

**SUNY BROOME COMMUNITY COLLEGE
BOARD OF TRUSTEES
Finance & Facilities Committee
August 17, 2021
Wales Conference Room 203B, 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**

Members Present: Chair Kathy Connerton, Nick Serafini, Barbara Fiala, Michael Woodward
Members Excused: Margaret Coffey
Administration Present: Dr. Kevin Drumm, Dr. Carol Ross-Scott, Dr. Penny Haynes, Michael Sullivan, Jesse Wells, Lynn Fedorchak, Dave Ligeikis, Larry Allen, Dr. Michele Snyder

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 June 15, 2021 Finance & Facilities Committee Minutes. Trustee Woodward 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 June, July, and portions of August. Trustee Fiala seconded the motion and was unanimously approved.

2.2 Recommend Approval of Federal College Work-Study Allocation Incentive Payment

Trustee Fiala moved that the Finance and Facilities Committee recommends the Board of Trustees accept the Federal College Work-Study Allocation Incentive Payment in the amount of \$161,267. Trustee Serafini seconded the motion and was unanimously approved.

2.3 Recommend Approval of 2021-2022 Entrepreneurial Assistance Program Grant

Trustee Woodward moved that the Finance and Facilities Committee recommends the Board of Trustees accepts the 2021-2022 Entrepreneurial Assistance Program Grant in the amount of \$73,500. Trustee Serafini seconded the motion and was unanimously approved.

2.4 Recommend Approval of Resolution to Renew EAB Global Inc. APS Annual Program 12/20/2021 – 12/19/2026.

Trustee Fiala moved that the Finance and Facilities Committee recommends the Board of Trustees approve the renewal for up to a five-year term of the EAB Global Inc. APS Annual Program from 12/20/21 – 12/19/26 in the amount not to exceed \$249,000 (\$49,900.00 per year). Trustee Woodward seconded the motion and was unanimously approved.

2.5 Recommend Approval of Resolution to Accept 5-year EOP Contractual Funds

Trustee Fiala moved that the Finance and Facilities Committee recommends the Board of Trustees approve the Five-Year (2021-2026) Educational Opportunity Program (EOP) Contractual Funds in the amount not to exceed \$1,223,712.00. Trustee Woodward seconded the motion and was unanimously approved.

2.6 Recommend Approval of Bid 2021-06 Campus Paving Project

Trustee Fiala moved that the Finance and Facilities Committee recommends the Board of Trustees approves awarding Bid #2021-06 for the Campus Pavement Project to Broome Bituminous Products, Inc. in an amount not to exceed \$865,130.00. Trustee Woodward seconded the motion and was unanimously approved.

2.7 Recommend Approval of Bid 2021-07 Library Roof Replacement Project

Trustee Woodward moved that the Finance and Facilities Committee recommends the Board of Trustees approves awarding Bid #2021-07 for the Library Roof Replacement Project in an amount not to exceed \$607,000.00 to Weathermaster Roofing Co. Inc. Trustee Serafini seconded and was unanimously approved.

2.8 Recommend Approval of Bid 2021-08 Window Tinting for Multiple Campus Buildings

Trustee Fiala moved that the Finance and Facilities Committee recommend the Board of Trustees approves awarding Bid #2021-08 for Window Tinting for Multiple Campus Buildings to Stamos Associates in an amount not to exceed \$86,979.00. Trustee Woodward seconded the motion and was unanimously approved.

2.9 Recommend Approval of Resolution for Unpaid Leave of Absence for Shelli Cordisco

Trustee Woodward moved that the Finance and Facilities Committee recommends the Board of Trustees grant an unpaid leave of absence to Shelli Cordisco, Director of Sponsored Programs from September 1, 2021 to August 31, 2022. Trustee Serafini seconded the motion and was unanimously approved.

2.10 Recommend Approval of Resolution for Unpaid Leave of Absence for Fermin Romero, III

Trustee Serafini moved that the Finance and Facilities Committee recommends the Board of Trustees grant an unpaid leave of absence to Fermin Romero, III, Assistant Director for Technology Services from September 1, 2021 to December 31, 2021.

2.11 Recommend Approval of Resolution for Unpaid Leave of Absence for Nicholas Brey

Trustee Fiala moved that the Finance and Facilities Committee recommends the Board of Trustees grant an unpaid leave of absence to Nicholas Brey, Assistant Director of Security and Health from September 1, 2021 to August 31, 2022.

