

**SUNY BROOME COMMUNITY COLLEGE
BOARD OF TRUSTEES
Finance & Facilities Committee
April 20, 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:	Acting Chair Anthony Paniccia, Barbara Fiala, Nick Serafini, Margaret Coffey, Michael Woodward
Other Trustees Absent:	Kathy Connerton (Chair)
Other Trustees Present:	Jason Andrews
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

Acting Chair Paniccia called the meeting to order at 9:00 a.m.

1. Approval of Finance and Facilities Minutes

Trustee Fiala moved to approve the minutes of the March 23, 2021 Finance & Facilities Committee meeting. Trustee Coffey seconded the motion and was unanimously approved.

2. 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 March and April 2021. Trustee Fiala seconded the motion and was unanimously approved.

2.2. Recommend Approval of CRRSAA Grant Award

Trustee Coffey moved that the Finance and Facilities Committee approve on behalf of the Board of Trustees, the acceptance of the Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CHHSAA-HEERF II) grant funds. Trustee Serafini seconded the motion and was unanimously approved.

2.3. Recommend Approval of The American Rescue Plan Act of 2021

Trustee Coffey moved that the Finance and Facilities Committee approve on behalf of the Board of Trustees, the acceptance of The American Rescue Plan Act of 2021 grant funds. Trustee Serafini seconded the motion and was unanimously approved.

2.4. Recommend Approval of Resolution to submit SUNY Broome's Proposed 2021-2022 Operating Budget to the County Executive and Broome County Legislature

Trustee Fiala moved that the Finance and Facilities Committee recommend that the Board of Trustees approves the resolution to submit SUNY Broome Community College's proposed 2021-2022 operating budget to the County Executive and the Broome County Legislature. Trustee Serafini seconded the motion and was unanimously approved.

2.5. Recommend Approval of a Resolution for Capital Improvement Program Request to Broome County for 2022-2026

Trustee Coffey moved that the Finance and Facilities Committee recommend that the Board of Trustees approves the resolution for the SUNY Broome Community College's Capital Improvement Program for 2022-2026 for a total amount of \$26,500.00. Trustee Serafini seconded the motion and was unanimously approved.

2.6. Recommend Resolution for the Revised Position Description Associate Dean for Hospitality & the Culinary and Events Center (CEC)

Trustee Fiala moved the Finance and Facilities Committee to recommend that the Board of Trustees approves the resolution for the new position description Associate Dean for Hospitality and the Culinary and Events Center (CEC). Trustee Coffey seconded and was unanimously approved.

2.7. Recommend Approval of Resolution for the Revised Position Description for the Assistant to the Director of Custodial Services

Trustee Serafini moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the revised position description for Assistant to Director for Custodial Services. Trustee Coffey seconded the motion and was unanimously approved.

2.8. Recommend Approval of Resolution for the Revised Position Description for the Director for Campus Operations/Ice Center

Trustee Fiala moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the revised position description for Director for Campus Operations/Ice Center. Trustee Coffey seconded the motion and was unanimously approved.

2.9. Recommend Approval of Professional Services Contract to Assist in the Negotiation of Labor Contracts

Trustee Fiala moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution to retain the firm of Bond, Schoeneck & King, PLLC to provide professional legal services to assist in the negotiation of labor contracts. Trustee Serafini seconded the motion and was unanimously approved.

3. INFORMATION ITEMS

3.1. President's Report

Dr. Drumm wanted to thank Mr. Sullivan and J. Tillotson and her team in the Middle States Process. Finance is always a key area of assessment. Finance has just completed 3 major audits which is an extraordinary workload for them this year. The Proposed 2021-2022 Budget is very austere. Thanks to the Federal Stimulus, the college is okay but finances will depend on where enrollment falls. Inquiries have picked up. The college is close to 60% on campus for the fall semester with many synchronous courses. Managing the schedule will be a balancing act for what returning students want in the form of learning modalities.

3.2. Budget and Finance Update

Mr. Sullivan reported that the college continues to project a balanced budget for FY 2020-2021. The NYS budget was approved. Finance can confirm that state aid will be reduced by 5% for the current year. For the upcoming year, community colleges will have the choice of a \$50 increase per FTE and multiply by a 3-year weighted average, or take a 98% of the current year's adopted budget. Due to the large decrease in enrollment, the college elected to take the 98% which will equate to about a 2% decline in next year's budget. Finance continues to monitor the situation. Enrollment in fall 2020 was down 11.7% compared to actuals. Spring enrollment was down approximately 17.7%, the average is about 14.7% overall decline which the college is forecasting for the current year. Finance just concluded a 4th audit with the Department of Veterans. There were minor recommendations about procedures and further updating website information, but no material or significant findings. Both the Department of Education and Bonadio audit of financial statements were favorably received by the Middle States visiting team.

3.3. Reports for Board Information

3.3.1. Facilities Update

Facilities is working on campus cleanup due to the winter and ice. Two bipolar ionization units have been installed in the fitness lab, weight room, and dance lab and are now approved for reopening. The Student Village has been reviewed by the HVAC employee for possible installation of one of these units to be able to open the SV fitness lab. To promote and encourage outdoor activities and events, three tents have been erected with 2 permanent pavilions to be erected this summer. Design work for the library roof has started. The IT standby generator is scheduled for delivery on May 25.

3.3.2. Human Resources Report

This report reflects standard activity for March 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 Coffey made a motion to adjourn the meeting. Trustee Serafini seconded the motion and was unanimously approved.

The meeting was adjourned at 9:25 a.m.

Approved: May 11, 2021

The next Finance and Facilities Committee Meeting is tentatively scheduled for Tuesday, May 11, 2021, at 9:00 a.m. via Zoom conferencing