

SUNY BROOME COMMUNITY COLLEGE
Finance and Facilities Committee Minutes
May 14, 2019, Wales 107 Conference Room

COMMITTEE MEMBERS PRESENT:

Chairperson Anthony Paniccia, Nick Serafini, Margaret Coffey, Student Trustee Orion Barber.

SUNY BROOME ADMINISTRATION PRESENT:

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

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

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 April 2019 and portions of May 2019. Trustee Barber seconded the motion and was unanimously approved.

1.2 RECOMMEND APPROVAL OF PETTY CASH

Trustee Barber moved that the Finance and Facilities Committee approve the list of petty cash expenditures for April 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 CADIDATES FOR PROMOTION

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

1.4 RECOMMEND APPROVAL OF BID 2019-10 EXTERIOR DOOR CONTRACT.

Trustee Barber moved that the Finance and Facilities Committee approve the awarding Bid 2019-10 to Marchuska Brothers for the Replacement and Repair of Various Campus Wide Doors project for \$235,663. This project is to ensure all 29 entrances and over 30 doors be updated with ADA access. Be it further resolved that the Board of Trustees approve a transfer of funds for \$235,663 from the supply/contractual budget to the equipment budget for this project. Trustee Serafini seconded the motion and was unanimously approved.

1.5 RECOMMEND APPROVAL OF FUNDING FOR 2019 PRE-FRESHMAN SUMMER EDUCATIONAL OPPORTUNITY PROGRAM (EOP)

Trustee Coffey moved that the Finance and Facilities Committee approve acceptance of this program in the amount of \$58,310.00. Trustee Barber seconded the motion and was unanimously approved.

1.6 RECOMMEND APPROVAL OF A RESOLUTION FOR MANAGEMENT CONFIDENTIAL HOURLY COMPENSATION.

Trustee Coffey moved that the Finance and Facilities Committee approves the request for the change in status of non-represented Management Confidential employees in the competitive class to be paid as hourly employees and the approval of overtime pay at the rate of one and one-half (1 ½) times the employee's regular hourly rate for any hours worked in excess of the employees normal work week when authorized by the appropriate department head/supervisor. Trustee Serafini seconded the motion and was unanimously approved.

2. INFORMATION ITEMS

2.1 President's Report

We are winding down to Commencement; campus has had different commencement related activities. There was a Retiree Recognition party held – in the dark due to loss of power – at Traditions at the Glenn on Friday May 10. This was Dr. Battisti's last recognition party. The campus also lost power last night, into this morning, for four to five hours. There will be a farewell reception for Dr. Francis Battisti this coming Friday from 2 pm – 4 pm at the Ice Center Events Room. There will be a formal event for Francis in the future and we will send out the details as soon as they are finalized. Francis will not be coming back after this year; he will be doing consulting on his own. New union leadership will become effective on July 1, 2019. Suzanne Shephard will be the new President; Tera Doty-Blance has been the Secretary but has been shadowing Fred all year to become the Vice President, Kennie Leet - Treasurer, Denise Abrams - Secretary. This is Orion Barber's last week as a Trustee; he has held a three-year term. We will need direction in the fall for a new student trustee. Penny Haynes, the new Chief Academic Officer, will be on campus May 15th. Enrollment continues to be all over the place; up and down which is normal for this time of year, but it does remain down. We have seen an 8% decline in enrollment this week. The NYC Enrollment Event, being held on May 20-21, 2019 has maximum registration. Our enrollment numbers are down compared to outside of the Southern Tier. We do see that the

free tuition is pushing students to Senior Institutions, but we are already seeing students return to community colleges.

2.2 SUNY Broome Budget and Financial Developments

Mr. Sullivan reported that the monthly forecast is the same as the last couple of months. Based on preliminary numbers it looks like enrollment will be at or around 8% lower than last year's actual numbers. Mr. Sullivan is confident the College will have a balanced budget through the end of the year.

2.3 Reports for Board Information

2.3.1 SUNY Broome Facilities Update

Mr. Ligeikis presented the Facilities update. Trustee Coffey, Trustee Paniccia and Trustee Serafini toured the Culinary center project last week. The rooftop and HVAC units were installed this past Saturday, tilework and bathrooms are being started. The work in the old science building for the payroll office has been completed; the office relocation is expected to start this week. The first phase of the Music Department upgrade is complete, the upgrade included painting, carpeting, LBT installation, and signage upgrades. The design plans are still ongoing for the student center roof, the decker building roof, and milling and resurfacing work on College Drive. The power outage we had last week was due to a failure in the main transformer, NYSEG and MATCO electric were on site to determine a course of action. A temporary transformer was delivered, but the terminals delivered from out of town were the wrong ones. A portable substation was delivered; it is powering the campus as of today. The proper terminals have arrived and we are waiting to schedule a time where the switch can be made that will not affect the campus; looking into a Saturday night or Sunday. The facilities department is working with C&S (Calcerina and Spina) engineers out of Syracuse to identify options (dual transformers, generators) to address power outages on campus; the proposal will also include options for the Student Village as well.

2.3.2 Personnel Report - routine

2.3.3 Budget Transfers - standard

2.3.4 Grant Approvals - standard

2.3.5 Investment Report – standard

2.4 New Business

There was discussion between Dr. Kevin Drumm and Trustee Paniccia about revising bylaws 2.4, 2.7, and 4.1. Trustee Paniccia would like to see bylaw 2.4 revised to state only five attendees are needed for a quorum; it currently states six are needed. Bylaw 2.7 was reviewed and it was agreed upon to keep it as is. Trustee Paniccia would also like to see bylaw 4.1 revised to three committee members instead of five. Dr. Kevin Drumm will discuss the revisions of bylaws 2.4 and 4.1 with Bob Behnke.

These reports were submitted to the committee for information.

Trustee Paniccia made a motion to adjourn the meeting, and Trustee Serafini seconded the motion, which was unanimously approved. The meeting adjourned at 9:34 am.

The next Finance and Facilities Committee Meeting is scheduled for June 25, 2019 at 9:00 a.m. in the Wales 107 Conference Room.