

**SUNY BROOME COMMUNITY COLLEGE
BOARD OF TRUSTEES
Finance & Facilities Committee
September 14, 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**

Members Present: Acting Chair Anthony Paniccia, Nick Serafini, Barbara Fiala, Michael Woodward, Margaret Coffey
Members Excused: Kathy Connerton
Administration Present: Dr. Kevin Drumm, Dr. Carol Ross-Scott, Dr. Penny Haynes, Michael Sullivan, Jesse Wells, Lynn Fedorchak, Jeanette Tillotson, Dave Ligeikis, Larry Allen, Dr. Kim McLain, Dr. Michele Snyder, Dr. Jeffrey Anderson, Diana Lenzo

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

1.0 Approval Of Finance and Facilities Minutes

Trustee Serafini moved to approve the minutes of the August 17, 2021 Finance and Facilities Committee minutes. Trustee Fiala seconded the motion and was unanimously approved.

2.0 Action Items

2.1 Recommend Approval of Payroll Certification

2.2 Recommend Approval of Petty Cash

2.2 Recommend Approval of American Rescue Plan (ARP) Act of 2021 Supplemental Grant Funds for Institutions

Trustee Coffey moved that the Finance and Facilities Committee approve Action Items 2.1, 2.2, and 2.3. Trustee Woodward seconded the motion and was unanimously approved.

3.0 Information Items

3.1 President's Report

President Drumm reported that enrollment numbers are running right on the budgeted amount which is forecasted at a decline of 14%. Total enrollment numbers will be available in October after the Fast Forward registrations are added. Some of this loss could be related to vaccinations when it was approved by the FDA. There have been about 15 Religious exemptions requested and 5 appeals. We have had a couple of people who were vaccinated but also got a mild case of the virus. The college's biggest challenge is getting everyone vaccinated.

3.2 Budget and Finance Update – Michael Sullivan

Mr. Sullivan reported the monthly forecast is the same as last month. Our fiscal year closed on August 31. The forecast is reflecting a balanced budget. The college will need approximately \$3 million of Federal stimulus money to offset \$6 million in loss of

revenues. This number could change within the next few months as the books are closed. Next month should be a more accurate forecast. Finance budgeted a 15% decline in fall enrollment, spring enrollment is assuming a 20% decline. We are on budget for the fall. Sections are reduced in alignment with the revenue decline. The budget we are currently in seems reasonably balanced. Trustee Serafini asked if fringe benefits run 40-45% of the payroll, why is line #9 only down \$115,000 when payroll is down over \$5 million? Mr. Sullivan reported there was a negative variance in fringe benefits due to a 5% health insurance increase by the county which was not budgeted before. Even though payroll went down, fringe benefits are made up of various aspects (disability, health insurance, retirement benefits). Trustee Serafini stated this is only a 2% decrease versus a \$2.5 million (40-45%) decline. Chair Paniccia asked Mr. Sullivan and L. Allen to develop a report for Thursday's BOT meeting and then give a detailed report 45 days later when the information will be ready for the SUNY Annual Report.

3.3 Reports for Board Information

3.3.1 Facilities Update – Dave Ligeikis

Mr. Ligeikis reported on the highlights in his report. Ice has been installed in the Ice Center and scheduling is underway for groups that want to rent ice. Bipolar ionization units have been installed across campus and will continue to be installed in areas that could benefit from them. The pads for the pavilions have been poured. Roof, repaving, and tinting project contracts are being developed. The installation of the standby IT generator will be on October 11 when the campus will be vacant. A landscaping team has been identified within facility employees who continue to make landscaping improvements. They will be meeting with a landscaping architect this Friday to further discussions which could include the installation of fencing or landscaping to improve the appearance of the college. Acting Chair Paniccia had one question about the fencing. He feels it will look like a jail. Speaking for himself, before this decision is being made, he would like some input as to why this is being done. Mr. Ligeikis stated the reason is to make a more welcoming appearance. The goal is to break up the viewshed of parking lots on Front Street and other areas to break up the view of parking lots. Dr. Drumm reported this could be a combination of shrubbery and fencing to clean up the view of the parking lots.

3.3.2 Human Resources Report – Lynn Fedorchak

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

New Business:

Trustee Serafini ask for further clarification about where this fencing was going to be placed. Is this along Front Street or College Drive? Mr. Ligeikis said it was not limited to one certain area. It would be any location where one's viewshed is blacktop and to enhance the view.

Mr. Ligeikis told Mr. Serafini that he had also sent him a picture of the stand-alone sign for the Culinary & Event Center. Mr. Ligeikis stated the National Parks recommended keeping Public Library on the façade.

Trustee Fiala made a motion to adjourn the meeting. Trustee Serafini seconded the motion, and it was unanimously approved. The meeting was adjourned at 9:24 a.m.

Approved: October 19, 2021