

SUNY BROOME COMMUNITY COLLEGE
Board of Trustees
Finance and Facilities Committee Official Minutes
January 17, 2017 ~ W107 Conference Room

COMMITTEE MEMBERS PRESENT:

Chairperson Newman, George Akel, Nicholas Serafini

TRUSTEES PRESENT:

Orion Barber

SUNY BROOME ADMINISTRATION PRESENT:

Dr. Drumm, Debra Morello, Michael J. Sullivan, Lynn Fedorchak, Jeanette Tillotson, Phil Testa, Jesse Wells, Michael Kinney

Chairperson Newman called the meeting to order at 8:00 a.m.

1. ACTION ITEMS

1.1 RECOMMEND APPROVAL OF PAYROLL CERTIFICATION

Trustee Akel moved that the Finance and Facilities Committee approves the filing of the College payroll for December 2016. Trustee Serafini seconded the motion, and it was unanimously approved.

1.2 RECOMMEND APPROVAL OF REDC CONSOLIDATED FUNDING AWARD #68074 - CALICE ADVANCED MANUFACTURING CENTER

Trustee Akel moved that the Finance and Facilities Committee on behalf of the Board of Trustees approves the REDC Consolidated Funding Award #68074 – Calice Advanced Manufacturing Center for the period of January 1, 2017 to January 31, 2019 in the amount of \$330,000. Trustee Serafini seconded the motion, and it was unanimously approved.

1.3 RECOMMEND APPROVAL OF REDC CONSOLIDATED FUNDING AWARD #68623 – MANUFACTURING BASICS CERTIFICATION TRAINING

Trustee Serafini moved that the Finance and Facilities Committee on behalf of the Board of Trustees approves the REDC Consolidated Funding Award #68623 – Manufacturing Basics Certification Training for the period of January 1, 2017 to January 31, 2018 in the amount of \$75,000. Trustee Akel seconded the motion, and it was unanimously approved.

1.4 RECOMMEND APPROVAL OF A RESOLUTION TO NEW YORK STATE ELECTRIC AND GAS FOR EASEMENTS FOR A PAD MOUNTED TRANSFORMER TO PROVIDE ELECTRICAL SERVICE FOR THE AGENCY BUILDING

Trustee Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution granting to New York State Electric and Gas easements for the installation of a pad transformer for The Agency building. NYSEG will also guarantee perpetual care and maintenance of the pad transformer contingent upon NYSEG meeting County, College, and any regulatory agency and required State University of New York approval. Trustee Serafini seconded the motion, and it was unanimously approved.

1.5 RECOMMEND APPROVAL OF RELEASE OF RETAINAGE TO LCP GROUP, INC. FOR THE 901 FRONT STREET DEMOLITION PROJECT

Trustee Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approves a release-of-retainage payment to LCP Group, Inc. for the 901 Front Street Demolition Project in the amount of \$14,750. Trustee Serafini seconded the motion, and it was unanimously approved.

2. INFORMATION ITEMS

2.1 President's Report

Dr. Drumm gave his report to the committee.

We are way up with our Winter Term students although the actual number of FTEs is relatively small, and the numbers for Spring continue to run ahead of budget. There is still a week and a half to go before Spring semester starts.

The search to succeed Debbie is going along. They are looking at some pretty strong resumes.

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

2.2 SUNY Broome Budget and Financial Developments

Michael reviewed the four-month 2016-17 budget forecast with the committee. We continue to forecast that we will have a balanced budget for this year, inclusive of not using \$380K that is budgeted fund balance.

The numbers have not materially changed from last months' 1st Quarter forecast. We have implemented a number of cost containment initiatives inclusive of only approving critical and essential positions for the College.

There are further initiatives related to further optimizing class size and ensuring that the class sections and course offerings are right-sized relative to what our enrollment has been over the last several years.

Other than critical and essential equipment purchases and Campus initiatives in the contracted area, the forecasted costs are in alignment with last years' actuals. We will be deferring several Campus and IT initiatives and quite a few moderately-costed facility improvement projects until at least another 6-8 weeks until we see how Spring enrollment settles at, as well as what kind of progress we are making on the personnel side relative to cost containment.

We are confident that we will have a balanced budget for this year without the need for fund balance, which as of 8/31/16 is at about six percent (6%).

Trustee Serafini said that we are still running personnel costs at 88% of revenue which is higher than what it had been several years ago. As the revenue goes up, personnel goes up the same relative percentage amount. There was further discussion on this topic.

This report was submitted to the committee for information.

2.3 Reports for Board Information

2.3.1 SUNY Broome Facilities Update

Phil Testa updated the committee on the Mechanical Building design. We are on schedule and are developing the budgets and alternates. The timeline has been set up as well as our cost estimates and bidding dates. The geotechnical test bores have been done. The geothermal test well will be dug today to see how many wells we are going to need in order to cover the power for the Mechanical Building. There will be additional wells as an add alternate to cover power in the future for Student Services.

Culinary Arts Design: Our Part II SHPO resubmittal we think is approximately three (3) days away from them giving us a favorable determination to send on to National Parks. We have to resubmit to CAUD for three (3) items. We are putting additional bollards in that location also.

Michael updated the committee on the financing side. We are doing a considerable amount of due diligence for the New Market Tax Credit opportunity that has surfaced recently. He will have a better idea of where we will land by next month's meeting. He is cautiously optimistic that we should get some level of funding. This was further discussed with the committee.

- 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 Akel made a motion to adjourn the meeting, and Trustee Serafini seconded the motion which was unanimously approved. The meeting adjourned at 8:20 a.m.

The next Finance and Facilities Committee Meeting is scheduled for Tuesday, February 21, 2017 in the Wales 107 Conference Room