

**SUNY BROOME COMMUNITY COLLEGE**  
**Finance & Facilities Committee Minutes**  
**August 20, 2019, Wales 107 Conference Room**

**COMMITTEE MEMBERS PRESENT:** Chairperson Anthony Paniccia, Nick Serafini, Barbara Fiala, Margaret Coffey. (Student Trustee position vacant until Fall Semester)

**SUNY Broome Administration Present:** Dr. Kevin Drumm, Dr. Penny Haynes, Dr. Carol Ross-Scott, Michael Sullivan, Lynn Fedorchak, Jesse Wells, Jeanette Tillotson, David Ligeikis

**Chairperson Paniccia called the meeting to order at 9:04 a.m.**

**1. ACTION ITEMS**

**1.1 Recommend Approval of Payroll Certification**

Trustee Serafini moved that the Finance and Facilities Committee approve on behalf of the Board of Trustees, the filing of the College payroll for portions of June, July and August 2019. Trustee Fiala seconded the motion and was unanimously approved.

**1.2 Recommend Approval of Petty Cash for July 2019**

Trustee Serafini moved that the Finance and Facilities Committee approve on behalf of the Board of Trustees, the list of petty cash expenditures for July 2019 and direct reimbursement for the funds in the amounts designated. Trustee Fiala seconded the motion and was unanimously approved.

**1.3 Recommend Approval of 2019-2020 Entrepreneurial Assistant Program Grant**

Trustee Fiala moved that the Finance and Facilities Committee approve on behalf of the Board of Trustees acceptance of the Entrepreneurial Assistant Program Grant in the amount of \$76,029.00. Trustee Serafini seconded the motion and was unanimously approved.

**1.4 Recommend Approval of Federal Perkins V Grant Funds for 2019-2020**

Trustee Fiala moved that the Finance and Facilities Committee approve on behalf of the Board of Trustees, acceptance of the Federal Perkins V Grant in the amount of \$531,199. Trustee Serafini seconded the motion and was unanimously approved.

**1.5 Recommend Approval of SUNY PIA Adobe Enterprise Term License**

Trustee Fiala moved that the Finance and Facilities Committee recommends the Board of Trustees approves the Participating Institutional Agreement (PIA) from SUNY for the Adobe Enterprise Licenses for a term of three (3) years from August 16, 2019 to August 15, 2022 at the total cost of \$70,611.84. Trustee Serafini seconded the motion and was unanimously approved.

**1.6 Recommend Approval of Funding Playground Equipment by Play by Design under NYS OGS PC67834**

Trustee Serafini moved that the Finance and Facilities Committee recommends the Board of Trustees approves the purchase of Playground equipment from Play by Design under NY OGS PC67834 through the 2019-2020 Perkins Grant for the BC Center in the amount of \$106,030. Trustee Fiala seconded. Discussion followed. Trustee Serafini wanted to know why the college is purchasing new equipment. Dr. Ross-Scott explained that the facility has not had new equipment since it opened and by having updated equipment, it may attract more students and community members. The funds will come out of Perkins Grant money (approved in 1.4). The motion was unanimously approved.

**1.7 Recommend Approval of Bid #2019-14 to Purchase of On-Line Proctoring Service Examity**

Trustee Serafini moved that the Finance and Facilities committee recommend the Board of Trustees approves Bid #2019-14 to purchase of the Online Proctoring Service "Examity" in the amount not to exceed \$485,000 per year for a five (5) year term (9/1/19-8/31/24). Trustee Fiala seconded. Discussion followed. Mr. Sullivan explained that this is for a third party company to administer online proctoring services. Funding will come from the increased 2019-20 Student Distance Learning Fees. The Evaluation Committee determined that Examity was the best option and will support exam integrity. The estimated amount is variable due to the number of courses, students per course, and # of exams by instructor. This has been budgeted in the contractual line on the expense side of the upcoming 2019-20 budget, with a revenue offset in the distance learning side. There was a pilot program done for the last 2 years. There has been strong support for this by Faculty and Examity has been strongly supported by SUNY. There is an "out-clause" in the agreement. Chairperson Paniccia wanted to know where the excess money from last year's distance learning went. Mr. Sullivan stated that it is recorded as additional revenues. The annual amount of the Examity contract will vary but it was calculated on an average of 5 exams. The College is comfortable that this cost will be balanced within the distance learning student fee revenue that is being generated for it. Dr. Drumm stated that the College must adhere to National Standards. Chairperson Paniccia would like Mr. Sullivan to report back on the status of the expenses for Proctoring and where it is in relationship to the anticipated revenues. Mr. Sullivan will have it in his monthly report or at least semester by semester. The motion was unanimously approved.

