

SUNY BROOME COMMUNITY COLLEGE
Finance and Facilities Committee Minutes
June 25, 2019, Wales 107 Conference Room

COMMITTEE MEMBERS PRESENT:

Chairperson Anthony Paniccia, Nick Serafini, Margaret Coffey, Barbara Fiala, Sharon Ball.

SUNY BROOME ADMINISTRATION PRESENT:

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

Chairperson Paniccia called the meeting to order at 9:01 am.

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 May 2019 and portions of June 2019. Trustee Serafini 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 June 2019 and direct reimbursement for the funds in the amounts designated. Trustee Serafini seconded the motion and was unanimously approved.

1.3 RECOMMEND APPROVAL OF RESOLUTION FOR CANDIDATES FOR PROMOTION

Trustee Coffey moved that the Finance and Facilities Committee approve the resolution for candidates for promotion. Trustee Fiala seconded the motion and was unanimously approved.

1.4 RECOMMEND APPROVAL OF FEDERAL COLLEGE WORK STUDY ALLOCATION INCENTIVE PAYMENT

Trustee Coffey moved that the Finance and Facilities Committee on behalf of the Board of Trustees approves acceptance of this grant. Trustee Fiala seconded the motion and was unanimously approved. The Federal College Work Study Program (FCWSP) is a needs-based Financial Aid Program that provides employment opportunities to SUNY Broome students on campus, allowing them to minimize their use of loans to fund their educational expenses. The FCWSP is set up as a grant to allow students to receive financial aid in the form of bi-weekly paychecks based on the number of hours they worked.

1.5 RECOMMEND APPROVAL OF RESOLUTIONS ADOPTING THE COLLEGE'S 2019-20 OPERATING BUDGET, SPONSOR SERVICES, FULL TIME POSITIONS, STUDENT FTES AND 2019-20 TUITION AND FEES

Trustee Coffey moved that the Finance and Facilities Committee approves the resolutions for the College's 2019-20 operating budget, sponsor services, full time positions, student FTEs and 2019-20 tuition and fees. Trustee Fiala seconded. Discussion followed.

Mr. Sullivan presented that the difference between the proposed budget in April 2019 and the approved budget was the college requested a 2% increase in Sponsor share and the county approved only a 1% increase in Sponsor share. That adjustment reduced Sponsor Share by approximately \$75,000.00. The College correspondingly increased miscellaneous fees by approximately \$75,000.00. The budget assumes a 6% decrease in enrollment. Chair Paniccia wanted to know if there was anywhere else to get the money versus increasing miscellaneous student fees. Is there room in the budget to offset this \$75,000.00? Mr. Sullivan explained that there are several factors that resulted in an increase of these fees. Costs are going up and this is compounded with declining enrollment. There is substantial work required for capital projects on campus. There will be additional transportation costs due to increasing BC Transit bus transportation for the BAP students to BU and additional Culinary/Incubator stops. There are costs and fee increases in distance learning/online classes due to a decrease in program integrity which resulted in the college contracting for on-line proctoring services which the College is picking up. Each of the increases in fees is a result of expanded services, additional costs and investments in technology/software. The college also has to contend with the Excelsior program where the tuition is fixed for 4 years. ID replacement represents a deterrent as 700 ID cards were replaced over this past year and are being sold because of the services available using an ID card. Chair Paniccia: 83% of the operating budget is payroll/fringe, which leaves approximately \$9 million for non-personnel expenses, with \$1 million going right to Culinary Event Center. Is it fair to charge the rest of the non-culinary students these increased fees when this capital project could have been done on campus for \$10 million? This is a huge number to be paid by the rest of the students. Mr. Sullivan reported that after the completion of the 7- year tax credit compliance period, the lease payment of \$500,000 will go away once the College takes title/owns the building. Trustee Coffey wanted to know if there would be significant operational income generated by Carnegie for special events. Dr. Drumm stated that until everything ramps up, we do not have that information. The marketing program has increased enrollment in the Culinary Program. Trustee Serafini requested the College ensure the safety of students walking between the Incubator/Culinary and is covered by insurance.

The motion was unanimously approved.

