

**BROOME COMMUNITY COLLEGE
FINANCE & FACILITIES COMMITTEE
April 20, 2010**

MINUTES

TRUSTEES PRESENT: Angelo Mastrangelo (Acting Chairperson),
Marc Newman, James Orband, Nick Serafini

ALSO PRESENT: Dr. Kevin E. Drumm (via phone), Martin Guzzi,
Grant F. Newton, Julia E. Peacock, Rich David,
Richard Armstrong, Regina Losinger, Jeanette
Tillotson, Elizabeth A. Wood

Acting Chairperson Mastrangelo called the meeting to order at 7:30 a.m.

1. ACTION ITEMS

1.1 RECOMMEND APPROVAL OF PAYROLL CERTIFICATION

M. Newman moved that the Finance and Facilities Committee approves the filing of the College payroll for the month of March 2010. N. Serafini seconded the motion, and it was unanimously approved.

1.2 RECOMMEND APPROVAL OF PETTY CASH EXPENDITURES

J. Orband moved that the Finance and Facilities Committee approves expenditures from petty cash accounts for the month of March 2010 and reimburse the funds in the amounts designated. M. Newman seconded the motion, and it was unanimously approved.

1.3 RECOMMEND APPROVAL OF RESOLUTIONS GRANTING EMERITUS STATUS

M. Newman moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolutions granting emeritus status to Barbara Valentino, Marie Davenport, Peter Ruggieri, and Gordon C. Thomasson. N. Serafini seconded the motion, and it was unanimously approved.

1.4 RECOMMEND APPROVAL OF RESOLUTION FOR CANDIDATES FOR SABBATICAL LEAVES

M. Newman moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution for sabbatical leaves. N. Serafini seconded the motion, and it was unanimously approved.

1.5 RECOMMEND APPROVAL OF RESOLUTION FOR REVISED POSITION DESCRIPTION — VICE PRESIDENT FOR STUDENT & COMMUNITY ENGAGEMENT

J. Orband moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution for the revised position description of Vice President for Student & Community Engagement. M. Newman seconded the motion, and it was unanimously approved.

1.6 RECOMMEND APPROVAL OF RESOLUTION FOR ACTUAL SALARIES FOR MANAGEMENT CONFIDENTIAL PERSONNEL FOR 2009-2010

M. Newman moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution for the 3% increase in actual salaries for management/confidential personnel effective September 1, 2009. N. Serafini seconded the motion, and it was unanimously approved.

1.7 RECOMMEND APPROVAL OF RESOLUTION FOR MINIMUM SALARIES FOR MANAGEMENT CONFIDENTIAL PERSONNEL FOR 2009-2010

J. Orband moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution for the 3% increase of minimum salaries for management/confidential personnel effective September 1, 2009. M. Newman seconded the motion, and it was unanimously approved.

2. INFORMATION ITEMS

2.1 President's Report

Dr. Drumm talked about the SUNY Strategic Plan launch which is receiving a lot of press. Trustee Mastrangelo commented on how well the President and our student speakers did. Dr. Drumm will give the rest of his report at Thursday's board meeting.

2.2 BCC Budget Update

Regina Losinger reviewed two budget scenarios with the board members. The first, a balanced budget with a \$188 (5.7%) tuition increase that assumes successful restoration by the Senate and Assembly of the \$285/FTE cut in the Governor's proposed budget. The second, with an \$814K budget gap that assumes the state aid restoration is vetoed.

She discussed the steps that will be taken to balance the budget if the state aid is vetoed: reduce expenses more, increase tuition, use additional fund balance, and anticipate enrollment growth in Fast Forward and summer. She asked them to think between Finance & Facilities and the full board meeting about how much of a tuition increase they are comfortable with, as we will want to come to a consensus on it Thursday night.

She told them that although the budget is not austere, it is "very tight", and drew their attention to the bottom line of the budget being \$27K less than this year's budget.

There was discussion about the use of fund balance. How we can "sustain" the use of more than what we have been planning to use in the past, because whenever we get "budget breaks" (enrollment growth, lower costs, etc), we typically take the savings to the bank and don't need to use the fund balance at all. She reviewed our unreserved fund balance relative to the other NY state community college's and told them that we are in the top 1/3 of NYSCC – well positioned, and done purposefully to prepare for anticipated state funding concerns.

The budget document will be written after Thursday's board meeting, and it is due by May 1st. It is likely we will submit a proposed budget without knowing what our state aid will be which would be a budget with a bottom line that is large enough to accommodate additional spending that additional state aid would allow, and that has contingency plans outlined for either scenario (tuition, etc).

2.3 Reports for Board Information

- 2.3.1 Update on BCC Campus Operations Activity/
Capital Project Change Orders**
- 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.

N. Serafni motioned to go into Executive Session to discuss personnel matters. M. Newman seconded the motion, and it was unanimously approved. At 7:58 a.m. the Committee went into Executive Session.

M. Newman motioned to come out of Executive Session. N. Serafini seconded the motion, and it was unanimously approved. At 8:19 a.m. the Committee came out of Executive Session.

M. Newman made a motion to adjourn the meeting. N. Serafini seconded the motion, and it was unanimously approved. The meeting was adjourned at 8:20 a.m.

***The next Finance and Facilities Committee Meeting is scheduled for
May 25, 2010 at 7:30 a.m. in W107 Conference Room***