

SUNY BROOME COMMUNITY COLLEGE
Board of Trustees
Finance and Facilities Committee Minutes
May 24, 2016

COMMITTEE MEMBERS PRESENT:

Chairperson Newman, George Akel, Nancy LaBare, Anthony Paniccia, Nicholas Serafini

SUNY BROOME ADMINISTRATION PRESENT:

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

Chairperson Newman called the meeting to order at 8:00 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 April 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 April 2016 and reimburse the funds in the amounts designated. Trustee Serafini seconded the motion, and it was unanimously approved.

1.3 RECOMMEND APPROVAL OF MECHANICAL BUILDING RENOVATION - CALICE PROJECT

Trustee Akel moved that the Finance and Facilities Committee approves on behalf of the Board of Trustees the Mechanical Building Renovation – Calice Project Grant in the amount of \$3,400,000 for the period of June 1, 2016 to December 31, 2018 with no required match. Trustee Paniccia seconded the motion, and it was unanimously approved.

1.4 RECOMMEND APPROVAL OF ANTICIPATED NYSERDA ENERGY TO LEAD COMPETITION GRANT AWARD

Trustee Akel moved that the Finance and Facilities Committee approves on behalf of the Board of Trustees the anticipated NYSERDA Energy to Lead Competition grant in the amount of \$1,000,000 for the period of May 16, 2016 to December 31, 2018. Trustee Paniccia seconded the motion, and it was unanimously approved.

1.5 RECOMMEND APPROVAL OF RESOLUTION FOR SIX-YEAR CAPITAL IMPROVEMENT PROGRAM REQUEST FOR YEARS 2017-2022

Trustee Paniccia moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution for the Six-Year Capital Improvement Program Request for Years 2017-2022. Trustee Serafini seconded the motion, and it was unanimously approved.

A summary was included for Action Items 1.6 to 1.11, which are the result of a comprehensive job review undertaken with the Guild Bargaining Unit's job descriptions.

1.6 Recommend Approval of Resolution for Revised Position Description for Assistant Director for Technology Services

1.7 Recommend Approval of Resolution for Revised Position Description for Director of Networking/Telecommunications

1.8 Recommend Approval of Resolution for Revised Position Description for Bursar

1.9 Recommend Approval of Resolution for Revised Position Description for Assistant Bursar

1.10 Recommend Approval of Resolution for Revised Position Description for Assistant Director of Athletics

1.11 Recommend Approval of Resolution for Revised Position Description for Assistant Registrar

Trustee Paniccia moved that the Finance and Facilities Committee recommends that the Board of Trustees approves Action Items 1.6 to 1.11. Trustee Akel seconded the motion, and it was unanimously approved.

1.12 RECOMMEND APPROVAL OF RESOLUTION FOR CANDIDATES FOR PROMOTION

Trustee Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution for the Candidates for Promotion. Trustee Serafini seconded the motion, and it was unanimously approved.

1.13 RECOMMEND APPROVAL OF CONTRACT RENEWAL WITH ELLUCIAN COMPANY L.P. FOR ELLUCIAN STUDENT HELP DESK SERVICES

Trustee Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the renewal contract with Ellucian Company, L.P. for Ellucian Student Help Desk Services for the term of June 1, 2016 to May 31, 2021. Trustee Serafini seconded the motion, and it was unanimously approved.

1.14 RECOMMEND APPROVAL OF RFP TO AWARD A PROFESSIONAL SERVICES CONTRACT TO SHUMAKER CONSULTING ENGINEERING AND LAND SURVEYING D.P.C FOR ENVIRONMENTAL SERVICES

Trustee Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approves contracting with Shumaker Consulting Engineering and Land Surveying D.P.C. for Environmental Services not to exceed \$400,000 from June 1, 2016 to June 1, 2020. Trustee Serafini seconded the motion, and it was unanimously approved.

1.15 RECOMMEND APPROVAL OF RFP TO AWARD A PROFESSIONAL SERVICES CONTRACT TO ATLANTIC ENVIRONMENTAL CONSULTING, LLC FOR ENVIRONMENTAL SERVICES

Trustee Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approves contracting with Atlantic Environmental Consulting, LLC for Environmental Services not to exceed \$200,000 from June 1, 2016 to June 1, 2020. Trustee Serafini seconded the motion, and it was unanimously approved.

