

SUNY BROOME COMMUNITY COLLEGE
Finance & Facilities Committee Minutes
September 17, 2019, Wales 107 Conference Room

- COMMITTEE MEMBERS PRESENT:** Chairperson Anthony Paniccia, Barbara Fiala, Margaret Coffey.
- COMMITTEE MEMBERS ABSENT:** Nick Serafini, (Student Trustee position vacant until Fall Semester elections)
- 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 9:00 a.m.

1. ACTION ITEMS

- 1.1 Recommend Approval of Payroll Certification**
Trustee Coffey moved that the Finance and Facilities Committee approve on behalf of the Board of Trustees, the filing of the College payroll for portions August and September 2019. Trustee Fiala seconded the motion and was unanimously approved.
- 1.2 Recommend Approval of SUNY Performance Improvement Fund (PIF) Applied Learning Implementation Grant Proposal #312**
Trustee Fiala moved that the Finance and Facilities Committee approve on behalf of the Board of Trustees acceptance of the SUNY Performance Improvement Fund (PIF) Applied Learning Implementation Grant Proposal #312. Trustee Coffey seconded the motion and was unanimously approved.
- 1.3 Recommend Approval of Resolution for the New Position Description for Assistant Director of Workforce Development**
Trustee Coffey moved that the Finance and Facilities Committee approve to recommend that the Board of Trustees approves the resolution for the new position description Assistant Director of Workforce Development. Trustee Fiala seconded the motion. Discussion followed. Chair Paniccia asked if this person was going to share the same services as the position at the Foundation. Dr. Drumm responded that we have a joint initiative with the Foundation but we cannot share positions. Chair Paniccia wanted to know if this person was going to do what was outlined in the feasibility study that the Foundation had initiated. As co-chair of the Workforce Development in Broome County, does this person have the authority to make decisions on behalf of the college because the person in charge now does not have that authority. Dr. Drumm stated that Ms. Hertzog does have the authority. Chair Paniccia said there seems to be a disconnect and it appears that she does not have the authority to move forward on behalf of the college. The person the workforce development group is looking for is to work with the 70 entities to find or develop a pipeline to help local business fill the approximately 4000 jobs. Dr. Drumm reported that Ms. Hertzog does that now and this person will report to Ms. Hertzog. This will help her as she divides her time between

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Continuing Education and Workforce Development. Trustee Coffey stated that Ms. Hertzog isn't making any decisions. There is a bigger picture that doesn't seem to be filled. Dr. Drumm stated that this person will help Ms. Hertzog fill that gap. This person will solely be focused on Workforce Development. Ms. Hertzog will still oversee workforce development and will help this person. The motion was unanimously approved.

1.4 Recommend Candidate for Continuing Appointment

Trustee Fiala moved that the Finance and Facilities Committee recommends the Board of Trustees approves the resolution for continuing appointment for Timothy Skinner effective September 1, 2019 Trustee Coffey seconded the motion and was unanimously approved.

1.5 Recommend Candidate for Promotion

Trustee Coffey moved that the Finance and Facilities Committee recommends the Board of Trustees approves the resolution for candidates for promotion for Timothy Skinner. Trustee Fiala seconded. The motion was unanimously approved.

1.6 Recommend Approval of New Sexual Harassment Policy

Trustee Coffey moved that the Finance and Facilities committee recommend that the Board of Trustees approves the new Sexual Harassment Response and Prevention Policy for SUNY Broome Community College. Trustee Fiala seconded. The motion was unanimously approved.

1.7 Recommend Approval of Bid #2020-1 for Roof Repair of the Student Center and Decker Health Sciences Building

Trustee Fiala moved that the Finance and Facilities Committee recommends the Board of Trustees approve Bid #2020-1 for Roof Repair of the Student Center and Decker Health Sciences building in an amount not to exceed \$431,935.00. Trustee Coffey seconded. Chair Paniccia asked Mr. Ligeikis to explain what the bid included. The base bid was for the roof of the Decker Health Sciences Building which had been cited for Fire/Safety concerns, Alternate 1 is to rebuild the skylights on the Baldwin gym roof, Alternate 2 is for the remainder of the Baldwin gym roof, and Alternate 3 is for the area above the Athletic offices. Alternate 4 was for the locker room roof but this area had been repaired last Fall and was in the best shape of all the roofs. Mr. Ligeikis reported that \$600,000 was budgeted for roof repair. Mr. Ligeikis stated that Alternate 4 was not accepted as he is concerned about the conditions of the roofs after they tear it off and there may be additional funds that will be needed of the surplus budgeted amount. The motion was unanimously approved.

