

**SUNY BROOME COMMUNITY COLLEGE**  
**Finance & Facilities Committee Minutes**  
**December 10, 2019 Wales 107 Conference Room**

**COMMITTEE MEMBERS PRESENT:** Acting Chairperson Margaret Coffey, Barbara Fiala, Nick Serafini.

**COMMITTEE MEMBERS ABSENT:** Anthony Paniccia, Chairperson, Peter Kennedy

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

**Chairperson Coffey called the meeting to order at 9:02 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 October, November and December 2019. Trustee Fiala seconded the motion and was unanimously approved.

**1.2 Recommend Approval of Petty Cash**

Trustee Serafini moved that the Finance and Facilities Committee approve the list of petty cash expenditures for October and November 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 Acceptance of SUNY Child Care Program Grant 19**

Trustee Fiala moved the Finance and Facilities Committee approve on behalf of the Board of Trustees, to accept the SUNY Child Care Program Grant 19. Trustee Serafini seconded the motion and was unanimously approved.

**1.4 Recommend Acceptance of SUNY PRODiG Initiative**

Trustee Serafini moved the Finance and Facilities Committee approve on behalf of the Board of Trustees, to accept the SUNY PRODiG initiative and funding. Trustee Fiala seconded the motion and was unanimously approved.

**1.5 Recommend Approval of Approval of Unpaid Leave of Absence – O’Heron**

Trustee Serafini moved that the Finance and Facilities recommend the Board of Trustees to approve the unpaid Leave of Absence for Diane O’Heron. Trustee Fiala seconded the motion and was unanimously approved.

**1.6 Recommend Approval to Increase Budget for the Culinary and Event Center (CEC) Capital Project to \$20,980,000**

Trustee Fiala made a motion to recommend approval by the Board of Trustees to increase the budget for the Culinary and Event Center (CEC) Capital Project to \$20,980,000. Trustee Serafini seconded. Discussion followed. Trustee Serafini

inquired if this would be the last of requested budget changes. Mr. Sullivan represented that as of today, this was the best estimate of possible change orders for the project. The college is waiting on hearing back from SUNY as to whether the small wares can be capitalized in order to get 50% of the capital costs reimbursed. Trustee Serafini asked what the Culinary enrollment numbers were. Mr. Wells reported that there are 25 students for the spring semester and 40 students for the fall 2020. Mr. Wojdat reported there are a total of 100 students from all the hospitality programs that will be utilizing the Center and all those programs will be starting at the CEC starting in January. Trustee Fiala asked what the overrun percentage is. Mr. Ligeikis replied that overruns are currently running at 11%. The motion was unanimously approved.

**1.7 Recommend Approval to Purchase Small wares for the Culinary and Event Center (CEC) from WW Grainger under NY OGS PC67235 in an amount of \$116,600.23**

Trustee Fiala made a motion to recommend approval by the Board of Trustees to purchase Small wares for the Culinary and Event Center (CEC) from WW Grainger under NY OGS PC67235 in an amount of \$116, 600.23 Trustee Serafini seconded the motion and was unanimously approved.

**Acting Chairperson Coffey asked that items 1.6 and 1.7 be placed under Action Items for the Board of Trustees meeting December 12, 2019.**

**1.8 Recommend Approval of Resolution for the New Position Description for Senior Network Telecommunications Specialist**

Trustee Fiala made a motion to recommend approval of a resolution by the Board of Trustees for the new position description for Senior Network Telecommunications Specialist. Trustee Coffey seconded and was unanimously approved.

## **INFORMATION ITEMS**

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

Dr. Drumm reported that Dr. Haynes was at a Middle States Conference. The college is tracking enrollment. Applications and inquiries are up but continuing students are slow to register due to financial holds. Dr. Drumm thanked Trustee Ball, Newman and Andrews for attending the Campus Reception on December 5. There were 233 responses and next year's event will be held at the CEC.

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

Mr. Sullivan reported that based on current analysis, he expects a balanced budget. On the revenue side, the college is accounting for an overall decline of 6%. Enrollment is currently down 8% but Fast Forward/concurrent enrollment was up 17% producing approximately a 6% overall decline. On the expense side payroll costs are up 2%. Finance is focusing on the winter and spring term section management. Fringe benefits are higher due to a 5% increase in health care premiums. The college will balance this with re-prioritizing purchases and projects to make up the difference. Trustee Serafini

commended the college for nearing the 10% fund balance. There probably a ½ dozen colleges that can say this. This will help at Middle States to show accountability.

## **2.3 Reports for Board Information**

### **2.3.1 Facilities Update**

Mr. Ligeikis reported that the Culinary and Event Center received their COO on December 3<sup>rd</sup>. He gives a lot of credit to the contractors for completing this project 2 days past the original estimated date. On the campus, the BC Center playground is completed, campus wide upgrades to bathrooms which have been identified by Student Assembly. The Decker roof project is ongoing. Mr. Ligeikis is meeting next week with Sightlines on the space utilization study and C&S engineers to discuss the re-engineering of the Decker Building to meet the needs of the nursing and health sciences departments.

### **2.3.2 Personnel Report**

This report is for informational purposes and was included in the packet.

### **2.3.3 Budget Transfers**

This report is for information purposes and was included in the packet.

### **2.3.4 Grant Approvals**

This report is for information purposes and was included in the packet.

### **2.3.5 Investment Report**

This report is for information purposes and was included in the packet.

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

The meeting was adjourned at 9:46 a.m.

The next Finance and Facilities Committee Meeting is scheduled for January 21, 2020\_at 9:00 a.m. in Wales Conference room 107