

**SUNY BROOME COMMUNITY COLLEGE**  
**Finance & Facilities Committee Minutes**  
**October 29, 2019 Libous Conference Room**

**COMMITTEE MEMBERS PRESENT:** Chairperson Anthony Paniccia, Barbara Fiala, Margaret Coffey, Nick Serafini (via Zoom), Peter Kennedy (Student Trustee)

**OTHER TRUSTEES PRESENT:** Sharon Ball

**COMMITTEE MEMBERS ABSENT:** None

**SUNY Broome Administration Present:** Dr. Drumm, Michael Sullivan, David Ligeikis, Jesse Wells, Monica Choi (Assistant Comptroller)

**Chairperson Anthony Paniccia called meeting to order at 1:00 p.m.**

## **1. ACTION ITEMS**

### **1.1 Recommend Approval of Payroll Certification**

Trustee Fiala moved that the Finance and Facilities Committee approve on behalf of the Board of Trustees, the filing of the College payroll for portions September and October 2019. Trustee Coffey seconded the motion and was unanimously approved.

### **1.2 Recommend Approval of Petty Cash**

Trustee Coffey moved that the Finance and Facilities Committee approve the list of petty cash expenditures for September 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 Write-Offs of Student Account Receivables**

Trustee Coffey moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the write-offs of uncollectable accounts for receivables in the amount of \$1,199,447.12. Trustee Fiala seconded the motion, and it was unanimously approved.

### **1.4 Recommend Approval of Resolution for Resident Tuition Rates for Students from the Bahamas displaced by Hurricane Dorian**

The landfall of Hurricane Dorian in September 2019 had devastating consequences for residents of the Bahamas. In response to these disasters, the SUNY Board encourages the boards of trustees of its Community Colleges to extend resident tuition rates to students from the Bahamas who have been displaced by Hurricane Dorian. Because these students have been displaced and will be unable to maintain their home domicile in the impacted regions of the Bahamas, SUNY has deemed it appropriate to provide them with resident status under the SUNY Tuition Policy. Accordingly, this proposed resolution would authorize the SUNY Broome President to amend the College's tuition schedule governing residency for tuition purposes to classify the impacted group of students as residents who will be charged in-state

tuition for the 2019-2020 academic year. Trustee Coffey moved that the Board of Trustees authorize the extension of resident tuition rates for the 2019-2020 academic year to SUNY Broome students from the Bahamas who have been displaced by Hurricane Dorian and who are attending SUNY Broome. Trustee Fiala seconded and the motion passed unanimously.

**1.5 Recommend Approval of revised Policy 1.34 Transfer of Surplus Equipment**

The College wishes to revise the Transfer of Surplus Equipment to Municipalities and School Districts to include transfers to State of New York entities. These transfers will be submitted and approved by the Finance and Facilities Committee. Trustee Coffey moved to accept the revisions of Policy 1.34 Transfer of Surplus Equipment. Trustee Serafini seconded and the motion passed unanimously.

**1.6 Recommend Approval of Bid #2019-03 for Security/Surveillance Equipment for the Culinary and Event Center**

In accordance with Policy 1.7 Purchasing, "Upon recommendation of the Finance and Facilities Committee, the Board of Trustees shall approve any purchases or shall award any contracts greater than or equal to \$50,000." SUNY Broome is in receipt of the updated security/surveillance equipment and engineering/programming quote for the Culinary and Event Center project with a total cost of \$78,102.74, Trustee Fiala moved to recommend to the Board of Trustees to approve the purchase of the Cedar Path security/surveillance equipment for the Culinary and Event Center in the amount of \$78,102.74. Trustee Coffey seconded and the motion passed unanimously.

**1.7 Recommend Approval of Release of Retainage for Streeter Associates for work on the Calice Advanced Manufacturing Center**

Streeter Associates has requested a release-of-retainage payment in the amount of \$119,512.16 for their work on the Calice Mechanical Bldg. Trustee Coffey moved to recommend that the Board of Trustees approve the release-of-retainage payment in the amount of \$119,512.16 to Streeter Associates for their work on the Calice Mechanical Bldg. Trustee Fiala seconded and the motion passed with Trustee Paniccia abstaining due to conflict of interest.

**1.8 Recommend Approval of Professional Services Contract for Labor Attorney Bond, Schoeneck & King**

Trustee Fiala moved to recommend the Board of Trustees approve to continue to retain the firm of Bond, Schoeneck & King to provide professional legal services in the preparation negotiation and collective bargaining of an agreement between the College and ESPA and to provide labor counsel for specific matters identified by the County Attorney in an amount not to exceed \$135,000 per year for a three-year term, January 1, 2020 – December 31, 2022. Trustee Coffey seconded. Discussion followed as to why the college was not using a local law office. It was reported that the original RFP did have local law offices applying but recused themselves due to conflict of interest and the other applicants did not the expertise that this firm has with higher education employee matters. The motion passed unanimously.

**1.9 Recommend Approval of Resolution for Unpaid Leave of Absence for Silvia Briga**

Trustee Coffey moved to approve a request to grant an unpaid leave of absence to Silvia Briga, Staff Associate for Video and Photography in the MARCOM Department from November 1, 2019 to May 29, 2020, to serve as Interim Director of Marketing and Communications while position is being reviewed and searched for unpaid leave for Silvia Briga. Trustee Fiala seconded and the motion passed unanimously.

**1.10 Recommend Approval of Resolution for the New Position Description for Clinical Coordinator – Nursing**

Trustee Coffey moved to approve the new position description for Clinical Coordinator – Nursing. Trustee Serafini seconded and the motion passed unanimously.

**1.11 Recommend Approval to Increase the Budget for the Culinary and Event Center (CEC) Capital Project to \$20,281,000**

Trustee Fiala moved to recommend the Board of Trustees approves the resolution for SUNY Broome Community College Board of Trustee's Authorization and Approval to Increase the Budget for the Culinary and Event Center (CEC) Capital Project to \$20,281,000. Trustee Paniccia seconded. Discussion followed. The motion passed unanimously.

**INFORMATION ITEMS**

**2.1 President's Report**

Dr. Drumm did not have anything critical to report today. It has been a long day for the Trustees as they had a retreat this morning. He did attend a President's Meeting and will bring that information to the Board of Trustees meeting on Thursday, October 31, 2019.

**2.2 Budget and finance Update**

Mr. Sullivan reported that the Annual Report is due to be submitted to SUNY on Thursday, October 31, 2019. Finance is projecting a modest 1% margin of total revenue. All the budget information is in the packet. The F&F committee had requested a listing of funded or almost completed Capital Projects for the past fiscal year. Funds were rolled over to the current year for projects not completed last fiscal year and those are identified in that report. Approximately \$778,000 was invested in capital repair renovations outside of the major capital projects run through SUNY Capital. There is also information comparing the revenues of Distance Learning Examity fees related to expenses associated with Examity, based on Fall 2019 enrollment. Trustee Paniccia again thanked Mr. Sullivan for doing such a great job balancing the budget and increasing the Fund balance from 5% - 9.6% over the past several years. Great job.

**2.3 Reports for Board Information**

**2.3.1 Facilities Update**

Dave Ligeikis will give a full report on Thursday at the Board of Trustees meeting.

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

The meeting was adjourned at 1:16 p.m.

***The next Finance and Facilities Committee Meeting is scheduled for  
December 10, 2019 at 9:00 a.m. in Wales Conference room 107***