**1.8 Recommend Approval of Bid #2019-13 Alumni Magazine Printing**

Trustee Coffey moved that the Finance and Facilities Committee recommends the Board of Trustees approve Bid #2019-13 for the Printing of the Alumni Magazine by QMC Group for a three (3) year term in the Amount of \$96,258. Trustee Fiala seconded. Trustee Serafini noted there was only 1 bid, and perhaps items need to be re-bid. Mr. Ligeikis stated that single bids can be re-negotiated. Discussion followed as to why this is being paid by the College instead of the BCC Foundation if it is for the Alumni Magazine. Dr. Drumm explained that the Alumni Magazine and College magazine were merged several years back and that printing costs and mailings are covered by the college operating budget through the Alumni Affairs budget line. The motion was unanimously approved.

**1.9 Recommend Approval of Bid #2019-12 Pavement Rehabilitations Base Bid A and Base Bid B and Alternate 1**

Chair Paniccia moved that the Finance and Facilities Committee recommend the Board of Trustees approve Bid #2019-12 for the Pavement Rehabilitation Base Bid A, Base Bid B and Alternate 1 to Broome Bituminous in the amount of \$438,200. Trustee Serafini seconded. Discussion followed. Trustee Serafini questioned the bid being \$100,000 lower than the rest of the received bids. The bidding company does have their own facilities. Mr. Ligeikis explained that Base A and Base B address the campus loop drive and was divided into 2 sections as he was concerned over the cost. Alternate 1 is for Alumni Drive sidewalks and driveway. This will beautify and provide improved and safer pedestrian access to the south side of the Student Center. Ideally it would have been approved in July and completed before students arrived but Mr. Ligeikis has discussed the traffic control plan with the bidding company and are confident that it can be done without disruption of students. Approximately Seventy-five percent funding is from a prior capital project for roads and sidewalks, and 25% is budgeted for renovations/repair in the 2019-20 budget. Trustee Serafini would like to see a yearly breakdown of where the capital project renovation and repair monies were spent. Chair Paniccia suggested that if this is under budget, can the work be done on a weekend so student traffic is not disrupted. Mr. Ligeikis estimated a timeframe for work to be done is the long weekend in October when students have a break. The motion was unanimously approved.

**1.10 Recommend Approval of Resolution for the Revised Position Description for Assistant Director of Networking/Telecommunications**

Trustee Fiala moved that the Finance and Facilities Committee recommend the Board of Trustees approve the revised position description for Assistant Director of Networking/Telecommunications. Trustee Serafini seconded the motion. The motion was unanimously approved.

**1.11 Recommend Approval of Resolution for the New Position Description for Staff Associate for Video and Photography**

Trustee Coffey moved that the Finance and Facilities Committee recommend the Board of Trustees approve the new position description for Staff Associate for Video and Photography. Trustee Fiala seconded the motion. Trustee Serafini questioned that with student enrollment registration being so far down, does the college have to do it this year? Dr. Drumm stated this is a critical position and if the Distance learning grows, there will be a need for more videos for classes. Chair Paniccia wanted to know how this was being done now. Dr. Drumm explained that this was originally a combined position with events coordinating but is now 2 separate positions – Special Events Coordinator and Staff Associate for Video and Photography. Trustee Coffey questioned there was that much work to make this a part-time position to a full-time position? Dr. Drumm confirmed that there should be a whole Video department on the college because of the amount of work. The motion was unanimously approved.

**1.12 Recommend Approval of New Policy for Background Checks**

Trustee Serafini moved that the Finance and Facilities Committee recommend the Board of Trustees approve the new policy for Background checks. Trustee Fiala seconded. The motion was unanimously approved.

**1.13 Recommend Approval of Resolution for Unpaid Leave of Absence for Maja Szostak**

Trustee Fiala moved that the Finance and Facilities Committee recommends the Board of Trustees approve the unpaid leave of absence for Maja Szostak from September 23, 2019 to January 31, 2020. Trustee Serafini seconded. The motion was unanimously passed.

**1.14 Recommend Approval of Resolution for Unpaid Leave of Absence for Kimberly McLain**

Trustee Fiala moved that the Finance and Facilities Committee recommends the Board of Trustees approve the unpaid leave of absence for Kimberly McLain from August 19, 2019 to August 31, 2021. Trustee Coffey seconded. The motion was unanimously passed.

