

**SUNY BROOME COMMUNITY COLLEGE
BOARD OF TRUSTEES
Finance & Facilities Committee
June 15, 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,
Trustee's Excused:	Michael Woodward
SUNY Broome Administration Present:	Dr. Kevin Drumm, Dr. Penny Haynes, Dr. Carol Ross-Scott, Michael Sullivan, Lynn Fedorchak, Jesse Wells, David Ligeikis

Chair Connerton called the meeting to order at 9:01 a.m.

1.0 Approval of Finance and Facilities Minutes

Trustee Serafini moved to approve the minutes of the May 11, 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 Serafini moved that the Finance and Facilities Committee approve on behalf of the Board of Trustees, the filing of the college payroll for May 2021. Trustee Fiala seconded the motion and was unanimously approved.

2.2 Recommend Approval of Petty Cash

Trustee Coffey moved that the Finance and Facilities Committee approve the Petty Cash Expenditures for May 2021. Trustee Serafini seconded the motion and was unanimously approved.

2.3 Recommend Approval of COVID 19 Pandemic Small Business Recovery Grant Sub-Award

Trustee Fiala moved that the Finance and Facilities Committee recommends the Board of Trustees accept the COVID 19 Pandemic Small Business Recovery Grant Sub-Award. Trustee Coffey seconded the motion and was unanimously approved.

2.4 Recommend Approval of Federal Perkins V (CTEA) Grant Funds 2021-22

Trustee Coffey moved the Finance and Facilities Committee to recommend the Board of Trustees accept the Federal Perkins V (CTEA) Grant Funds for 2021-22. Trustee Serafini seconded the motion and was unanimously approved.

2.5 Recommend Approval of On-Site Energy Manager Maximum Cost Share Reimbursement

Trustee Coffey moved the Finance and Facilities Committee recommend the Board of Trustees approve the On-Site Energy Manager Maximum Cost Share Reimbursement. Trustee Serafini seconded the motion. This is grant-funded. The motion was unanimously approved.

2.6 Recommend Approval of Resolutions Adopting the College's 2021-22 Operating Budget, Sponsor Services, Full Time Positions, Student FTEs, and 2021-22 Tuition and Fees

Trustee Fiala moved the Finance and Facilities Committee recommend the Board of Trustees approve the resolution adopting the College's 2021-22 Operating Budget, Sponsor Services, Full Time Positions, Student FTEs, and 2021-22 Tuition and Fees. Trustee Coffey seconded the motion and was unanimously approved.

2.7 Recommend Approval of BID #2021-04 for Materials (Kits) to Construct (3) White Vinyl Clad Pavilions with Metal Peak Roofs and Savannah Posts.

Trustee Coffey moved the Finance and Facilities Committee recommend the Board of Trustees approve Bid #2021-04 for materials (kits) for outdoor pavilions. Trustee Serafini seconded the motion. There was 1 bidder on this RFP. The motion was unanimously approved.

2.8 Recommend Approval of Purchase Qty. of 229 Optiplex 3080 Computers and Qty. of 41 Monitors from the NY OGS PM208250 Dell Marketing LP Contract to Replace Student Laboratory and Classroom Computers and Monitors

Trustee Fiala moved the Finance and Facilities Committee recommend the Board of Trustees approve the purchase of 229 computers and 41 monitors to replace student laboratory and classroom computers and monitors. Trustee Coffey seconded the motion and was unanimously approved.

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

Trustee Coffey moved the Finance and Facilities Committee to recommend the Board of Trustees approve the revised position description for the Senior Associate to VP for Student Development. Trustee Fiala seconded the motion and was unanimously approved.

3 INFORMATION ITEMS

3.1 President's Report

Dr. Drumm announced that Dean Kinney of Liberal Arts will be retiring at the end of the month. The new Dean will be starting July 1st. A new Associate Dean of Nursing has been hired. There has been a noticeable improvement in nursing scores and students passing the board. Enrollment numbers are okay compared to projections. New student interest is strong. Continuing student numbers remain low. Student enrollment isn't down, it is the decrease in the number of FTEs. Negotiations start next week with the FA.

3.2 Budget and Finance Update – Michael Sullivan

The college is $\frac{3}{4}$ of the way through FY 2020-21. Finance is forecasting a balanced budget and will have opportunities to offset any revenue losses with federal stimulus funds. The College has not submitted for reimbursement for the full amount of funds available, as very little has been received as the college is just receiving guidance from SUNY concerning the HEERF II and III funding. He anticipates receiving the written guidance within the next 60 days. Once received, submission for lost revenue and some specific costs that the college has incurred will be submitted for reimbursement. Chair Connerton would like to have a list of initiatives/strategies for driving enrollment given and presented to the board for a better understanding of how the college is moving forward to increase enrollment.

3.3 Reports for Board Information

3.3.1 Facilities Update – Dave Ligeikis

D. Ligeikis reported on the highlights in his report. Bipolar ionization units have been installed in most buildings. The patios outside the library are almost completed. Three pavilions will be constructed around the campus. The exterior appearance of Student Services and Old Science has been updated with new paint. There are 4 projects (roof replacements and paving) in the design phase. Signage at the CEC is being developed. The transformer and IT generator are still pending delivery.

3.3.2 Human Resources Report – Lynn Fedorchak

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

Trustee Coffey moved to adjourn the meeting. Trustee Serafini seconded the motion and was unanimously approved.

The meeting was adjourned at 9:38 a.m.

Approved: August 17, 2021