

**SUNY BROOME COMMUNITY COLLEGE**  
**Board of Trustees**  
**Official Finance and Facilities Committee Minutes**  
**September 21, 2017, 8:00 a.m.**

**COMMITTEE MEMBERS PRESENT:**

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

**SUNY BROOME ADMINISTRATION PRESENT:**

Dr. Drumm, Dr. Battisti, Dr. Ross, Michael J. Sullivan, Lynn Fedorchak,  
Jeanette Tillotson, Jesse Wells

**Chairperson Newman called the meeting to order at 8:01 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 August 2017. Trustee Paniccia seconded the motion, and it was unanimously approved.

**1.2 RECOMMEND APPROVAL OF PETTY CASH**

Trustee Serafini moved that the Finance and Facilities Committee approves the list of petty cash expenditures for August 2017 and direct reimbursement for the funds in the amounts designated. Trustee Akel seconded the motion, and it was unanimously approved.

**1.3 RECOMMEND APPROVAL OF DEPARTMENT OF SOCIAL SERVICES TRAINING GRANT 2017-2018**

Trustee Akel moved that the Finance and Facilities Committee on behalf of the Board of Trustees approves the acceptance of this grant in the amount of \$75,000 of which \$52,500 (70%) to be reimbursed to SUNY Broome for the period of August 1, 2017 to July 31, 2018. A required match of \$22,500 (30%) of total grant amount to be contributed as cost share. Trustee Barber seconded the motion, and it was unanimously approved.

**1.4 RECOMMEND APPROVAL OF A RESOLUTION FOR NEW POSITION DESCRIPTION FOR SENIOR LEARNING SPECIALIST**

Trustee Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution for the new position description for Senior Learning Specialist. Trustee Serafini seconded the motion, and the motion carried with a vote of 4-0 with one trustee abstaining.

**1.5 RECOMMEND APPROVAL TO AMEND THE CONTRACT BETWEEN SUNY BROOME COMMUNITY COLLEGE AND PASSERO ASSOCIATES FOR PROFESSIONAL ARCHITECTURAL SERVICES FOR CARNEGIE LIBRARY**

This action item was discussed at length. The committee agreed to defer the action item and take to the full Board of Trustees meeting for discussion. It was decided that Trustee Paniccia and Michael would meet to discuss what questions there may be for Passero Associates in order that they can be fully equipped with the questions they are going to be asked and have the answers for the Board in the interest of time.

**2. INFORMATION ITEMS**

**2.1 President's Report**

Dr. Drumm gave his report to the committee.

Our enrollment continues to be very strong. They had excellent discussions at his SUNY President's meeting the last three days around many things including the funding formula.

We had two very nice recognitions recently. The state did an entire Title IX review and we achieved the highest level with no dings at all; there were three levels. Great work on the part of Scott (Schuhert) and his crew.

Our Financial Aid Office, particularly our Director Laura Hodel, was lauded by HESC (Higher Education Services Corporation) for our work on Excelsior Scholarship and being able to keep up with it when so many other schools got so far behind.

He will give the rest of his report tonight.

## **2.2 SUNY Broome Budget and Financial Developments**

Michael let the committee know the forecast still is a balanced budget for last year, and the College is not expected to use fund balance to balance the 2016-17 Budget.

Trustee Akel congratulated Michael on a balanced budget.

Trustee Serafini asked about the Culinary Programs in Syracuse and Buffalo that are going down? There was further discussion about this. Trustee Paniccia had articles related to this discussion and other programs that are closing. The committee members asked for copies of these articles.

This report was submitted to the committee for information.

## **2.3 Reports for Board Information**

**2.3.1** SUNY Broome Facilities Update

**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 Orion made a motion to adjourn the meeting, and Trustee Serafini seconded the motion, which was unanimously approved. The meeting adjourned at 8:28 a.m.**

***The next Finance and Facilities Committee Meeting is scheduled for  
Tuesday, October 17, 2017 at 8:00 a.m. in the Wales 107 Conference Room***

*10/16/17 – Approved by the Board of Trustees*