

SUNY BROOME COMMUNITY COLLEGE
Board of Trustees
Finance and Facilities Committee
December 3, 2013

COMMITTEE MEMBERS PRESENT:

Chairperson Margaret Coffey, George Akel, Anthony Paniccia

TRUSTEES PRESENT:

Nancy LaBare, Aishia Mortenson

SUNY BROOME ADMINISTRATION PRESENT:

Dr. Drumm, Francis Battisti, Regina Losinger (called into the meeting), Debra Morello, Lynn Fedorchak, Jeanette Tillotson, Phillip Testa, Jesse Wells,

Chairperson Coffey called the meeting to order at 9:31 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 October 2013. Trustee Paniccia 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 October 2013 and reimburse the funds in the amounts designated. Trustee Akel seconded the motion, and it was unanimously approved.

1.3 RECOMMEND APPROVAL OF NYSERDA NEW CONSTRUCTION PROGRAM INCENTIVE PAYMENT

Trustee Paniccia moved that the Finance and Facilities Committee approves acceptance of this incentive payment on behalf of the Board of Trustees in the amount of \$178,527 from September 6, 1999 to December 31, 2013. Trustee Akel seconded the motion, and it was unanimously approved.

1.4 RECOMMEND APPROVAL OF RESOLUTION REVISING ADOPTED RESOLUTIONS NO. 1276 AND NO. 1290 FOR THE 2013-14 SUNY BROOME COMMUNITY COLLEGE TUITION AND FEES

Trustee Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution revising adopted Resolutions No. 1276 and No. 1290 for the 2013-14 SUNY Broome Community College Tuition and Fees with a stipulation that Board of Trustees is provided a report of how many students are using campus Student Health Services in a year. Trustee Paniccia seconded the motion, and it was unanimously approved.

1.5 RECOMMEND APPROVAL OF FINAL PAYMENT INCLUDING RELEASE-OF-RETAINAGE TO LECHASE CONSTRUCTION SERVICES, LLC FOR THEIR CONSTRUCTION MANAGEMENT WORK ON THE NATURAL SCIENCE CENTER

Trustee Paniccia moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the final payment to include release-of-retainage to LeChase Construction Services, LLC for their Construction Management Work on the Natural Science Center in the amount of \$27,200. Trustee Akel seconded the motion, and it was unanimously approved.

1.6 RECOMMEND APPROVAL OF FINAL PAYMENT TO INCLUDE RELEASE-OF-RETAINAGE TO FAHS CONSTRUCTION GROUP FOR THEIR WORK ON THE NATURAL SCIENCE CENTER PROJECT

Trustee Paniccia moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the final payment to include release-of-retainage to Fahs Construction Group for their work on the Natural Science Center Project in the amount of \$481,866.95. Trustee Akel seconded the motion, and it was unanimously approved.

1.7 RECOMMEND APPROVAL OF FINAL PAYMENT TO INCLUDE RELEASE-OF-RETAINAGE WITH A CONTINGENCY TO PICCIRILLI-SLAVIK AND VINCENT PLUMBING AND HEATING INC. FOR THEIR PLUMBING CONTRACT WORK ON THE NATURAL SCIENCE CENTER PROJECT

Trustee Paniccia moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the final payment to Piccirilli-Slavik and Vincent Plumbing and Heating Inc. for their plumbing contract work on the Natural Science Center Project in the amount of \$17,717.91 including release-of-retainage with the contingency that payment of full retainage will be released upon minor punch list items being remedied to LeChase Construction and SUNY Broome's satisfaction and sign-off. Trustee Akel seconded the motion, and it was unanimously approved.

1.8 RECOMMEND APPROVAL OF FINAL PAYMENT TO INCLUDE RELEASE-OF-RETAINAGE WITH A CONTINGENCY TO PICCIRILLI-SLAVIK AND VINCENT PLUMBING AND HEATING INC. FOR THEIR HVAC CONTRACT WORK ON THE NATURAL SCIENCE CENTER PROJECT

Trustee Paniccia moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the final payment to Piccirilli-Slavik and Vincent Plumbing and Heating Inc. for their HVAC contract work on the Natural Science Center Project in the amount of \$24,741.38 including release-of-retainage with the contingency that payment of full retainage will be released upon minor punch list items being remedied to LeChase Construction and SUNY Broome's satisfaction and sign-off. Trustee Akel seconded the motion, and it was unanimously approved.

1.9 RECOMMEND APPROVAL OF FINAL PAYMENT TO INCLUDE RELEASE-OF-RETAINAGE WITH A CONTINGENCY TO SCHULER-HAAS ELECTRIC CORPORATION FOR THEIR ELECTRICAL CONTRACT WORK ON THE NATURAL SCIENCE CENTER PROJECT

Trustee Paniccia moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the final payment to Schuler-Haas Electric Corporation for their electrical contract work on the Natural Science Center Project in the amount of \$172,875.70 including release-of-retainage with the contingency that payment of full retainage will be released upon minor punch list items being remedied to LeChase Construction and SUNY Broome's satisfaction and sign-off. Trustee Akel seconded the motion, and it was unanimously approved.

1.10 RECOMMEND APPROVAL OF RESOLUTION FOR NEW POSITION DESCRIPTION – BUDGET & INSTITUTIONAL EFFECTIVENESS SPECIALIST

Trustee Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution for the new position description – Budget & Institutional Effectiveness Specialist. Trustee Paniccia seconded the motion, and it was unanimously approved.

2. INFORMATION ITEMS

2.1 President's Report

Dr. Drumm discussed with the committee two issues that will be impacting the college: The formula for chargebacks and the practice of charging double tuition for out-of-state and international students.

The formula for chargebacks is going to be changing. Currently the projection is that the change is to be phased in over five (5) years, but SUNY has not adopted the current resolution yet; it is in discussion now.

The legislature has required SUNY to come up with a report by December 15th concerning the double tuition. We do not know what will happen as it is standard across the country to charge double tuition for out-of-state and international students.

Trustee LaBare asked about the Scholarships for Education and Economic Development (SEED) Program ending. Dr. Drumm responded that it was the U.S. Agency for International Development (USAID) who has notified all the colleges that they were not going to ask for the money. Georgetown has asked us to lobby to keep the funding. There are about 20 students currently in the SEED program. He also let the committee know that the University of Curacao wants to send 20 students here next year. Also he anticipates that the residence halls could bring in more international students.

He will give the rest of his report at Thursday's Board of Trustee meeting.

2.2 BCC Budget and Financial Developments

Our Annual Report has been completed, and the fund balance was very close to our forecast. The Annual Report is included with this month's information items. The college used all but \$10k of our personnel and fringe benefits budget. Our full-time equivalents (FTEs) were 5,013, slightly higher than the 4,992 forecast. We also used less fund balance than had been budgeted.

Regina will give the rest of her report at Thursday's Board of Trustee meeting. This report was submitted to the committee for information.

2.3 Reports for Board Information

- 2.3.1** BCC Facilities Update
- 2.3.2** Personnel Report
- 2.3.3** Budget Transfers
- 2.3.4** Grant Approvals
- 2.3.5** Investment Report
- 2.3.6 Annual Report for Fiscal Year Ending August 31, 2013

These reports were submitted to the committee for information.

Trustee Akel made a motion to adjourn the meeting, and Trustee Paniccia seconded the motion which was unanimously approved. The meeting was adjourned at 10:04 a.m.

The next Finance and Facilities Committee Meeting is scheduled for January 14, 2013 at 9:30 a.m. in Science Building 205 Conference Room

12/5/13 – Approved by the Board of Trustees