

SUNY BROOME COMMUNITY COLLEGE
Board of Trustees
Official Finance and Facilities Committee Minutes
August 21, 2018, Wales 107 Conference room

COMMITTEE MEMBERS PRESENT:

Chairperson Anthony Paniccia, George Akel, Orion Barber, Margaret Coffey

SUNY BROOME ADMINISTRATION PRESENT:

Dr. Drumm, Dr. Battisti, Dr. Ross, Michael Sullivan, Lynn Fedorchak, David Ligeikis, Jeanette Tillotson, 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 June 2018. Trustee Barber 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 June 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 THE DEPARTMENT OF SOCIAL SERVICES TRAINING GRANT 2018-2019

Trustee Akel moved that the Finance and Facilities Committee on behalf of the Board of Trustees approves acceptance of the Department of Social Services Training Grant 2018-2019 for the period of August 1, 2018 to July 31, 2019 in the amount of \$75,000 of which \$52,500 (70%) to be reimbursed to SUNY Broome. There is a required match of \$22,500 (30%) of the total grant amount to be contributed as cost share. Trustee Barber seconded the motion, and it was unanimously approved.

1.4 RECOMMEND APPROVAL OF THE PARTICIPATING INSTITUTION AGREEMENT (PIA) FROM SUNY FOR TECHNOLUTIONS FOR ITS CONSTITUENT RELATIONSHIP MANAGEMENT (CRM) SOLUTION, SLATE

Trustee Coffey moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the Participating Institutional Agreement (PIA) from the State University of New York (SUNY) for Technolutions for its Constituent Relationship Management (CRM) solution, Slate for a term of three (3) years from July 17, 2018 to July 18, 2021 with an optional two (2) year renewal at a total cost of \$188,994.75. Trustee Barber seconded the motion, and it was unanimously approved.

1.5 RECOMMEND APPROVAL OF RESOLUTION FOR NEW POSITION DESCRIPTION AND TITLE CHANGE FOR ACCESSIBILITY SPECIALIST

Trustee Coffey moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution for the new position description and title change for Accessibility Specialist. Trustee Barber seconded the motion, and it was unanimously approved.

1.6 RECOMMEND APPROVAL OF A RESOLUTION FOR THE CANDIDATE FOR PROMOTION

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

1.7 RECOMMEND APPROVAL TO PURCHASE A 2016 JOHN DEERE 444K LOADER WITH ACCESSORIES FROM FIVE STAR EQUIPMENT, INC.

Trustee Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approves purchasing a 2016 John Deere 444K Loader with a 2018 paladin snow pusher, snow blade, 60x60 forks, chains and an 8 ft. boom from Five Star Equipment, Inc. at a cost of \$157,650.13. Trustee Barber seconded the motion, and it was unanimously approved.

1.8 RECOMMEND APPROVAL OF A BUDGET TRANSFER FOR THE PURCHASE OF A 2016 JOHN DEERE 444K LOADER WITH ACCESSORIES FROM FIVE STAR EQUIPMENT, INC.

Trustee Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approves a budget transfer up to \$160,000 for the cost of a 2016 John Deere 444k Loader with Accessories for campus. Trustee Coffey seconded the motion, and it was unanimously approved.

1.9 RECOMMEND APPROVAL OF THE RESOLUTION FOR THE FACULTY ASSOCIATION LABOR AGREEMENT

Trustee Barber moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution for the tentative labor agreement with the Faculty Association. Trustee Akel seconded the motion, and it was unanimously approved.

1.10 RECOMMEND APPROVAL OF RESOLUTION FOR THE ADMINISTRATIVE GUILD LABOR AGREEMENT

Trustee Coffey moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution with the terms of the tentative labor agreement with the Administrative Guild. Trustee Barber seconded the motion, and it was unanimously approved.

1.11 RECOMMEND APPROVAL OF RESOLUTION FOR THE COMPENSATION AND BENEFITS FOR NON-REPRESENTED MANAGEMENT CONFIDENTIAL AND ADMINISTRATION EMPLOYEES

Trustee Coffey moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution for the compensation and benefits for non-represented Management Confidential and Administration employees. 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.

