

BROOME COMMUNITY COLLEGE
Finance & Facilities Committee Minutes
January 21, 2020 Wales 107 conference

COMMITTEE MEMBERS PRESENT: Chair Anthony Paniccia, Barbara Fiala, and Peter Kennedy. Nick Serafini via Zoom.

COMMITTEE MEMBERS ABSENT: Margaret Coffey

SUNY Broome Administration Present: Dr. Drumm, Michael Sullivan, David Ligeikis, Dr. Penny Haynes, Jeanette Tillotson, Lynn Fedorchak

Chairperson Paniccia called meeting to order at 9:00 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 December 2019 and January 2020. Trustee Fiala seconded the motion and was unanimously approved.

1.2 Recommend Approval of Petty Cash

Trustee Fiala moved that the Finance and Facilities Committee approve the list of petty cash expenditures for December and direct reimbursement for the funds in the amounts designated. Trustee Kennedy seconded the motion and was unanimously approved.

1.3 Recommend Approval of Resolution for the New Position Description for Web Developer

Trustee Kennedy made a motion to recommend approval of a resolution by the Board of Trustees for the new position description for Web Developer. Trustee Fiala seconded and was unanimously approved.

1.4 Recommend Approval of Resolution for the Revised Position Description for Budget & Institutional Effectiveness Specialist

Trustee Fiala made a motion to recommend approval by the Board of Trustees for the Revised Position Description for Budget and Institutional Effectiveness Specialist. Trustee Kennedy seconded and was unanimously approved.

1.5 Recommend Approval of Resolution for the New Position Description for Senior Associate to the Vice President for Student Development & Chief Diversity Officer

Trustee Kennedy made a motion to recommend approval by the Board of Trustees for the New Position Description for Senior Associate to the Vice President for Student Development & Chief Diversity Officer. Trustee Fiala seconded and was unanimously approved.

1.6 Recommend Approval of Resolution for Unpaid Leave of Absence – Kerry Weber

Trustee Fiala made a motion to recommend approval by the Board of Trustees for the unpaid leave of absence for Kerry Weber from March 2, 2020 to June 30, 2020. Trustee Kennedy seconded and was unanimously approved.

1.7 Recommend Approval of Resolution for Unpaid Leave of Absence - Maja Szostak

Trustee Kennedy made a motion to recommend approval by the Board of Trustees for the unpaid leave of absence for Maja Szostak from February 1, 2020 to May 31, 2020. Trustee Fiala seconded and was unanimously approved.

1.8 Recommend Approval of Total Replacement Cost of the SUNY Broome Main Transformer

Trustee Kennedy made a motion to recommend approval by the Board of Trustees the Total Replacement cost of the SUNY Broome Main Transformer. Trustee Fiala seconded and was unanimously approved.

INFORMATION ITEMS

2.1 President's Report

Dr. Drumm reported that Dr. Schuhert will be leaving to take the Vice President position at Onondaga Community College. Enrollment decline is double digits. The biggest challenge is returning students paying their bills and being eligible to register.

2.2 Budget and finance Update

The forecast continues to be for a balanced budget. The monthly report is consistent with last month's report.

2.3 Reports for Board Information

2.3.1 Facilities Update

The report is for information purposes and was included in the packet. The Culinary and Event Center received the Broome County's Department of Health approval on January 14, 2020. Equipment training is ongoing at the Culinary. The building is scheduled to open January 27. The Campus wide Bathroom upgrades are being prioritized. Mr. Ligeikis is meeting with the Joint Sewage Board to talk about testing of the campus manholes. Next week there will be a meeting with the Space utilization group, Sightlines. Broome County Transit will be adding 3 bus shelters at 3 of the current stops, and add 1 stop behind Titchner. Design work continues for other improvements on campus. The campus generator needs will be next to be completed.

2.3.2 Personnel Report

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

2.3.3 Budget Transfers

There were no Budget Transfer for the month of December.

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 purpose and was included in the packet.

Trustee Fiala motioned to go into Executive Session at 9:14 a.m. for purposes of discussing the medical, financial, credit or employment history of a particular person or corporation, or matters

leading to “the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation.” Trustee Kennedy seconded the motion and was unanimously approved.

Trustee Kennedy motioned to come out of Executive Session at 9:19 a.m. Trustee Fiala seconded the motion and was unanimously approved.

Trustee Serafini made a motion to adjourn the meeting. Trustee Kennedy seconded the Motion and was unanimously approved.

The meeting was adjourned at 9:20 a.m.

***The next Finance and Facilities Committee Meeting is scheduled for
February 25, 2020 at 9:00 a.m. in Wales Conference room 107***

Approved: