

SUNY BROOME COMMUNITY COLLEGE
Board of Trustees
Finance and Facilities Committee Minutes
April 23, 2019, Wales 107 Conference Room

COMMITTEE MEMBERS PRESENT:

Chairperson Anthony Paniccia, Student Trustee Orion Barber. Nick Serafini, Sharon Ball for Margaret Coffey. Absent: Margaret Coffey, George Akel

SUNY BROOME ADMINISTRATION PRESENT:

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

Chairperson Paniccia called the meeting to order at 9:07 a.m.

1. ACTION ITEMS

1.1 Recommend Approval of Payroll Certification

Trustee Serafini moved that the Finance and Facilities Committee approve the filing of the College payroll for March 2019 and portions of April 2019. Trustee Barber seconded the motion. Motion carried unanimously.

1.2 Recommend Approval of Petty Cash

Trustee Barber moved that the Finance and Facilities Committee approve the list of petty cash expenditures for March 2019 and direct reimbursement for the funds in the amounts designated. Trustee Serafini seconded the motion. Motion carried unanimously.

1.3 Recommend Approval of Bid 2019-08 for The Applied Technology (At) Building Boiler Replacement

Trustee Barber moved that the Finance and Facilities Committee recommend that the Board of Trustees approve awarding Bid 2019-08 for the Applied Technology (AT) Building Boiler Replacement project, in the amount of \$123,650. Be it further resolved that the Board of Trustees approve a transfer of funds, in the amount of \$123,650 from the supply/contractual budget to the equipment budget for this project. Trustee Serafini seconded the motion. Motion carried unanimously.

1.4 Recommend Approval of the Culinary and Event Center Furniture and Equipment (FF&E) Purchase

Trustee Serafini inquired if the kitchens would be rented out to small business who need commercial kitchen space. Dr. Drumm stated that the kitchen at the Cornell Co-Op commercial kitchen is available for that. The Culinary Center kitchens will not be rentable, but will be available to cater event meals for community groups. Trustee Serafini moved that the Finance and Facilities Committee recommend to that the Board of Trustees approve the purchase of the furniture/equipment for the Culinary and Event Center for \$450,383.45. Trustee Barber seconded the motion. Motion carried unanimously.

1.5 Recommend Approval of Resolution to Submit SUNY Broome's Proposed 2019-2020 Operating Budget to the County Executive and Broome County Legislature

Michael Sullivan presented the 2019-2020 SUNY Broome proposed operating budget. This proposal will go to the Board of Trustees on April 25, 2019 and then submitted to the County for final approval. He is anticipating this coming back to the June BOT meeting for approval.

Mr. Sullivan highlighted the key assumptions that were used in estimating the proposed 2019-2020 budget. This budget anticipates an overall 2.4% decrease compared to the 2018-019 Adopted Budget. FTE enrollment is estimated at a 6% decline, offset by a proposed increases in tuition and student fees; a requested 2% increase from the County; and state aid at \$100/FTE increase. Expenses were estimated to decrease due to section reductions due to the enrollment decline, but offset by union contracted 3% wage increases and employee benefit increases. Contractual expenses include On-line proctoring, an expanded bus routes to accommodate BAP and Culinary students. The College fund balance is currently at 7.8% in restricted funds, NYS and Middle States like the mid-range of 5-15%. The College has made good progress over the last 3 years. Mr. Sullivan would like to recognize the time and effort that Larry Allen put into developing the 2019-2020 budget. Trustee Paniccia again thanked Michael for balancing the budget over these several years and increasing the fund balance.

Trustee Paniccia inquired what mechanisms are in place to keep the operating costs within budget. Mr. Sullivan will keep the board informed on costs.

Trustee Serafini congratulated the MARCOM department for great advertising for the Culinary Program. Mr. Wells said Riger provided a lot of information along with the new marketing Director Mark Gillespie, and Chair Rey Wojdat and his department.

Trustee Paniccia wanted to know if with the declining enrollment and fewer sections, are we keeping the professors happy by using less adjunct instructors, and secondly, have we made any projections of where the balance is of less curriculum hours and salary? Mr. Sullivan stated our fulltime FTE instructional has increased almost 10% over the last 3 years. Numbers started at 53% Full time instructional 47% part time. Last year's actuals are almost 2/3 Fulltime FTE instructional time. There has been an on-going effort by the College to increase full time positions.

Dr. Battisti stated that we have to go with Full time employee before a part-time employee. Retention of Full Time Faculty is very good. Dr. Battisti added that there is a bi-weekly meeting of the Culinary and suggested that going forward the culinary budget will be something addressed at those meetings.

Trustee Serafini would like to see where Broome falls within the ranking of the other community colleges. Mr. Sullivan will get the information and send it out. There may be a few downstate counties with positive enrollment of 1 or 2%. Trustee Serafini asked if any community colleges were shutting down. Dr. Drumm stated no, but some are readdressing their governance structures like mergers or combining with senior institutions.

Trustee Ball moved that the Finance and Facilities Committee recommend that the Board of Trustees approve the resolution to submit SUNY Broome's proposed 2019-2020 operating budget to the County Executive and the Broome County Legislature. Trustee Barber seconded the motion. Motion carried unanimously.

