

**SUNY BROOME COMMUNITY COLLEGE
BOARD OF TRUSTEES**

Finance & Facilities Committee

October 19, 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, Margaret Coffey
Members Excused: Kathy Connerton, Barbara Fiala, Michael Woodward
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. Jeffrey Anderson, Diana Lenzo

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

- 1. Approval of Finance and Faculties Committee September 14, 2021 Minutes**
Trustee Coffey moved to approve the minutes of the September 14, 2021 Finance and Facilities Committee meeting. Trustee Serafini seconded the motion and was unanimously approved.
- 2. ACTION ITEMS**
 - 2.1. Recommend Approval of Payroll Certification**
Trustee Serafini moved to approve the Payroll Certification for portions of August, September, and October. Trustee Coffey second the motion and was unanimously approved.
 - 2.2. Recommend Approval of Write-Offs of Student Account Receivables**
The Controller's Office and Finance department has reviewed the status of the Student Accounts Receivables and identified and calculated \$986,132.50 to be uncollectable. Trustee Coffey moved the Finance and Facilities Committee recommends that the Board of Trustees approves the write-offs of uncollectable accounts for receivables of \$986,132.50. Trustee Serafini seconded the motion and was unanimously approved.

Trustee Serafini had a question on why the write-off always seems to equal 2%. Mr. Sullivan stated that for the past few years, the college has improved from 3.5% (17-18 FY) to 2.8% (18-19FY) to 2.7% (19-20 FY). The college has improved its collection efforts. With COVID, SUNY strongly encouraged Community College and 4-year colleges to hold on collections. Trustee Serafini asked where Broome stands against other community colleges. Mr. Sullivan will gather some information and send it out.
 - 2.3. Recommend Approval of a Resolution to amend the SUNY Broome tuition schedule governing residency for tuition purposes to make Students from Puerto Rico and the US Virgin Islands displaced from Hurricanes Maria and Irma and for Students from Haiti displaced by the August 14, 2021, 7.2 magnitude earthquake/ Hurricane Grace eligible for NYS Resident Tuition.**
Trustee Coffey moved the Finance and Facilities Committee recommends the Board of Trustees approve this resolution. Trustee Serafini seconded the motion and was unanimously approved.

- 2.4. Recommend Approval of Bid #2022-01 for FANUC Robotics Er-4iA CERT Cart**
This purchase is entirely funded by a Perkins Grant. This is a replacement piece of equipment that will modernize equipment used in the robotics curriculum area for the EET program and will be used for the mechatronics certificate currently under development and workforce development training. Trustee Coffey moved the Finance and Facilities Committee recommends the Board of Trustees approves Bid #2022-01 to 1st Ohio Inc. in an amount not to exceed \$50,550.00. Trustee Serafini seconded the motion and was unanimously approved.
- 2.5. Recommend Approval of Bid #2022-02 for Robotic Equipment with full integration with a HAAS ST-25YT System**
This purchase is funded through Perkins and an Ahearn Grant. This new piece of equipment will be used for the MET and Manufacturing degree programs. Trustee Coffey moved the Finance and Facilities Committee recommends the Board of Trustees approves Bid #2022-02 to NYMAT in an amount not to exceed \$56,726.00. Trustee Serafini seconded the motion and was unanimously approved.

3. INFORMATION ITEMS

3.1. President's Report

Dr. Drumm reported he just returned from the national ACCT conference. The two big topics at the conference were DEI and Vaccine mandates. A majority of the sessions and what different institutions were doing on their campuses to improve DEI. The second topic was vaccine mandates, which Broome is under, for colleges. Broome has 162 students deregistered from 1 class after the grace period of October 12. Forty-eight students were fully de-registered. Forty have since been reinstated as they were able to show compliance. Dr. Drumm continues to encourage all faculty and staff to be vaccinated. An Interim DOS Tad Kruse started this week, the trustees will meet him Thursday. S. Cordisco has returned to Sponsored Programs. Our college ranks as one of the top SUNY colleges that brings in grants, thanks to the efforts of S. Cordisco. Enrollment is pretty good. We have beat our target of 14-15%. We are currently at a 13% decline. There should be no adjustments to the budget. Trustee Coffey asked if people taking night classes on campus need to be vaccinated. Dr. Drumm reported that anyone on campus needs to be vaccinated and yes, it is checked.

3.2. Budget and Finance Update – Michael Sullivan

Mr. Sullivan reported the last monthly forecast for FY ending 8/31/2021. Finance will be wrapping up the final numbers required for the SUNY Annual report that is due October 31, 2021. The Trustees will receive this in the December packet. There was a variance of \$5 million in revenues and with adjusted cost reductions of \$1.6 million, the college will need to use about \$3.5 million in Federal Stimulus monies to balance the budget. The first monthly forecast of this FY will be shared at the December meeting. The fall semester is slightly ahead for enrollment. With the major expenses in payroll, it looks like these numbers are on budget after a few pay periods 6 weeks into the fiscal year.

3.3. Reports for Board Information

3.3.1. Facilities Update – Dave Ligeikis

Mr. Ligeikis reported on the highlights in his report. The IT generator was successfully installed over the Columbus Holiday. They have also set up an emergency work computer. Landscaping has been updated on Front Street by the electronic sign. Paving/sidewalks construction work starts today. Classroom reconditioning is ongoing in Titchner. The patios at the library should be finished today and are now usable. Facilities continue to upgrade the landscaping around

the campus. Trustee Paniccia questioned if the emergency computer had appropriate hookups to the new generator. Mr. Ligeikis assured him they did.

3.3.2. Human Resources Report – Lynn Fedorchak

This report reflects standard activity for September 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 September 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 September 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 September 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 it was unanimously approved. The meeting was adjourned at 9:17 a.m.

Approved: December 14, 2021