

SUNY BROOME COMMUNITY COLLEGE
Board of Trustees
Finance and Facilities Committee Minutes
March 26, 2019, Wales 107 Conference Room

COMMITTEE MEMBERS PRESENT:

Chairperson Anthony Paniccia, George Akel, Margaret Coffey, Student Trustee Orion Barber. Nick Serafini video-conferenced in.

SUNY BROOME ADMINISTRATION PRESENT:

Dr. Drumm, Dr. Ross-Scott, Dr. Francis Battisti, Michael Sullivan, Lynn Fedorchak, Jeanette Tillotson, David Ligeikis, Jesse Wells

Chairperson Paniccia called the meeting to order at 9:00 a.m.

1. ACTION ITEMS

1.1 RECOMMEND APPROVAL OF PAYROLL CERTIFICATION

Trustee Coffey moved that the Finance and Facilities Committee approve the filing of the College payroll for February 2019 and portions of March 2019. Trustee Barber seconded the motion and was unanimously approved.

1.2 RECOMMEND APPROVAL OF PETTY CASH

Trustee Coffey moved that the Finance and Facilities Committee approve the list of petty cash expenditures for February 2019 and direct reimbursement for the funds in the amounts designated. Trustee Akel seconded the motion and was unanimously approved.

1.3 RECOMMEND APPROVAL OF BID 2019-06 FOR CONTINUING EDUCATION'S CATALOG PRINTING.

Trustee Coffey moved that the Finance and Facilities Committee recommend that the Board of Trustees approves the awarding Bid 2019-06 to Bob Carr 2.0 for Continuing Education catalog printing, in an amount not to exceed \$75,465.00. Trustee Barber seconded the motion, and was unanimously approved.

1.4 RECOMMEND APPROVAL OF RESOLUTION FOR UNPAID LEAVE OF ABSENCE FOR JAMES MUCCIO

Trustee Coffey moved that the Finance and Facilities Committee recommend to grant an unpaid leave of absence to James Muccio in the Information Technology Department from March 29, 2019 to August 31, 2019 to serve in another department. Trustee Akel seconded the motion, and was unanimously approved.

1.5 RECOMMEND APPROVAL OF RESOLUTION FOR THE REVISED POSITION DESCRIPTION FOR PERSONNEL SPECIALIST

Trustee Coffey moved to recommend the approval of resolution for the revised position description for Personnel Specialist. Trustee Akel seconded the motion, and was unanimously approved.

2. INFORMATION ITEMS

2.1 President's Report

Budget discussions are still ongoing in Albany. It appears that the most they would cut it would be 2% if they adopted the Assembly language. The least you could get would be 98% of last year's state subsidy. Ninety-eight % would be the funding "floor". The Assembly language requested \$100 per FTE with colleges receiving the greater of the floor or FTE funding. The Senate asked for \$50 per FTE but with no "floor". SUNY Has been pushing for three years to get a "floor". The Senate has language that SUNY submitted protecting FTE's for con-current enrollment, like our Fast Forward. Some colleges have as much as 30-40% in concurrent enrollment. SUNY Broome's budget is based on \$50 per FTE and will end positively if we get the \$50 per FTE. Public announcement will be forthcoming on Monday regarding Dr. Battisti's successor.

2.2 SUNY Broome Budget and Financial Developments

Mr. Sullivan noted that Bonadio will be presenting the audited 2017-18 results at the March 28, 2019 Board of Trustee meeting. There were no audit findings. Mr. Sullivan wanted to compliment Jeanette Tillotson and her team for having a clean audit opinion for a third year in a row. He anticipates presenting the 2019-20 budget at the April Board of Trustees meeting. The fiscal impact of what Dr. Drumm referred to, is represented by the State Aid figure in the Budget Forecast and should save the college approximately \$700,000 in cuts, if adopted by the NYS Legislature. The college is expecting a 7% decline in FTE's. The 98% floor is the most attractive scenario. The Finance team is still forecasting a balanced budget. The Budget forecast has been updated to reflect additional data. He is anticipating a decrease of \$1.3 million in revenues or 2.3% lower than the 2018-19 budget. There is projected \$1.3 million lower expenses, partially due to \$625,000 or 1.9% in payroll, mostly in instructional costs, due to a reduction of course sections due to low enrollment. Additional savings are anticipated due to employee turnover, or not filling of funded positions and lower new-hire rates of pay compared to higher level compensated retirees. M. Sullivan feels very confident that they will continue to prudently manage the budget and ensure that the college has a balanced budget this year. Chair Paniccia wanted to thank Mr. Sullivan, on behalf of F&F, for his work, not just this year but for the last few years. Mr. Sullivan has been doing an excellent job balancing the budget.

2.3 Reports for Board Information

2.3.1 SUNY Broome Facilities Update

Mr. Ligeikis presented the Facilities update. Things are still ongoing and progressing well at the Culinary and Event Center. Pay applications are at 52% completed. This past Saturday, the Preservation Association of the Southern Tier (PAST) had a tour of the Carnegie. Roger Luther, head of PAST, had very positive remarks about SUNY Broome and the opportunity to have the tour. Capital repair and renovations projects has been included to show the expenditures for the last 3 fiscal years. Other notable design/construction activities include extending curbing and handicap access ramps, drainage pipe/structure, and improvements to the 3 BC Transit bus stops. Legal notices have gone out for boilers and doors. Design plans are being developed for replacement of the Student Center roof and a milling/resurfacing project on College Drive. Work has begun for relocation of the Payroll Office, new custodial break room, and the completion of the new Digital Lounge. DASNY is providing interior design assistance as the college begins the upgrade for the Music Department and BPS office space.

2.3.2 Personnel Report - routine.

2.3.3 Budget Transfers - standard

2.3.4 Grant Approvals - standard

2.3.5 Investment Report - standard

These reports were submitted to the committee for information.

Trustee Akel made a motion to adjourn the meeting, and Trustee Coffey seconded the motion, which was unanimously approved. The meeting adjourned at 9:17 a.m.

The next Finance and Facilities Committee Meeting is scheduled for April 23, 2018 at 9:00 a.m. in the Wales 107 Conference Room