

**SUNY BROOME COMMUNITY COLLEGE
BOARD OF TRUSTEES
Finance & Facilities Committee
March 23, 2021
Via Zoom, 9:00 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**

Committee Members Present:	Kathy Connerton (Chair), Barbara Fiala, Nick Serafini, Margaret Coffey, Michael Woodward
Other Trustees Present:	Jason Andrews, Chair Anthony Paniccia
SUNY Broome Administration Present:	Dr. Kevin Drumm, Dr. Penny Haynes, Dr. Carol Ross-Scott, Michael Sullivan, Lynn Fedorchak, Jeanette Tillotson, Jesse Wells, David Ligeikis, Larry Allen, Julie Lakin

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

1.0 APPROVAL OF MINUTES

Trustee Fiala moved to approve the minutes of the February 16, 2021 Finance & Facilities Committee meeting. Trustee Connerton 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 Resolution Recommending Candidates for Continuing Appointment

Trustee Coffey moved the Finance and Facilities Committee recommend that the Board of Trustees approves the resolution for the continuing appointment of the list of candidates included in the packet. Trustee Fiala seconded the motion and was unanimously approved.

2.3 Recommend Approval of Revised Resolution for Unpaid Leave of Absence – Szostak

Trustee Coffey moved the Finance and Facilities Committee recommends that the Board of Trustees grant an unpaid leave of absence to Maja Szostak, Senior Staff Assistant in the Admissions Department with a revised date of January 2, 2021 to May 31, 2021, to serve as the Interim Director of Admissions, while the position is being reviewed and searched due to the resignation of the current director. Trustee Fiala seconded the motion and was unanimously approved.

2.4 Recommend Approval of Release of Retainage for Petcosky & Sons Plumbing and Heating HVAC Work on the Campus Services Renovation Project.

Trustee Coffey moved the Finance and Facilities Committee recommend that the Board of Trustees approves the release-of-retainage payment to Petcosky & Sons Plumbing and Heating for their HVCA work on the Campus Services Renovation Project. Trustee Connerton seconded the motion and was unanimously approved.

2.5 Recommend Approval of Release of Retainage for Nelcorp Electrical Contracting Corp. Work on the Campus Services Renovation Project

Trustee Fiala moved the Finance and Facilities Committee recommend that the Board of Trustees approves the release-of-retainage payment to Nelcorp Electrical Contracting Corp. for their work on the Campus Services Renovation Project. Trustee Coffey seconded the motion and was unanimously approved.

2.6 Recommend Approval of Release of Retainage for Petcosky & Sons Plumbing and Heating Plumbing Work on the Campus Services Renovation Project

Trustee Coffey moved the Finance and Facilities Committee recommend that the Board of Trustees approves the release-of-retainage payment to Petcosky & Sons Plumbing and Heating Plumbing Work on the Campus Services Renovation Project. Trustee Serafini seconded the motion and was unanimously approved.

2.7 Recommend Approval of Release of Retainage for LeChase Construction Services Work on the Campus Services Renovation Project

Trustee Coffey moved the Finance and Facilities Committee recommend that the Board of Trustees approves the release-of-retainage payment to LeChase Construction Services for their work on the Campus Services Renovation Project. Trustee Fiala seconded the motion and was unanimously approved.

2.8 Recommend Approval of 2020-2021 SUNY Child Care Appropriation

Trustee Connerton moved the Finance and Facilities Committee, on behalf of the Board of Trustees, approve acceptance of this grant. Trustee Fiala seconded the motion and was unanimously approved.

3.0 INFORMATION ITEMS

3.1 President's Report

Dr. Drumm updated the committee on the Middle States visit that will start with a welcome meeting Sunday night. Thank you to Dr. (s) Haynes and McLain, all the different standards committees, and the steering committee for all the hard work on the Self-Study. The college is working on the logistics of the Open Forum meetings for the college and students to make it as accessible and open as possible for a virtual event. Our campus pooled testing is going well. Dr. Drumm commented that more and more people have received at least 1 vaccination, if not both. He has received many comments on how well the Ice Center vaccination site is run. Dr. Drumm announced that Professor Byrnes was awarded the National PTK Advisor Award. Well done. Chair Connerton stated the numbers of new positive cases in the county have been decreasing.

3.2 Budget and Finance Update

Mr. Sullivan stated the most recent monthly budget forecast was included in the packet. The 2019-20 numbers are final audited numbers by auditors Bonadio. The auditors will be presenting the financial draft at the Thursday board meeting. Actual revenues were a couple million below the approved budget. Row 13 on the budget forecast reflects the CARES Act Allocations. Funds were refunded to students for housing and the rest was applied to offset the decreased operating revenues. The college ended with a "surplus" net asset of \$90,000. Against a \$54 million operation, this was a razor-thin balanced budget. Bonadio will represent that the College again, for the last 5-6 years, will receive an unqualified opinion with no audit findings. For the current year, the college is still forecasting a balanced budget. A confirmation has been received that the Governor does not intend to reduce state aid by 20% but the current plan is to reduce state aid by 5%. Revenues further declined with spring enrollment is down 18%, against a budgeted 7.5-8% decline. Also, several dynamics will be affecting the 2021-22 budget: the state budget for next year is being developed and there are 2 budget bills currently being contemplated related to the community college funding formula. The college plans on a zero increase in student fees and tuition for the next fiscal year. The college thinks this is the right thing to do with the financial and economic impact of COVID. Finance anticipates the Federal stimulus funding, round 2 and 3, will provide \$10 million for student support which will be spread over 2 fiscal years. This funding should help provide funding for students. Mr. Sullivan will present the college's proposed budget at the April Finance and Board meeting. In addition, the college underwent an audit by the Department of Education IV (Financial aid and Registrar's office)

which was completed with no findings. The Department was very complimentary on the college's recording keeping, policies, and processes that the college has established. The US Department of Defense is also conducting an audit on military/veteran students and the college is waiting for any further information. Trustee Coffey asked how many veteran students are on campus. Mr. Sullivan reported there are currently 100 veteran students. Dr. Drumm thanked Jeanette Tillotson, Julie Lakin, and Laura Hodel for a clean Federal Audit. Trustee Coffey and Connerton thanked all involved in the Finance department. Congratulations.

3.3 Reports for Board Information

3.3.1 Facilities Update

Mr. Ligeikis reported on the highlights in his report. The CDC has recommended 3-foot vs. 6-foot distancing for schools but the college has not received any guidelines or direction from SUNY, therefore two scenarios will be developed for the fall semester based on both distances. The college will remain at 6 foot distancing until we hear from SUNY. In anticipation of the new guidelines, Facilities continue to look at other improvements that can be made across campus, like more glass partitions which could increase class sizes in certain labs or classrooms. Feasibility is being looked at for the Energy Performance Contract. Another item is increasing the air quality in buildings by increasing airflow and installing bi-polar ionization units in rooms. Mr. Ligeikis included a list of projects that are being developed or finalized. The Facilities/Maintenance staff is doing a great job on internal renovations and will start working on external projects now that the weather is turning nice. Trustee Connerton thanked the Facilities/Maintenance crew.

3.3.2 Human Resources Report

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

3.3.3 Budget Transfers

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

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 Coffey seconded the motion, and it was unanimously approved.

The meeting was adjourned at 9:34 a.m.

The next Finance and Facilities Committee Meeting is scheduled for April 20, 2021, at 9:00 a.m. via Zoom conference call

Approved: April 20, 2021