

**SUNY BROOME COMMUNITY COLLEGE**  
**Board of Trustees**  
**Finance and Facilities Committee Minutes**  
**March 18, 2014**

**COMMITTEE MEMBERS PRESENT:**

Chairperson Margaret Coffey, George Akel, Marc Newman

**TRUSTEES PRESENT:**

Aishia Mortenson

**SUNY BROOME ADMINISTRATION PRESENT:**

Dr. Drumm, Regina Losinger, Debra Morello, Lynn Fedorchak, Phillip Testa, Jeanette Tillotson, Jesse Wells

**Chairperson Coffey called the meeting to order at 9:30 a.m.**

**1. ACTION ITEMS**

**1.1 RECOMMEND APPROVAL OF PAYROLL CERTIFICATION**

Trustee Newman moved that the Finance and Facilities Committee approves the filing of the College payroll for February 2014. Trustee Akel seconded the motion, and it was unanimously approved.

**1.2 RECOMMEND APPROVAL OF PETTY CASH**

Trustee Akel moved that the Finance and Facilities Committee approves expenditures from petty cash accounts for February 2014 and reimburse the funds in the amounts designated. Trustee Newman seconded the motion, and it was unanimously approved.

**1.3 Recommend Approval of Resolution to New York State Electric and Gas for an Easement for an Electrical Line and a Grant for a Wooden Pole for the Student Housing**

Trustee Newman moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution granting to New York State Electric and Gas an easement for the installation of an electric line and a grant for a wooden pole for the student housing project. NYSEG will also guarantee perpetual care and maintenance of the electric line and wooden pole, contingent upon NYSEG meeting County, College, and any regulatory agency and required State University of New York approval. Trustee Akel seconded the motion, and it was unanimously approved.

**1.4 Recommend Approval of Resolution for New Position Description – Communications and Marketing Officer**

Trustee Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution for the new position description – Communications and Marketing Officer. Trustee Newman seconded the motion, and it was unanimously approved.

**1.5 Recommend Approval of Resolution for Unpaid Leave of Absence for Jesse Wells**

Trustee Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution for an unpaid leave of absence for Jesse Wells, Director of Marketing and Communications, from April 1, 2014 to April 30, 2014 to serve in a promotional capacity as Acting Director of Marketing, Communications and Public Information. Trustee Newman seconded the motion, and it was unanimously approved.

**1.6 Recommend Approval of Resolution for Unpaid Leave of Absence for Lawrence Allen**

Trustee Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution for an unpaid leave of absence for Lawrence Allen, Accountant, from May 17, 2014 to February 16, 2015 to serve in a promotional capacity as the Budget and Institutional Effectiveness Specialist. Trustee Newman seconded the motion, and it was unanimously approved.

**1.7 Recommend Approval of a Resolution for Six-Year Capital Improvement Program Request for Years 2015-2020**

Trustee Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution for the Six-Year Capital Improvement Program (CIP) requests for years 2015-2020. Trustee Newman seconded the motion, and it was unanimously approved.

There was discussion about backup campus power options and the trustees asked to be kept up to date on this project.

**1.8 Recommend Approval of Resolution Approving and Adopting the Teaching Adjunct Conversion Formula for Eligibility for Health Insurance under the Requirements of the Affordable Care Act**

Trustee Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution approving and adopting the teaching adjunct conversion formula for eligibility for health insurance under the requirements of the Affordable Care Act. Trustee Newman seconded the motion, and it was unanimously approved.

**1.9 Recommend Approval to Establish a Contract for RFP #2013-05 for the Campus Wide Card System Project**

Trustee Akel moved that the Finance and Facilities Committee approves allowing the college to enter into an agreement with CardSmith for RFP #2013 for the Campus Wide Card System Project not to exceed \$63,850. Trustee Newman seconded the motion, and it was unanimously approved.

There was discussion about whether the vending machines would also be able to accept other debit and credit cards. Phil Testa responded that he thought they would be able to, but he would double check. Trustee Akel asked that this question be followed up on with the committee.

There was additional discussion about vendor participation and marketing.

## **2. INFORMATION ITEMS**

### **2.1 President's Report**

Dr. Drumm updated the committee on the state budget and chargeback issue. There is language in both budget bills to stay with the historical chargeback formula for at least another year.

SUNY has asked for a \$250 increase to our state aid per FTE. The Assembly's budget had only a \$50 increase in its budget proposal; the Senate's budget had a \$200 proposed increase in its budget proposal. The funding for the Carnegie Library project is still in both budgets.

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

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 Newman made a motion to adjourn the meeting, and Trustee Akel 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 April 22, 2014 at 9:30 a.m. in Science Building 205 Conference Room***

***3/20/14 Approved by the Board of Trustees***