubator anyway, but this would further enhance the traveled route. What they are going to have to look at is the share for that is going to be more than what it would be if they just did the work on their own. We are having that conversation with them, but it is a transportation program funded by the federal government and through the state and it is to enhance streets

Trustee Paniccia asked if 80% is paid by the feds and 20% by the municipality, and David said correct. Trustee Serafini asked more lighting? David responded: lighting, benches, streetscapes, and those type of items. Hopefully Congdon and then Myrtle would be part of that plan and extend over to the Incubator. We had one of our reps from our Grants office attend the workshop last week, we know what the application consists of, and we just have to get the City on board. If not, they have already committed to upgrading those two routes anyway; but probably not to the extent that this program would allow.

Trustee Coffey asked what would be the downside for them if they just cannot find the money. David said more money yes. One of the criteria is that if it is in historical area or it accents/supplements an historical site, which this is, so that is an argument we can use. The access route would be serving that historical site. This would be one of the features that would lend to the credibility, strength of the application. He will keep the committee updated.

Trustee Paniccia asked if we have a revised schedule of when the project is going to be completed; did we lose a semester or did we lose two semesters? David said one semester. Trustee Paniccia asked if we would start in January. David: Correct. The target completion date is September 30, 2019. Trustee Serafini asked if anything going over what is anticipated? David asked dollar wise – no? We have had a couple of very small change orders, but they mainly were on the asbestos abatement side. Trustee Serafini: that is all done right? David said they have left.

Mainly the work that is ongoing is just demolition and you can see interior and exterior both.

Mechanical Building is still on target right now for a July 20th substantial completion date. The two outstanding items now are the elevator installation, which we think is going to be delivered within the next week or so; and the terrazzo floor installation which takes some time to set up and then polish it. The elevator is a certificate of occupancy issue but the floor is not.

Trustee Paniccia asked if the schedule shows commissioning; a lot of buildings don't do commissioning after buildings are about to be turned over. David responded yes and he will keep them updated on the substantial completion date.

Trustee Paniccia asked if we have a date for the grand opening. The President said we are waiting to hear from the Chancellor as we would like to have her there. The committee will be updated when a date is chosen.

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.

David discussed with the committee the potential for having work done on the roadway that loops the campus. Currently there is a \$35K cap for public works. The County has contracts in place that have already been bid out for paving, materials, milling, etc. We could piggyback on those contracts if we would like to, but the work would extend beyond the \$35K limit which (per General Municipal Law 103) requires going out to bid.

David brought this up as a point of information and will keep the committee posted. He was hoping to get the work done before the end of the summer which we could do if we can get some flexibility due to the dollar amount. Trustee Paniccia said if after checking with Bob Behnke you get the flexibility needed, have Michael write an email to the executive committee so they could approve it and send it to the Board for approval then you don't have to wait for the next meeting to occur. We do not have a meeting until August 21st. If you could have the answer by Thursday, we could vote on it Thursday or at least concept and we will vote on the concept. The president said you can vote on a general policy that would cover what would be needed.

Trustee Serafini made a motion to adjourn the meeting, and Trustee Coffey seconded the motion, which was unanimously approved. The meeting adjourned at 10:24 a.m.

***The next Finance and Facilities Committee Meeting is scheduled for
August 21, 2018 at 9:00 a.m. in the Wales 107 Conference Room***