

**SUNY BROOME COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**Finance & Facilities Committee**

**December 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:** Chair Kathy Connerton, Nick Serafini, Margaret Coffey, Barbara Fiala.  
(Also in attendance was Yelyzaveta Yatsuk - incoming Student Trustee)  
**Members Excused:** Michael Woodward  
**Administration Present:** Dr. Kevin Drumm, Dr. Penny Haynes, Michael Sullivan, Jesse Wells, Lynn Fedorchak, Jeanette Tillotson, Dave Ligeikis, Larry Allen, Dr. Jeffrey Anderson, Diana Lenzo

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

- 1. Approval of Finance and Faculties Committee October 19, 2021 Minutes**  
Trustee Fiala moved to approve the minutes of the October 19, 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 October, November, and December 2021. Trustee Coffey second the motion and was unanimously approved.
  - 2.2. Recommend Acceptance of 2020-21 SUNY Child Care and Development Block Grant**  
The Finance and Facilities Committee on behalf of the Board of Trustees approves acceptance of this grant whose funding supports child care tuition subsidies at the BC Center for Children of income-eligible SUNY Broome Students.  
**Trustee Coffey motioned to approve the Development Block Grant. Trustee Serafini seconded the motion and was unanimously approved.**
  - 2.3. Recommend Acceptance of 2021-2022 SUNY Child Care Appropriation**  
The Finance and Facilities Committee on behalf of the Board of Trustees approves acceptance of this grant whose funding will be used for child care staff salaries at the B.C. Center. By accepting these funds, student parents must be given priority enrollment in the campus childcare center.  
**Trustee Coffey motioned to approve the Child Care Appropriation. Trustee Fiala seconded the motion and was unanimously approved.**

- 2.4. Recommend Acceptance of Urban and Community Development Program Capital Grant Project #133,702**  
The Finance and Facilities Committee on behalf of the Board of Trustees approves acceptance of this grant whose funding supports SUNY Broome Community College's capital planning and feasibility study associated with a proposed on-campus greenhouse project.  
**Trustee Coffey motioned to approve the Urban and Community Development Program Capital Grant Project #113,702. Trustee Fiala seconded the motion and was unanimously approved.**
- 2.5. Recommend Approval of RFP 2022-03 SUNY Broome Community College Dental Group Insurance Benefits**  
The Finance and Facilities Committee recommends that the Board of Trustees approves contracting the NFP Corporate Services (NY)LLC – (Excellus) for dental insurance of \$109,307 for a three(3) year contract with a not to exceed 3% increase on years 2 and 3, and with three ( ), one (1) year optional renewals.  
**Trustee Coffey motioned to approve RFT 2022-03 for Dental Group Insurance Benefits. Trustee Serafini seconded the motion and was unanimously approved.**  
Trustee Serafini asked how many employees this represented. Ms. Fedorchak explained these benefits are for Administrative, Management Confidential, ESPA, and GUILD staff and cover single, 1+1, and family. The rates are very competitive at \$34.94, \$69.29, and \$95.57.
- 2.6. Recommend Approval to Enter Into A Lease Contract with Xerox Financial Services LLC & Eastern Managed Print Network for a Multifunction Printer and Supplies**  
The Finance and Facilities Committee recommends the Board of Trustees approves to enter into a five (5) year lease contract with Xerox Financial Services LLC & Eastern Managed Print Network for a multifunction Printer and supplies through the NYS OGS PM67534 in the amount not to exceed \$117,464.  
**Trustee Coffey motioned to approve the Lease Contract with Xerox Financial Services LLC & Eastern Managed Print Network. Trustee Fiala seconded the motion and was unanimously approved.**
- 2.7. Recommend Approval of new FI6010 Tuition and Fees Policy**  
The Finance and Facilities Committee recommends the Board of Trustees approve the Tuition and Fees Policy to be included in the SUNY Broome Policy Manual under reference number FI6010. M. Sullivan explained that the purpose of this policy is to govern the establishment of the tuition and fees at Broome Community College, inclusive of payments, refunds, residency requirements, appeals, collections, deregistration, and account balances as dictated by SUNY and NYS Ed. The Tuition and Fees resolution will still come before the board in the June meetings for approval.  
**Trustee Coffey motioned to approve the Tuition and Fees Policy. Trustee Serafini seconded and was unanimously approved.**
- 2.8. Recommend Approval of Unpaid Leave of Absence for Fermin Romero**  
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 January 1, 2022, to May 31, 2022, or upon the completion and hiring of a Director resulting from the search, to serve as the Interim Director of Information

Technology Services.