2.12 Recommend Approval of Resolution for the New Position Description for the Assistant Dean for Distance Learning and Professional Development

Trustee Woodward moved that the Finance and Facilities Committee recommends the Board of Trustees approve the resolution for the new position description of Assistant Dean for Distance Learning and Professional Development. Trustee Serafini seconded the motion and was unanimously approved.

3.0 INFORMATION ITEMS

3.1 President's Report

Dr. Drumm remarked that unfortunately, we are going backward with COVID cases are increasing, he is not sure of what the rules will be for opening in the fall. SUNY is only providing guidelines. Should there be a standard authorization, students will be required to have the vaccine just like an MMR and will have 35 days to comply. Dr. Drumm does not know when this will go into effect. NYS is requiring the vaccine for all healthcare workers. 56% of full-time campus employees have been vaccinated. Courses will be 60/40 in-person/virtual for the fall semester. We are ahead of last year with employees having been vaccinated. All buildings have some form of an ionic air removal unit. All facilities have been upgraded. Non-vaccinated employees are required to test weekly. Masking will be required in buildings/classrooms. Trustee Connerton asked about the Registration Tent. Mr. Wells reported that enrollment is still down 10%. There was a lot of activity yesterday for the Open Enrollment week. Mr. Wells reported that this week is the last week of full enrollment. Next week is geared towards those students in the pipeline who have not finished the process. He did say we have seen an uptick in applications so people may be rethinking about enrolling in college.

3.2 Budget and Finance Update

Mr. Sullivan reported the budget forecast is through July. It has been significantly revised since the last report. Revenues are down about \$5 million which represents an additional 8% decline in enrollment compared to a budgeted decline of about 7.5%. Sponsor share was not restored for this year but was restored for next year's budget, which represents a \$560,000 impact. The state aid was reduced to community college's budgets by 5% or \$662,000. These two numbers are well over \$1.2 million. The college has not had to have any layoffs. Costs were reduced by about \$3 millions, but health insurance costs are up 5%. The college is projected to need to use \$3 million of HEERF II stimulus money to have a balanced budget. A final annual financial report is due to SUNY at the end of October. Stimulus money can be used on ancillary college entities like Student Housing and FSA, which had losses of revenues due to COVID.

3.2.1 Sustainability Plan

Mr. Sullivan reviewed the Sustainability Plan with the committee. The college does multi-year forecasts for various college areas and functions: – Academic, IT, Capital, and Distance Learning all have master plans for multiple years. The document reflects the college’s top 10 student enrollment and retention initiatives. In addition to revenue growth, there will also be some cost reductions. Page 2 represents the HS graduation rates available through SUNY Central. This is a major driver of enrollment. 60-70% of students come from this region. The last page is the budget projection for a 3-year period. Optimization of the course schedule is a key driver of the cost reduction initiative. Mr. Sullivan reviewed the assumptions and calculations for the multi-year projections for both the revenue and expenses categories during the next three years. This is a reasonable plan to transition us out of COVID. The college is eligible for approximately \$15 million in stimulus money with the Sustainability Plan projected to use about \$10 million. Part of the balance of stimulus funds shall be used for lost revenue for the Housing Corporation and Faculty-Student Association (FSA). This has also been shared with the county as they are interested in the college’s initiatives. Trustee Connerton would like to see how the Academic Master plan will change as we move forward, especially about the STEM, Nursing, and Hospitality programs. The college and county will be meeting quarterly.

3.3 Reports for Board Information

3.3.1 Facilities Update

Mr. Ligeikis reported on the highlights in his report. Facilities’ primary focus is getting classrooms and the grounds ready for the fall semester. Installation of the ionic units in buildings is almost complete. Concrete slabs for 2 of the pavilions were started. Fire Damper access is underway. The AT transformer was installed over the last 2 months. A building permit was received for the standby generator and is also in hand. Some offices are being relocated. He is looking forward to reopening the Ice Center and is evaluating the location of fencing around the campus. He should soon have a mockup of the sign for the CEC.

3.3.2 Human Resources Report

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

3.3.3 Budget Transfers

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

3.3.4 Grant Approvals

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

3.3.5 Investment Report

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

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

The meeting was adjourned at 9:52 a.m.

Approved: September 14, 2021