

SUNY BROOME COMMUNITY COLLEGE
Board of Trustees
Finance and Facilities Committee Minutes
June 21, 2016

COMMITTEE MEMBERS PRESENT:

Chairperson Newman, Nancy LaBare, Anthony Paniccia, Nicholas Serafini

SUNY BROOME ADMINISTRATION PRESENT:

Regina Losinger, Lynn Fedorchak, Kelli Ligeikis, Phil Testa

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 May 2016. Trustee Paniccia seconded the motion, and it was unanimously approved.

1.2 RECOMMEND APPROVAL OF PETTY CASH

Trustee Serafini moved that the Finance and Facilities Committee approves expenditures from petty cash accounts for May 2016 and reimburse the funds in the amounts designated. Trustee Paniccia seconded the motion, and it was unanimously approved.

1.3 RECOMMEND APPROVAL OF RESOLUTIONS ADOPTING 2016-17 TUITION AND FEES, OPERATING BUDGET, SPONSOR SERVICES, AND FULL-TIME POSITIONS

Trustee Paniccia moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolutions for the 2016-17 budget, sponsor services, full-time positions, and tuition and fees. Trustee Serafini seconded the motion, and it was unanimously approved.

1.4 RECOMMEND APPROVAL OF RESOLUTION FOR NEW POSITION DESCRIPTION FOR CHIEF DIVERSITY 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 Chief Diversity Officer. Trustee Serafini seconded the motion, and it was unanimously approved.

1.5 RECOMMEND APPROVAL OF RESOLUTION FOR UNPAID LEAVE OF ABSENCE FOR BRIAN KELLY

Trustee Serafini moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution for an unpaid leave of absence for Brian Kelly, Maintenance Mechanic, Maintenance Department from June 30, 2016 to June 29, 2017 to serve in a promotional appointment as Plumber. Trustee Paniccia seconded the motion, and it was unanimously approved.

1.6 Recommend Pre-Approval of Low Bid for an Outdoor Basketball Court

Trustee Paniccia moved that the Finance and Facilities Committee recommends that the Board of Trustees pre-approve the low bid for construction of an outdoor basketball court not to exceed \$60,000. Trustee Serafini seconded the motion, and it was unanimously approved.

1.7 Recommend Pre-Approval of Low Bid for Demolition of 901 Front Street for the Demolish Buildings Project

Trustee Paniccia moved that the Finance and Facilities Committee recommends that the Board of Trustees pre-approve the low bid for Demolition of 901 Front Street for the Demolish Buildings Project without the not to exceed \$400,000 language. Trustee Serafini seconded the motion, and it was unanimously approved.

1.8 Recommend Approval of Resolution for the Faculty Association Labor Agreement

Trustee Serafini moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution with the terms of the tentative labor agreement with the Faculty Association. Trustee Paniccia seconded the motion, and it was unanimously approved.

2. INFORMATION ITEMS

2.1 President's Report

Dr. Drumm is attending the 2016 Achieving the Dream Kick Off Institute in Scottsdale, Arizona. He will give his report at Thursday's board meeting.

2.2 SUNY Broome Budget and Financial Developments

Regina reported that enrollment has leveled off a little bit. We are at 8% less than last year at this time, and we are budgeted for 4% less. The team is doing literally everything they can. However, we are preparing a financial contingency plan that we will be ready with by the end of the summer if need be to balance the budget.

Trustee Serafini commented that Jesse, and those that work for him, that the graduation ads that are on TV were absolutely wonderful ads, and the newspaper marketing ads are first class, professional ads.

This report was submitted to the committee for information.

2.3 Reports for Board Information

2.3.1 SUNY Broome Facilities Update

Phil informed the committee that the downtown library design is moving forward. They have had one preliminary meeting with CAUD (Binghamton's Commission on Architecture and Urban Design), and they will have another on July 26th. They are anticipating putting it to SHPO (State Historic Preservation Office) on July 28th.

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 Paniccia made a motion to adjourn the meeting, and Trustee Serafini seconded the motion which was unanimously approved. The meeting adjourned at 8:10 a.m.

The next Finance and Facilities Committee Meeting is scheduled for Tuesday, August 16, 2016 in the Wales 107 Conference Room

6.23.16 - Approved by the Board of Trustees