**1.15 Recommend Approval of Resolution for Paid/Unpaid Military Leave of Absence for Giovanni Scaringi**

Trustee Fiala moved that the Finance and Facilities Committee recommends the Board of Trustees approve the unpaid leave of absence for Giovanni Scaringi from

September 10, 2019 to January 10, 2020. Trustee Serafini seconded. The motion was unanimously passed.

**1.16 Recommend Approval of Resolution for Unpaid Leave of Absence for James Muccio**

Trustee Coffey moved that the Finance and Facilities Committee recommends the Board of Trustees approve the unpaid leave of absence for James Muccio from September 1, 2019 to August 31, 2020. Trustee Fiala seconded. The motion was unanimously passed.

**1.17 Recommend Approval of Bid #2019-15 Chocolate Equipment**

Trustee Serafini asked if this was part of Carnegie FF&E. Mr. Sullivan stated yes. Mr. Sullivan explained that when the Carnegie Project was budgeted and submitted for New Market Tax Credits, the chocolate equipment was part of the kitchen equipment. The College initially bid this as an add alternate in February 2019 along with a substantial amount of kitchen equipment which was approved by the Board at approximately \$2.1 million. Subsequently, the Board approved IT/AV. equipment and Furniture/Furnishing equipment and security equipment. The College was not sure earlier this year at that time whether there would be sufficient funding remaining for the add alternate chocolate equipment. The package was re-bid in July, due to the pricing in February 2019 having expired after 45 days. The College is comfortable that \$175,000 is within the range the chocolate equipment was budgeted for. There is approximately \$60-90,000 left in the Carnegie FF&E budget once the chocolate equipment is purchased. This should be the last major FF & E item that is more than \$50,000 that will need to come to the board. Chair Paniccia wanted to know where the Culinary Project is with regard to the overall budget. Mr. Sullivan's preliminary estimate is expenses may be approximately 2.5% (\$500,000) over budget (\$19.8 million). Funding to cover the estimated \$500,000 would be additional historic tax credit revenues and SUNY Capital Funds. If the Committee votes this down, Trustee Serafini inquired, can the funds be used for other purchases? Mr. Sullivan stated the college must optimize the \$5.5 million New Market Tax credit funding with FF&E. Trustee Serafini wanted to know where enrollment is for the Culinary Program. Mr. Wells stated there are 36 students registered for the program. There are at least another 30 more ready to register. Trustee Serafini stated he does not want to vote for \$175,000 equipment if we do not have blue lights etc. installed for the Security portion of the project completed. He feels that is much more important than securing this chocolate equipment. Mr. Sullivan stated that these items have been dealt with and blue light locations have been determined and costs have been accounted for. Chair Paniccia stated he was a proponent of the Culinary at \$10 million, he was not at \$12, \$15, or at \$19.8 million

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and in good conscience cannot vote for 1 piece of equipment at \$175,000. Trustee Serafini wanted to know what the \$175,000 represents. Chair Paniccia suggested tabling this Action Item until detailed information (how it works, how big it is, what is it, what are they paying for) is provided for review so committee members can do their own research. Trustee Serafini wanted to know how many students would be using this equipment. Dr. Drumm stated all would be using this. Trustee Serafini said after looking at budget, when the doors open, where are the funds budgeted to cover expenses? Mr. Sullivan explained that it depends. Items like Security will be part of Public Safety budget, Utilities would be under Facilities. Trustee Serafini wanted to know where the revenue is to cover these additional expenses with only 45 students. Dr. Drumm replied that the college must anticipate growth since this is just the Freshmen class. Trustee Serafini said that with enrollment down \$1.3 million in revenue for the current year this will add additional \$500,000 in expenses. Chair Paniccia asked what the student breakeven number was in the Pro-forma. Mr. Sullivan explained that breakeven is projected at 4 years out with approximately 120 student FTEs. The projected number of student FTEs for the first full year was 90. Thirty six is a good number for the Fall 2019 semester since the Carnegie isn't fully functional and incurring expenses until the Spring 2020. An actual depiction would be to see where the Fall 2020 numbers are. Chair Paniccia would like to have a breakdown of where expenses are against budget as the program starts up. Someone needs to monitor these costs. Chair Paniccia and Trustee Serafini both commended Mr. Sullivan for keeping the budget balanced but there needs to be more information and breakdown of expenses against the budget. Chair Paniccia would like to table this.