2. INFORMATION ITEMS

2.1 President's Report

Dr. Drumm reported that concurrent enrollment numbers are coming in. These numbers are based on the number of sections, not actual students in the class. There are an additional 30 sections offered, up from last year. We are still struggling to certify High school faculty to teach these classes. They must be master prepared in the field or have the correct graduate credits in the field. Dr. Drumm had a conversation with Narcisa Polonio about the upcoming Board Retreat. He will forward the draft agenda to board for their review and input. The college is wrapping up last year's budget. We are in good shape heading into Middle States where we are spending a lot of time. Trustee Coffey asked what the college was doing in response to the community that County Executive Garnar mentioned in his 2020 Executive Budget proposal about investing in the expansion of the nursing program to address a critical nursing shortage in the area. Dr. Drumm reported there are lots of conversations going on about renovations in order to expand the program, to update the facility, reconfigure the facilities and expand the facilities. It is estimated that between \$5-6 million will be needed to do this. The public won't see any difference in the nursing program? Dr. Drumm stated it will take about 2 years. Trustee Coffey stated it should have started 2 years ago. Chair Paniccia asked that there be an update at the Thursday BOT meeting on the nursing program (test scores, pass/fail etc.) This was supposed to have been reported on at each BOT meeting. He would like to have an update on the Nursing Program and a list of future expectations of the nursing program.

2.2 Budget and Finance Update

Mr. Sullivan reported that last year's budget concluded 2 weeks ago as of August 31, 2019. The college continues to forecast a balanced budget. Based on the forecasting, the expectation is that there will be approximately a 1% margin which will get us to approximately a 9% fund balance, which meets both Middle States and SUNYS' recommendations. There is no report forecasting this year's budget, but budgeted enrollment is a decline of 6% net FTEs. Fall 2019 is at approximately an 8%% enrollment decline, but correspondingly sections were reduced by about 6%. Based on these efforts, it is our initial analysis that it looks reasonably balanced at this point.

Mr. Sullivan provided more detail on the three (3) major proposed capital campus projects. The board in March recommended a 5 year capital plan to be submitted to the county. The most important part is the first year which is the county's 2020 fiscal year. The County Executive did 100% support the 3 capital projects of which the Decker renovation or expansion was included. The County Executive recommended to the county legislature \$1 million in county support for this renovation. Preliminary analysis is that this renovation will range between \$5-6 million. Architects C&S are in the process of a preliminary design. Approximately half of the \$5-6 million will be new equipment. The Finance Department is targeting to get capital projects to SUNY by the end of September, 2019 to get into next year's State Budget. The Decker renovation is projected with at least a 12 month construction

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timeframe with a start date of Spring 2020 and conclusion of the expansion in Fall 2021. There is also in the county's recommended plan, \$500,000 for additional roof repairs. As Mr. Ligeikis stated, Alternate 4 will defer to next year. Chair Paniccia asked if any surplus from the budgeted \$600,000 roof repair will be used for Alternate 4 and renovate another roof that is on the capital improvement listing. The third renovation recommended by the County Executive was the renovation for Old Science and Student Services to the One Stop project, proposed as a 3 phase project. The County Executive has recommended \$5 million for phase 1 with the county providing \$2.5 million. We anticipate this project to be in the \$15 million range and are proposing \$5 million in 2020, \$5 million for 2021, and \$6.5 million for 2022. An RFP for the architect and engineering services will be issued soon. This \$3.75 million is the largest amount of support that the college has received from the County in recent times. Chair Paniccia inquired if the surplus from the roof could be used to address other roofs without having to go out to bid? Mr. Ligeikis is concerned about the condition of the roof once they pull it off. This surplus will leave some buffer. Dr. Drumm stated that there was a lot of work in the past on the East side. There has not been any major renovations since the original roof was put on.

2.3 Reports for Board Information

2.3.1 Facilities Update

Mr. Ligeikis presented the Facilities report. The most notable for Carnegie is the glass curtain wall installation has started. This will be the main entrance to the facility. A lot of flooring work, especially the epoxy flooring in the kitchens has been completed. Flooring contractor came in to look at the terrazzo floor restoration so it is consistent with National Parks standards. Payouts were 89% complete with the project. Substantial amount of work on campus has been completed or is underway. Facilities have met with Broome Bituminous to discuss the start of the loop road paving project which should start in the next few weeks. There was a Get Start meeting for the Decker Health Sciences building with C&S. Representatives from Sightlines are doing data collection for space utilization on campus this week.

2.3.2 Personnel Report – Standard activity.

2.3.3 Budget Transfers - Standard

2.3.4 Grant Approvals - Standard

2.3.5 Investment Report –Modestly ahead of budget

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

The meeting adjourned at 9:26 a.m.

***The next Finance and Facilities Committee Meeting is tentatively scheduled for
Tuesday October 29, 2019 at 1:00 p.m. in the Libous Conference Room, Decker Health Sciences
Building***