**Trustee Serafini motioned to approve this unpaid leave of absence. Trustee Coffey seconded the motion and was unanimously approved.**

**2.9. Recommend Approval of Resolution for the New Position Description for the Assistant Dean for Academic Services**

The Finance and Facilities Committee recommends that the Board of Trustees approves the resolution for the new position description Assistant Dean for Academic Services.

**Trustee Serafini motioned to approve the New Position Description. Trustee Coffey seconded the motion and was unanimously approved.**

**3. INFORMATION ITEMS**

**3.1. President's Report**

Dr. Drumm reported that it has been a good 2 months since the F&F committee last met. Four Fall Athletic teams made post-season play with 2 teams going to National Championships. A year-end performance by the Music Department highlighted African American music in the Library Gallery. The Culinary Program hosted an end-of-semester World Food Tour with food from 10 different countries. Great Job! The Campus Holiday Party at the CEC had a very good turnout and the food was very good. Dr. Drumm thanked the BCC Foundation for hosting this event. The CEC renovation has now received 3 historic renovation awards. The SUNY Chancellor will resign effective January 14, 2022. Chair Connerton commented that several acquaintances had attended adult cooking classes at the CEC and had very positive comments about the class offerings. Dr. Drumm commended Associate Dean Chef Stamets who has been a great addition and leader for this program.

**3.2. Budget and Finance Update – Michael Sullivan**

Mr. Sullivan reported on the first monthly forecast for the current fiscal year. On the revenue side, enrollment for the fall is close to what was budgeted. The Winter semester is tracking 1-2% below budgeted levels. Spring enrollment, with 75% concluded, the college is tracking within 1-2% of budgeted numbers. SUNY modified the charge-back methodology of county students' residency requirements. Based on the revised methodology, the calculation is an estimated increase of \$1.2 million expenses are trending slightly over budget by 1%. Health insurance is trending higher due to the Broome County Legislature-approved 5% increase starting in January 2022. Enrollment in the health insurance program has increased due to the voluntary separation incentive program was taken by 39 employees who were eligible for retiree health insurance. There has also been a modest addition for active employees, predominately around FT Adjunct, taking advantage of this benefit. Fringe benefit costs as a percentage of payroll is at 49% vs. budgeted 47%. Finance is monitoring this closely. This may increase between now and the end of the year depending on the number of employees hired. The contractual forecast is above budget with several initiatives the college committed to after the budget was passed during the summer to address some key issues related to enrollment and COVID dynamics as the college was reopening the campus. Finance is projecting a balanced budget with the understanding that \$3 million of federal stimulus funds was budgeted to offset declining enrollment revenue.

Trustee Serafini stated that the average decline in FTE enrollment is 10%. Where does Broome stand? Dr. Drumm reported that Broome is the 2<sup>nd</sup> best in the least decline in student enrollment among the other 29 sister community colleges. Broome is staying constant in student enrollment at this time in comparison to the budget..

**3.3. Reports for Board Information**

**3.3.1. Facilities Update – Dave Ligeikis**

Mr. Ligeikis reported on the highlights in his report. This report is for information purposes and was included in the packet. Several projects are on hold over the winter months and will pick back up again in April. Titchner reconditioning is ongoing. Renovations are almost completed in the Student Accounts which is resulting in a more professional suite. Contracts have been finalized for the library roof and window tinting. Facilities are assisting in assessing the relocation of the nursing program needs and estimated costs. HVAC needs across the campus are pending funding by the state in the spring from County capital project allocations.

**3.3.2. Human Resources Report – Lynn Fedorchak**

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

Trustee Serafini made a motion to adjourn the meeting. Trustee Fiala seconded the motion, and it was unanimously approved. The meeting was adjourned at 9:30 a.m.

Approved: January 18, 2022