

**SUNY BROOME COMMUNITY COLLEGE
BOARD OF TRUSTEES
Finance & Facilities Committee
May 11, 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:	Chair Kathy Connerton, Barbara Fiala, Nick Serafini, Margaret Coffey, Michael Woodward
Other Trustees Present:	Chair Anthony Paniccia, Tina Fernandez
SUNY Broome Administration Present:	Dr. Kevin Drumm, Michael Sullivan, Lynn Fedorchak, Jesse Wells, David Ligeikis, Larry Allen, Dr. Kim McLain, Nick Brey, Shelli Cordisco

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

1.0 Approval Of Finance And Facilities Minutes

Trustee Fiala moved to approve the minutes of the April 20, 2021 Finance and Facilities Committee Minutes. Trustee Coffey seconded 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 April and May 2021. Trustee Serafini seconded the motion and was unanimously approved.

2.2 Recommend Approval of Subscription Service Agreement with OCELOT

Trustee Coffey moved that the Finance and Facilities Committee on behalf of the Board of Trustees approves acceptance of this service agreement to implement the Ocelot AI student engagement platform to provide instantaneous support for common questions and help drive student success. Trustee Fiala seconded the motion and was unanimously approved.

2.3 Recommend Approval of RFP for Banking Services

Trustee Fiala moved that the Finance and Facilities Committee recommends the Board of Trustees approves the selection of M&T Bank and authorizes the college administration to contract with M&T for comprehensive banking services for the next three years with the option

for two (2) two-year options to extend services. Trustee Woodward seconded the motion. The discussion was held until Trustee Coffey returned to the meeting due to technical issues. Trustee Coffey asked for clarification on what banking services meant. Mr. Sullivan provided information on the RFP process and outcome. The motion was unanimously approved.

2.4 Recommend Approval of Subscription Service Agreement with Civitas Student Impact Platform

Trustee Fiala moved the Finance and Facilities Committee on behalf of the Board of Trustees to approve the acceptance of this service agreement with Civitas Student Impact Platform to develop a single online “one-stop” solution for student planning, scheduling, and registration. Trustee Serafini seconded the motion and was unanimously approved.

2.5 Recommend Approval of Software Subscription for AIMS Parking Management

Trustee Serafini moved the Finance and Facilities Committee on behalf of the Board of Trustees to approve acceptance of this service agreement with EDC Corp. for AIMS Parking Management Software to allow for integrated management of citations and permits. Trustee Woodward seconded the motion and was unanimously approved.

2.6 Recommend Approval of Amendment of the Contract Term and Annual Amount with Ellucian Company L.P. for Ellucian Student Help Desk Services

Trustee Fiala moved the Finance and Facilities Committee recommends that the Board of Trustees approves amending the term of the current contract with Ellucian Company L.P. for Ellucian Student Help Desk Services for an additional three (3) year period and shall terminate on May 31, 2024, at an amount not to exceed \$125,000. Trustee Woodward seconded the motion and was unanimously approved.

2.7 Recommend Approval of Higher Education Emergency Relief Fund – Strengthening Institutions Program Award (HEERF II)

Trustee Woodward moved the Finance and Facilities Committee on behalf of the Board of Trustees to approve acceptance of this Higher Education Emergency Relief Fund – Strengthening Institutions Program Award (HEERF II) grant funds. Trustee Fiala seconded the motion and was unanimously approved.

2.8 Recommend Approval of Resolution for Sabbatical Leaves

Trustee Fiala moved the Finance and Facilities Committee to recommend that the Board of Trustees approves the resolution and application for sabbatical leaves for Doty-Blance, Heard, Martin, and Paniccia. Trustee Serafini seconded the motion and was unanimously approved.

The next Finance and Facilities Committee Meeting is tentatively scheduled for Tuesday June 15, 2021 at 9:00 a.m. via Zoom conferencing

2.9 Recommend Approval of Resolution Recommending Candidates for Continuing Appointment

Trustee Connerton moved the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution for continuing appointment for Tina Seedborg effective September 1, 2021. Trustee Woodward seconded the motion and was unanimously approved.

2.10 Recommend Approval of Resolution Recommending Candidates for Promotion

Trustee Fiala moved the Finance and Facilities Committee recommends the Board of Trustees approves the resolution for candidates for promotion as attached. Trustee Serafini seconded the motion and was unanimously approved.

3.0 INFORMATION ITEMS

3.1 President's Report

Dr. Drumm welcomed new Trustee Tina Fernandez to the F&F meeting. Dr. Drumm commented that the 3 agenda items of Ocelot, Civitas, and Ellucian will offer new technologies to support and reach the student community. Enrollment numbers are increasing. Trustee Connerton remarked that the BU Business School articulation must be helping to increase enrollment. Dr. Drumm commented that BU will save 25 seats and students must have a 3.7 GPA to be admitted into the program. Trustee Connerton asked for 5-10 talking points about this agreement and the Jumpstart and student resident Scholarship initiatives.

At this point, Trustee Coffey returned to the meeting call and the committee went back to Action item 2.3 Banking Services for further discussion.

3.2 Budget and Finance Update – Michael Sullivan

Mr. Sullivan reported the college is 2/3 through the fiscal year. The Finance and Budget departments continue to forecast a balanced budget. The monthly forecast report numbers remain the same as last month.

3.3 Reports for Board Information

3.3.1 Facilities Update – Dave Ligeikis

Mr. Ligeikis reported on the highlights in his report. The report is for information purposes and was included in the packet. Several more buildings are being evaluated for bi-polar ionization units. Three permanent pavilions will be constructed this summer to encourage outdoor activities. There will be some building appearance improvements over the summer. Mr. Ligeikis thanked the facilities and maintenance staff for performing professional work on many campus projects.

3.3.2 Human Resources Report – Lynn Fedorchak

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

3.3.3 Budget Transfers – Michael Sullivan

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

3.3.4 Grant Approvals – Michael Sullivan

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

3.3.5 Investment Report – Michael Sullivan

This report reflects standard activity for April 2021. 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 9:29 a.m.

Approved: June 15, 2021