

**SUNY BROOME COMMUNITY COLLEGE**  
**Finance & Facilities Committee**  
**February 16, 2021**  
**Official minutes**  
**Zoom Conference Call, 9 a.m.**

College Vision: **Learning today, transforming tomorrow.**

SUNY Broome Mission: **SUNY Broome Community College supports all members of the learning community by creating access to inclusive, diverse educational experiences. Success is achieved through the provision of innovative academics, transformative student support, and meaningful civic and community engagement.**

Institutional Values: **INQUIRY, RESPECT, INTEGRITY, TRUST, EQUITY**

<b>Committee Members Present:</b>	Kathy Connerton (Chair), Barbara Fiala, Nick Serafini, Margaret Coffey
<b>Committee Members Absent:</b>	Aseel Mohamed
<b>Other Trustees Present:</b>	Jason Andrews
<b>SUNY Broome Administration Present:</b>	Dr. Kevin Drumm, Dr. Penny Haynes, Dr. Carol Ross-Scott, Michael Sullivan, Lynn Fedorchak, Jeanette Tillotson, Jesse Wells, David Ligeikis, Larry Allen

Chairperson Connerton called the meeting to order at 9:00 a.m.

**1.0 Approval of January 19, 2021 Minutes**

Trustee Serafini moved to approve the minutes of the January 19, 2021 Finance & Facilities Committee meeting. Trustee Fiala second the motion and was unanimously approved.

**2.0 ACTION ITEMS**

**2.1 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 of January and portions of February 2021. Trustee Serafini seconded the motion and was unanimously approved

**2.2 Recommend Approval of BCC Foundation-Lockheed Martin Student Emergency Fund**

Trustee Fiala moved that the Finance and Facilities Committee, on behalf of the Board of Trustees approves acceptance of the BCC Foundation-Lockheed Martin Student Emergency Fund. Trustee Coffey seconded the motion and was unanimously approved.

**2.3 Recommend Approval of New Unrestricted Net Assets (Fund Balance) Policy**

Trustee Coffey moved that the Finance and Facilities Committee recommend the Board of Trustees approve the new Unrestricted Net Assets (Fund Balance) Policy to be adopted and included in the SUNY Broome Community College Policy Manual reference FI6009 Unrestricted Net Assets (Fund Balance) Policy. Trustee Fiala seconded. Discussion followed on the development of this policy and the guidelines from SUNY/GASB that it follows. Trustee Fiala moved to approve the motion. Trustee Serafini seconded the motion and was unanimously

approved.

**2.4 Recommend Approval of Revised Treasurer Policy**

Trustee Coffey moved that the Finance and Facilities Committee recommend the Board of Trustees approve the revised Treasurer Policy to be adopted and included in the SUNY Broome Community College Policy Manual reference GO1005 Treasurer Policy. Trustee Fiala seconded the motion and the motion was unanimously approved.

**2.5 Recommend Approval of Unpaid Leave of Absence for Maja Szostak**

Trustee Coffey moved that the Finance and Facilities Committee recommend the Board of Trustees approve the unpaid leave of absences for Maja Szostak, Sr. Staff Assistant in the Admissions Department from January 3, 2021, to May 31, 2021, to serve as the Interim Director of Admissions while the position is being reviewed and searched due to resignation of the current director. Trustee Serafini seconded the motion and the motion was unanimously approved.

**2.6 Recommend Approval of Faculty Eligible for Continuing Appointment**

Trustee Coffey moved that the Finance and Facilities Committee recommend that the Board of Trustees approve the resolution for continuing appointment for the list candidates effective September 1, 2021. (The list was included in the packet.) Trustee Serafini seconded the motion and was unanimously approved.

**2.7 Recommend Approval of the Revised Position Description for the Registrar**

Trustee Coffey moved that the Finance and Facilities Committee recommends that the Board of Trustees approve the resolution for the revised position description for the Registrar. Trustee Serafini seconded the motion and was unanimously approved.

**3.0 INFORMATION ITEMS**

**3.1 President's Report**

Dr. Drumm thanked the BCC Foundation and Lockheed Martin for this grant for the Student Emergency Fund which has been an extraordinary success. This just shows how much the college is held in high regard in the community and how much the community wants to help our students. Mr. Sullivan explained that applications are reviewed almost daily and money is delivered within 2 weeks to the students. The county has administered almost 1700 vaccines at the Ice Rink site. Things are going very smoothly. The on-campus testing team has been doing an extraordinary job. They have been completing about 700-800 tests a week. Nursing students are helping out. Kudos to this team.

**3.2 Budget and Finance Update**

Mr. Sullivan reported the highlights in his report which was included in the board packet. Enrollment is at about a 19% decline for Spring 2021 term. The revenue side of the budget continues to deteriorate. However, the college continues to experience favorable variances on the expense side. This is attributed to several factors including the voluntary separation incentive, the Academic division doing a good job aligning enrollment with class offerings, and reduction in personnel or keeping positions open. There are considerable savings on line 10 Contractual, which represents utilities, supplies, travel, etc. Finance continues to forecast a balanced budget and the campus employees have been very prudent on cost

savings. The College is experiencing 3 major audits: an annual fiscal audit by Bonadio with the expectation of the results to be presented to the board in March or April; US Dept. of Education is conducting a comprehensive audit of Title IV which is the financial Aid side of the college, (this was deferred from last March), and the US Dept. of Defense is conducting a comprehensive audit of veterans funding. Finance is very busy getting through these audits, Middle States visit next month, and the day-to-day operations of the college. Mr. Sullivan commended Ms. Tillotson, Comptroller, for doing an excellent job. Trustee Connerton inquired about the timing of these audits. These are random audits, not annual audits. Trustee Serafini asked how the anticipated Federal Stimulus money will affect the college. Mr. Sullivan stated that Gov. Cuomo is indicating if NYS receives at least \$6 billion of federal funding, that instead of a 20% reduction in state aid, it would be a 5% reduction and only for the current year. Mr. Sullivan should have a clearer picture within the next couple of months.

### **3.3 Reports for Board Information**

#### **3.3.1 Facilities Update**

Mr. Ligeikis reported on the highlights in his report which was included in the packet. A contract has been put together to install, repair and access Smoke Dampers on campus. SIEMENS meets tomorrow to present an energy performance contract for the HVAC systems. The small generator for the IT Datacenter has been ordered and hope to have it installed within 4-5 weeks. The custodial and maintenance staff have been doing a great job

#### **3.3.2 Personnel Report**

This report reflects standard activity for January 2021. This report is for information purposes and was included in the packet.

#### **3.3.3 Budget Transfers**

There were no Budget Transfers for January 2021.

#### **3.3.4 Grant Approvals**

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

#### **3.3.5 Investment Report**

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

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

The meeting was adjourned at 9:40 a.m.

***The next Finance and Facilities Committee Meeting is scheduled for  
March 23, 2021, via Zoom conference call.***

***Approved: March 23, 2021***