

**SUNY BROOME COMMUNITY COLLEGE
Board of Trustees
Finance and Facilities Committee Minutes
March 29, 2016**

COMMITTEE MEMBERS PRESENT:

Chairperson Newman, George Akel, Anthony Paniccia, Nicholas Serafini

SUNY BROOME ADMINISTRATION PRESENT:

Dr. Drumm, Francis Battisti, Regina Losinger, Debra Morello, Lynn Fedorchak, Phil Testa, Jeanette Tillotson, Jesse Wells

Chairperson Newman called the meeting to order at 8:03 a.m.

1. ACTION ITEMS

1.1 RECOMMEND APPROVAL OF PAYROLL CERTIFICATION

Trustee Paniccia moved that the Finance and Facilities Committee approves the filing of the College payroll for February 2016. 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 November 2015 and February 2016 and reimburse the funds in the amounts designated. Trustee Paniccia seconded the motion, and it was unanimously approved.

1.3 RECOMMEND APPROVAL OF ACCEPTANCE OF RESTRICTED TANGIBLE PERSONAL PROPERTY (AIRCRAFT) GIFT

Trustee Paniccia moved that the Finance and Facilities Committee approves restricted tangible personal property (aircraft) gift on behalf of the Board of Trustees. The restricted tangible gift of a 1965 PIPER fixed-wing multi-engine aircraft is to be used in the Aircraft Maintenance Program at SUNY Broome which is currently pending FAA and SUNY approval. The aircraft is being stored at the Broome County Airport specifically for this program. The certified appraised value of the gift is \$74,000 with no required match. Trustee Akel seconded the motion, and it was unanimously approved.

1.4 RECOMMEND APPROVAL OF RESOLUTION TO INCREASE THE MINIMUM WAGE FOR NON-REPRESENTED EMPLOYEES INCLUDING STUDENT WORKERS

Trustee Akel moved that the Finance and Facilities recommends that the Board of Trustees approves the resolution increasing the minimum wage for non-represented employees. Trustee Paniccia seconded the motion, and it was unanimously approved.

1.5 RECOMMEND APPROVAL OF RESOLUTION FOR NEW POSITION DESCRIPTION FOR EXECUTIVE ENROLLMENT MANAGEMENT OFFICER

Trustee Paniccia moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution for the new position description of Executive Enrollment Management Officer. Trustee Akel seconded the motion, and it was unanimously approved.

1.6 RECOMMEND APPROVAL OF RESOLUTION FOR NEW POSITION DESCRIPTION FOR DIRECTOR OF ENROLLMENT SERVICES

Trustee Paniccia moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution for the new position description of Director of Enrollment Services. Trustee Akel seconded the motion, and it was unanimously approved.

1.7 RECOMMEND APPROVAL OF RESOLUTION FOR REVISED POSITION DESCRIPTION FOR ASSISTANT DIRECTOR OF ADMISSIONS

Trustee Paniccia moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution for the revised position description of Assistant Director of Admissions. Trustee Akel seconded the motion, and it was unanimously approved.

1.8 RECOMMEND APPROVAL OF RESOLUTION FOR NEW POSITION DESCRIPTION OF SENIOR STAFF ASSISTANT

Trustee Paniccia moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution for the new position description of Senior Staff Assistant. Trustee Akel seconded the motion, and it was unanimously approved.

1.9 RECOMMEND APPROVAL OF RESOLUTION FOR NEW POSITION DESCRIPTION FOR APPLIED LEARNING & CAREER SPECIALIST

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

1.10 RECOMMEND APPROVAL OF RELEASE-OF-RETAINAGE TO JUPITER ENVIRONMENTAL SERVICES, INC. FOR THEIR WORK ON THE DECKER MOLD REMEDIATION PROJECT

Trustee Akel moved that the Finance and Facilities Committee recommends that Board of Trustees approves a release-of-retainage payment to Jupiter Environmental Inc. for their work on the Decker Mold Remediation Project in the amount of \$1,759.75. Trustee Paniccia seconded the motion and it was unanimously approved.