1.6 RECOMMEND APPROVAL OF RESOLUTION FOR UNPAID LEAVE OF ABSENCE

Trustee Fiala moved that the Finance and Facilities Committee grant an unpaid leave of absence to Diane O'Heron, Professor in the English Department from August 19, 2019 to December 20, 2019. Trustee Serafini seconded the motion and was unanimously approved.

1.7 APPROVAL OF CULINARY AND EVENT CENTER DOOR ACCESS CONTROL (CBORD) EQUIPMENT, SERVICE AND LICENSING (FF&E)

Trustee Coffey moved that the Finance and Facilities Committee approves the purchase of the CBORD (Door Access Control) equipment, service and licensing for the Culinary and Event Center in the amount of \$103,545.00. Mr. Ligeikis explained what a CBORD system is. It is a security aspect that will allow certain areas and exterior/interior doors to be locked down. Currently, we have this in Wales, Natural Science, and Calice buildings. Trustee Ball seconded the motion and was unanimously approved. Discussion continued regarding cameras on the Culinary building, parking lot and Incubator. Dr. Drumm will discuss with the Incubator.

1.8 RECOMMEND APPROVAL TO PURCHASE COMPUTERS AND MONITORS FROM THE NYS OGS PM20820 CONTRACT FROM DELL MARKETING LP FOR STUDENT LABORATORY AND CLASSROOM COMPUTERS

Trustee Serafini moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the purchase of Computers and monitors from the NY OGS PM20820 Dell Marketing LP Contract in the amount of \$85,901.16. Trustee Fiala seconded the motion and was unanimously approved.

1.9 RECOMMEND APPROVAL OF PARTIAL RELEASE OF RETAINAGE FOR STREETER ASSOCIATES

Trustee Coffey moved that the Finance and Facilities Committee recommends that the Board of Trustees approves a partial release-of-retainage payment to Streeter Associates for their work on the Calice Mechanical Bldg. Trustee Fiala seconded the motion. The motion passed with Chair Paniccia abstained.

1.10 RECOMMEND APPROVAL OF PURCHASE OF A REPLACEMENT MAIN TRANSFORMER FOR THE SUNY BROOME CAMPUS

Trustee Ball moved that the Finance and Facilities Committee approves the replacement of the SUNY Broome main transformer in the amount of \$54,554.00. Trustee Fiala seconded the motion and was unanimously approved.

2.0 INFORMATION ITEMS

2.1 President's Report

Dr. Drumm announced that Dr. Haynes would be joining the college on Monday, July 1, 2019 and will be at the BOT meeting on June 27, 2019 to be introduced. This is Dr. Battisti's last F&F meeting and Dr. Drumm turned his report over to Dr. Battisti. Dr. Battisti thanked everyone on the committee and in the room. He has been very excited to have been at the college for 48 years. He reflected that a Community College is always changing, always refining. Dr. Battisti has enjoyed working with Dr. Drumm these past 8 years and the opportunities that he had a chance to participate in.

2.2 SUNY Broome Budget and Financial Developments

Mr. Sullivan reported that much of the budget was covered when discussing Action Item 1.5. Finance continues to forecast a balanced budget by year end August 31, 2019.

2.3 Reports for Board Information

2.3.1 SUNY Broome Facilities Update

Culinary tours have been requested by the Broome County Legislature. Based on payouts through May, Culinary is approximately 73% complete. The AT boiler project is in place. Roofs for Decker are in design. Bids should be going out to bid for the Campus loop road and Ice Center Cooling tower. Mr. Ligeikis reported that the college is working with MATCO to look at a 4 pronged approach for electrical on the campus; both permanent and portable generators and spare transformers; and have something to present to the board in September. The Broome County DPW has agreed to clean and regrade the ditches on the campus loop road. The Facilities department now has 9 student part-time workers. Change orders for Culinary were pointed out and that the budget is still in the black. If more detail is needed on the change orders, he will be glad to discuss them further.

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.

New Business

October 10, 2019 will be Dr. Battisti's retirement dinner at the Binghamton Country Club.

Dr. Haynes will be on campus June 26, 2019.

Trustee Serafini made a motion to adjourn the meeting, and Trustee Coffey seconded the motion, which was unanimously approved. The meeting adjourned at 9:52 am.

The next Finance and Facilities Committee Meeting is scheduled for August 20, 2019 at 9:00 a.m. in the Wales 107 Conference Room.