The committee stopped the discussion as they were out of order. Trustee Fiala moved that for the *purpose of discussion* the Finance and Facilities Committee recommends the Board of Trustees approve Bid #2019-15 for the purchase of Chocolate Making Equipment from C&T Design & Equipment Company Inc. in the amount of \$175,335 plus travel expenses. Trustee Coffey seconded. Discussion followed. Mr. Sullivan stated he will get more information from the Culinary department program. He reiterated that the board approved this project at \$19.8 million, they approved FF&E for \$5.5 million which included this kitchen equipment, and the College has exhausted the approved list of operating assets eligible for the new Market Tax Credit funding allocation of the money. The college must utilize all the money in that \$5.5 million. If the committee tables this, (1) he must go back to the financial institutions for approval and explain what the College will substitute with that \$175,000, (2) the lead time for delivery and installation on this equipment is 6 months which is pushing us into February of 2020. Mr. Sullivan stated that Dr. Wojdat feels that the uniqueness of having chocolate making capabilities will have an added value to prospective students and the program. He thinks it is a niche that

will be favorably responded to by the market. The college is at 95% of spending the \$5.5 million for this program. Chair Paniccia is not asking Mr. Sullivan to go back to New Market, he is asking for additional information on what this is. Trustee Serafini asked if the program was now adding a pastry aspect to it. Dr. Haynes stated that in her experience, it is typical to have desserts in the curriculum. She will get additional information from Dr. Wojdat about student outcomes.

Trustee Serafini moved to table this action item. Trustee Paniccia seconded the motion. The motion did not carry a majority and was not approved.

Trustee Serafini asked that instead of tabling it, he would vote to move it on but would like more information about this equipment. Mr. Sullivan stated that he could have that information emailed to the board by end of business Wednesday.

Trustee Coffey moved the Finance and Facilities Committee recommends the Board of Trustees approve Bid #2019-15 for the purchase of Chocolate Making Equipment from C&T Design & Equipment Company Inc. in the amount of \$175,335 plus travel expenses. Trustee Fiala seconded the motion. The motion passed with 3 yes (Coffey, Fiala, Serafini) and 1 no (Paniccia).

## **2. INFORMATION ITEMS**

### **2.1 President's Report**

Dr. Drumm reported that the College received an award for the EAP grant program. The college has one of the best programs in the state. Enrollment has improved after de-reg to 8.5%. Trustee Serafini asked where the college is ranked against the other 29 community colleges. Dr. Drumm reported that we never know because no one reports it anymore. Tc3 and Cortland are down and rumors of different governance structures have been discussed among some community colleges.

### **2.2 Budget and Finance Update**

Mr. Sullivan reported that the college is still predicting a balanced budget and will have more information at the September board meeting as the Fiscal year is closing August 31, 2019. Chair Paniccia commended Mr. Sullivan again for balancing the budget.

### **2.3 Reports for Board Information**

#### **2.3.1 Facilities Update**

Mr. Ligeikis presented the Facilities and Carnegie Contingency. The Carnegie is close to 84% complete based on pay outs. There was an agreement with Security Mutual for storage and parking. The front is getting cleaned up for LUMA in September. The front will be used in the

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event. Security Mutual parking will be used for special events. There are many projects in process on campus and upcoming in the Fall. Mr. Ligeikis is disappointed on the number of student workers who quit. They provided much needed manpower in maintaining the campus grounds. Discussion on the utilization of the Culinary & Events Center followed as the special events, private catering etc., offset by a fee.

**2.3.2 Personnel Report – Standard activity.**

Chair Paniccia motioned to go into Executive Session at 10:06 am for purposes of discussing the medical, financial, credit or employment history of a particular person or corporation, or matters leading to “the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation.” Trustee Fiala seconded the motion.

Trustee Fiala motioned to come out of Executive Session at 10:08. Trustee Coffey seconded the motion.

**2.3.3 Budget Transfers - standard**

**2.3.4 Grant Approvals - standard**

**2.3.5 Investment Report – standard**

Trustee Coffey made a motion to adjourn the meeting. Trustee Fiala seconded the motion and it was unanimously approved.

The meeting adjourned at 10:09 a.m.

***The next Finance and Facilities Committee Meeting is tentatively scheduled for  
Tuesday September 17, 2019 at 9:00 a.m. in Wales 107 Conference Room***