1.11 RECOMMEND APPROVAL OF RESOLUTION GIVING APPROVAL TO PROCEED WITH RENOVATION OF CARNEGIE LIBRARY, SEEK FEDERAL NEW MARKET TAX CREDITS OR BCC FOUNDATION FUNDRAISING ASSISTANCE IF NECESSARY, AND CONTRACT WITH PASSERO ASSOCIATES FOR PROFESSIONAL DESIGN SERVICES FOR SECOND PHASE TO COMPLETE THE PROJECT

Regina handed out an advance, draft copy of Passero Associates Carnegie Library – Culinary Center Options to Reduce Carnegie Renovation Costs that will be presented at the Board meeting Thursday and will be sent to all board members. After a discussion, it was agreed to remove the sentence: “WHEREAS, there is concern and commitment that culinary storage space be sufficient, now,” from the resolution. Trustee Paniccia moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the amended resolution giving approval to proceed with renovation of Carnegie Library, seek Federal New Market Tax Credits, and BCC Foundation fundraising assistance if necessary, and contract with Passero Associates for Professional Services for the second and final phase of this project. 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.

The plans for the IDA building continue to move forward; they are hoping to break ground in June. The dialogue with the potential additional tenants is going really well. The conversation with the chamber board was very heartening with people on the board wanting to be on the campus and with the one-stop center. It was really a positive, upbeat, and heartwarming support for the model. He was on the Bob Joseph Radio show Monday and they were talking about this. He is on his show once every month or so in conversation with him. Everybody brings up the residence hall; things are a lot quieter this semester in the residence hall. We continue to have challenges with turnover in campus safety. We are going to hire a second director for the residence hall; a second live-in so that it is not 24/7, 365 for the person who is doing it now as it is a real strain on the person. Jarvis the current Residence Hall Director is doing great stuff; he is a really nice addition to the staff overall.

Enrollment is down a little bit this semester, but that has been known all along. For the budget for next year, for the conversation Thursday night, there are two things in there that are markedly different than the past few years. Only one other time in my six years did we budget for a lower enrollment intentionally the following year, and we are going to do a conservative budget to be safe. Regina is projecting we might be down 1 to 1.5% before the year is done. The budget will be fine; we are going to hit our budget targets without any real problem. Our total enrollment is good; our total enrollment is fine. We are going to budget to be down between 3 and 4% in enrollment. The average enrollment decline this year across SUNY was 4.5% and we will be well ahead of the curve this year. The Senate put forth \$50; \$50 would put us about back to where we were in 2009. The Assembly put in \$100; that usually means we will get \$75 not nearly what we had hoped. Many of us are going to be asking for 5% increase in tuition – some more; some noticeably more as a result. That is what we are modeling right now. We can have the discussion Thursday night.

He will give the rest of his report at the Board meeting on Thursday.

2.2 SUNY Broome Budget and Financial Developments

Regina discussed the proposed personnel changes included in the 2016-17 Budget Simulation and said that the \$2.3 million is pretty usual. What the challenge for us is that out of that list of 56 proposals, there are only 2 or 3 that would not be priorities; 95% of them are areas of priority, but we don't have the enrollments or the revenues to support them. Even after we brought those proposals down to about a third that were our highest priority – \$790K, we don't have the resources yet with the enrollments to support it. We could have built a budget that showed flat enrollments and hope against hope that we'd be able to be immediately effective (with our enrollment management reorganization), but it didn't seem like a good idea especially with those being ongoing costs. We have backed it right down and any critical emerging needs – the list of eight (8) of them, will be meeting them with part-time temps staff for now until we prove to ourselves and to you that we have turned enrollment around.

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
- 2.3.6** 2016 Candidates for Professional Development Recognition Increment

These reports were submitted to the committee for information.

Trustee Akel made a motion to go into Executive Session and Trustee Paniccia seconded the motion. At 8:25 a.m. the committee went into Executive Session to discuss negotiations.

Trustee Akel motioned to come out of Executive Session and Trustee Paniccia seconded the motion. At 8:39 a.m. the committee came out of Executive Session.

Trustee Akel made a motion to adjourn the meeting, and Trustee Paniccia seconded the motion which was unanimously approved. The meeting was adjourned at 8:40 a.m.

***The next Finance and Facilities Committee Meeting is scheduled for
Tuesday, April 19, 2016 in the Wales 107 Conference Room***

3/31/16 – Approved by the Board of Trustees