Our construction projects are moving along. One is wrapping up and we are moving in soon to the Calice Advanced Manufacturing Center – that's exciting. We planted grass on the quad a couple of weeks ago. Things continue to go on pace at Carnegie. We had a couple of inquiries at the Dick's tournament from our neighbors wondering what happened to the activity at the library – that's how quiet it has been for our neighbors.

He couldn't be more excited about any building he has ever opened, and he has opened or built a fair number of them in his 15 years as a president as you saw in his annual report. This really represents a transformation in the College's future both in ag space and alternative energy space. It is going to be such a whole new dynamic for the institution going forward. More on that as we head to the grand opening in October.

The enrollment across the state is really tanking and ours in the last month really dropped off the table. We are down about 8% below budget right now. We were 5% down and in the last month it dropped down. It isn't that the students are not there, they are not showing up to pay for one reason or another, or they are not finishing their financial aid. We will see how many of them do this week; that number will improve some this week. It is not going to improve 8%.

This is where I give Michael and FA leadership tremendous credit; what I would call the elegance of the approach to section management that is now in the contract. The lion's share of that should manage itself through section management and hitting targets that we have in the contract rather than having to dig through one section at a time. This will be extremely helpful in taking care of the biggest chunk of that when all is said and done. The rest will be belt tightening. Everybody we talked to is down double digits so far. As an example, we are waiting on 50 criminal justice police science students who are signed up but have not paid. Whether they have been recruited because there is a shortage of police and at this point they are going to go straight into training and onto the force; some of them will show but not all 50. That is a lot of students; that is more than a percentage point of enrollment in itself. That dynamic is happening across the board with the labor economy. Dr. Drumm discussed further the enrollment, demographic shift of students, and the impact Excelsior is having on community colleges.

He will have more information on enrollment at Thursday's board meeting.

2.2 SUNY Broome Budget and Financial Developments

Michael gave his report to the Committee.

The budget forecast is for the current fiscal year which ends in ten days (August 31st). We are still forecasting a balanced budget. We may end up with a very, very slight surplus. It might be a little early to tell but maybe up to one percent (1%). This forecast is the same forecast that we provided to the Board at the last meeting in June with one (1) month left of financial accounting reporting. We have a high degree of confidence that we will have a balanced budget for this current year.

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.

As Dr. Drumm indicated the primary piece of information is that we got the Certificate of Occupancy for the Mechanical Building that he is holding in his hand. There is one proviso for this, as we have one hand rail that needs to be secured. Gene Hulbert who does the inspections, is going to come back

this morning to re-review that. He wanted the committee to know that when Gene did his inspection last week, he told David that it was one of the easiest inspections that he has done from the standpoint of code and completion; furthermore, anything that was not in compliance we followed up on that same day while he was still here and was able to get anything he saw corrected in that same day. He had some very kind words for everyone involved in the project with respect to the standing of the building.

The furniture is being delivered today for faculty; tomorrow for classrooms. Faculty will move back in tomorrow and as Dr. Drumm said we have a grand opening scheduled for October.

One last point with respect to Calice – the connector, in his mind is really going to evolve into a primary gathering space for the campus and almost a focal point for campus. In retrospect, it was a good decision to do that.

He reviewed the updates in the report for Carnegie, and went over the rest of the report with the committee. They got a lot done since the last time they met; a lot of improvements including the BC Center, the Business Building, the Ice Center and across the campus in general.

Chairperson Paniccia thanked David on behalf of the committee for his efforts; it is great to hear that report and good collaboration with the contractors.

- 2.3.2** Personnel Report
- 2.3.3** Budget Transfers
- 2.3.4** Grant Approvals
- 2.3.5** Investment Report
- 2.3.6** Faculty Eligible for Initial II Appointment – Fall 2018

These reports were submitted to the committee for information.

- 2.4** Proposed Schedule of Finance and Facilities Committee Meetings and Board of Trustees Meetings for 2018-2019

Trustee Akel made a motion to adjourn the meeting, and Trustee Barber seconded the motion, which was unanimously approved. The meeting adjourned at 9:22 a.m.

The next Finance and Facilities Committee Meeting is scheduled for September 18, 2018 at 9:00 a.m. in the Wales 107 Conference Room