1.16 RECOMMEND APPROVAL OF BID #15-0157 TO CONTRACT WITH CDH SEAMLESS FLOORS, INC. FOR PAINTING HALL FLOORS IN THE APPLIED TECHNOLOGY BUILDING

This action item is being held pending further information at the committee's request.

1.17 RECOMMEND APPROVAL OF RFP TO AWARD A PROFESSIONAL SERVICES CONTRACT TO PASSERO ASSOCIATES FOR MECHANICAL BUILDING CORE REHABILITATION PHASE I PROJECT

Trustee Paniccia moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the RFP to contract with Passero Associates for Professional Services for the Mechanical Building Core Rehabilitation Phase I Project for a fee to be determined. Trustee Serafini seconded the motion, and it was approved by a vote of 4 to 0 with 1 trustee abstaining.

2. INFORMATION ITEMS

2.1 President's Report

Dr. Drumm gave his report to the committee.

Generally speaking good progress from our Special Board meeting and there is a meeting following up with the Faculty Association later today.

Enrollment continues to pick up in fact our summer enrollment just picked up into the positive, which is good for this year's budget as far as what we may potentially have left for fund balance come the end of the year. Trustee Serafini asked if we were over the 4% and the President responded that we are not over and above the 4% yet. Regina stated we have improvement from a 17% decline to 14%, as we are moving toward a flat enrollment, and are now down to a 10% decline. Trustee Akel asked if this was fall vs. summer, and Regina said this is for fall enrollment. The president said we have a projection for summer, and we are slightly ahead of it right now. This is for fall and we are not ahead of our projection yet. We budgeted 4% down, we are 10% down now and we are technically 6% off the budget. Nationally enrollments of 25 and above are down because people are going back to work across the country. Regina handed out the updated enrollment trend, and she is thrilled with the improvement. There was further discussion about enrollment.

We have our team together to go to the Achieving the Dream Summit in Phoenix. He will be in the air at the next F&F meeting, but Regina will be here. There are nine of them going. There is a lot of good excitement and interest in it, which should help us with a lot of metrics going forward. We will have more to share after the summit.

Next Tuesday is the first Regional Community College Council meeting for the Southern Tier between Corning, TC³ and SUNY Broome. Naima; Gian Roma, a faculty member; and Tom Flynn, who will bring the incoming student trustee with him; and himself will be attending along with similar representation from TC³ and Corning, the Chancellor, the Lieutenant Governor and the Vice Chancellor. Trustee Akel asked what the agenda was and the president said a general kick off, what they want to focus on going forward, what's happened at a couple of meetings already.

Trustee Paniccia asked how many days the summit is in Phoenix. Dr. Drumm said 2 ½, and he will be back for the Board meeting. This is exciting, and it will be interesting after hearing my colleagues talk about this for the last 10 years. It will be good for us to be in the thick of it with all the waves of activities over the years.

2.2 SUNY Broome Budget and Financial Developments

Regina had discussed the enrollment earlier in the meeting. This report was submitted to the committee for information.

2.3 Reports for Board Information

2.3.1 SUNY Broome Facilities Update

Regina discussed the idea of solar remote net metering. We recently set a goal to be a net zero consumer of energy by 2030 and you cannot get there by just reducing your consumption. You have to produce something some place. The geothermal is in the mix now, and this seems to be the next big thing that our master planning environmental consultant is pushing. Trustee Paniccia discussed CHP – Combined Heat and Power – with the committee and how it could affect the college.

- 2.3.2 Personnel Report
- 2.3.3 Budget Transfers
- 2.3.4 Grant Approvals
- 2.3.5 Investment Report
- 2.3.6 Faculty Eligible for Initial II Appointment – Fall 2016

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 adjourned at 8:35 a.m.

***The next Finance and Facilities Committee Meeting is scheduled for
Tuesday, June 21, 2016 in the Wales 107 Conference Room***

5/26/16 – Approved by the Board of Trustees