1.6 Recommend Approval of a Resolution for Capital Improvement Program Request to Broome County (2020-2024)

Mr. Sullivan described the five-year Capital projects submitted to Broome County in March 2019. This is a five-year plan that the board is required to submit it to Broome County. Trustee Ball commended Mr. Sullivan for maintaining the buildings, as it is an important aspect of Student Support and Success. Dr. Drumm thanked Broome County for support that they have given the college as their budgets are also as constrained.

Trustee Ball moved that the Finance and Facilities Committee recommend that the Board of Trustees approve the resolution for SUNY Broome's capital Improvement Program for 2020-2024. Trustee Barber seconded the motion. Motion carried unanimously.

1.7 Recommend approval of Resolution for Sabbatical Leaves

Trustee Serafini moved that the Finance and Facilities Committee recommend that the Board of Trustees approve the resolution for Sabbatical Leaves for Kennie Leet, Joyce Prindle, and Denisa Talovic. Trustee Barber seconded the motion. Motion carried unanimously.

1.8 Recommend Approval of Resolution for Term Appointments

Trustee Serafini moved that the Finance and Facilities Committee recommend that the Board of Trustees approve the resolution for term appointment for Stephanie Malmberg, effective September 1, 2018. Trustee Barber seconded the motion. Motion carried unanimously.

1.9 Recommend Approval of Resolution for the New Position Description for Payroll Administrative Officer.

Mr. Sullivan explained this position has expanded job responsibilities to address compliance and audit, policy and procedures, and employee training.

Trustee Ball moved that the Finance and Facilities Committee recommend that the Board of Trustees approve the Resolution for the new position description for Payroll Administrative Officer. Trustee Barber seconded the motion. Motion carried unanimously.

1.10 Recommend Release-of-Retainage to Postler & Jaeckle Corp for the Core Bldg. Phase 1 1920043/Simulated Clean Room 1920041/NYSERDA Geothermal 1920045

Trustee Ball moved that the Finance and Facilities Committee recommend that the Board of Trustees approve a release-of-retainage payment Postler & Jaeckle Corp. for their work on the Core Bldg. Phase 1 1920043/Simulated Clean Room 1920041/NYSERDA Geothermal 1920045 for \$90,821.15. Trustee Barber seconded the motion. Motion carried unanimously.

1.11 Recommend Approval of Release-of-Retainage Nelcorp Electrical for the Core Bldg. Phase 1 1920043/Simulated Clean Room 1920041/NYSERDA Geothermal 1920045/Core Bldg. Phase II 1920046

Trustee Serafini moved that the Finance and Facilities Committee recommend that the Board of Trustees approve a release-of-retainage payment Nelcorp Electrical for their work on the Core Bldg. Phase 1 1920043/Simulated Clean Room 1920041/NYSERDA Geothermal 1920045/Core Bldg. Phase II 1920046 in the amount of \$68,307.15. Trustee Barber seconded the motion. Motion carried unanimously.

1.12 Recommend Approval of Resolutions Granting Emeritus Status

Trustee Barber moved that the Finance and Facilities Committee recommend that the Board of Trustees approve the resolutions granting emeritus status to the Mary A. McCarthy, David J. Michalak, and Luis F. Moreno. Trustee Ball seconded the motion. Motion carried unanimously.

2. INFORMATION ITEMS

2.1 President's Report

Due to the time constraints with a meeting with the Middle States Liaison, Dr. Drumm will hold his report to the Board of Trustees meeting. Dr. Drumm and Michele Snyder had meetings with the incoming VPAA Haynes at the AACC conference.

2.2 SUNY Broome Budget and Financial Developments

Mr. Sullivan is forecasting a balanced budget for the year that ends August 31, 2019.

2.3 Reports for Board Information

2.3.1 SUNY Broome Facilities Update

Mr. Ligeikis presented the Facilities update. Culinary pay applications are at 58% completed through March. Campus services and the Music Suite renovations should be fully complete by the Fall semester. Design work on the Student center and Titchner Roof will be commencing. They are relocating Payroll to the Old Science Building. The Bid period for Campus Doors has been extended and will be opened April 26, 2019. The campus is getting ready for Open House on Saturday, April 27, 2019. Chair Paniccia would like to tour the Carnegie building. Mr. Ligeikis stated there will be a tour on May 17, 2019. He will get some late afternoon dates for the Board of Trustees to tour the building.

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 are submitted to the committee for informational purposes.

Trustee Ball stated that after review of Policy and Procedures for Middle States, she would like the Finance and Facilities Committee to review the By-Laws of the Board of Trustees. They were last reviewed in 2012. Chair Paniccia would like it on the agenda for F&F to review sent electronically to BOT and voted on it at the May 16, 2019 meeting.

Trustee Barber made a motion to adjourn the meeting, and Trustee Ball seconded the motion. Motion carried unanimously. The meeting adjourned at 10:10 a.m.

The next Finance and Facilities Committee Meeting is scheduled for May 16, 2019 at 9:00 a.m. in the Wales 107 Conference Room