

**SUNY BROOME COMMUNITY COLLEGE
BOARD OF TRUSTEES**

Finance & Facilities Committee

January 18, 2022

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, Yelyzaveta Yatsuk
Members Excused: Chair Kathy Connerton, Margaret Coffey
Administration Present: Dr. Kevin Drumm, Dr. Penny Haynes, Dr. Carol Ross-Scott, Michael Sullivan, Jesse Wells, Lynn Fedorchak, Jeanette Tillotson, Dave Ligeikis, Larry Allen, Diana Lenzo

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

- 1. Approval of Finance and Facilities Committee December 14, 2021 Minutes**
Trustee Fiala moved to approve the minutes of the December 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**
The Finance and Facilities Committee on behalf of the Board of Trustees approves the filing of the College payroll for portions of December 2021 and January 2022.
Trustee Serafini moved to approve the Payroll Certification. Trustee Fiala second the motion and was unanimously approved.
 - 2.2. Recommend Approval of Petty Cash**
The Finance and Facilities Committee on behalf of the Board of Trustees approves the list of petty cash expenditures for December 2021 and direct reimbursement for the funds in the amounts designated.
Trustee Serafini moved to approve Petty cash. Trustee Fiala second the motion and was unanimously approved.
 - 2.3. Recommend Acceptance of 2021-22 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 and quality initiatives at the BC Center for Children of income-eligible SUNY Broome Students for 2021-2022.
Trustee Serafini motioned to approve the 2021-22 SUNY Child Care and Development Block Grant. Trustee Yatsuk seconded the motion and was unanimously approved.
 - 2.4. Recommend Acceptance of US DOL Young Adult Reentry Partnership Subaward**
The Finance and Facilities Committee on behalf of the Board of Trustees approves acceptance of the US DOL Young Adult Reentry Partnership Subaward to support the

work of SUNY Broome as a partner organization of Pathstone Corporation to provide education and training services to improve workforce outcomes for justice-involved young adults between the ages of 18-24 and currently or previously involved in the juvenile or adult criminal justice system or high school dropouts.

Trustee Yatsuk motioned to approve the US DOL Young Adult Reentry Partnership Subaward. Trustee Serafini seconded the motion and was unanimously approved.

2.5. Recommend Approval of D2L/Brightspace SUNY Participating Institution Agreement

The Finance and Facilities Committee on behalf of the Board of Trustees approves this contract total not to exceed an annual amount of \$135,000, with a 5-year aggregate amount not to exceed \$675,000 with D2L/Brightspace.

Trustee Serafini motioned to approve the D2L/Brightspace SUNY Participating Institution Agreement. Trustee Fiala seconded the motion and was unanimously approved.

2.6. Recommend Approval of RFP#2022-05 Award for Counseling Services to ProtoCall+

The Finance and Facilities Committee recommends that the Board of Trustees approves contracting with ProtoCall+ for counseling services in the amount not to exceed \$60,000 per year and \$300,000 in total. Funding was earmarked for expansion of mental health services and required by SUNY at a 5% allocation of HEERF III. This third-party contract will support the Counseling department in offering mental health services via a virtual platform to students who are struggling and who need after-hours support from a peer or a professional.

Trustee Fiala motioned to approve RFP 2022-05 for Counseling Services to ProtoCall+. Trustee Serafini seconded the motion. Discussion followed.

Trustee Serafini asked if this is new. Mr. Sullivan stated that this is new under HEERF III Funding and SUNY required that 5% of HEERF III Institutional stimulus funding allocation be used towards the expansion of mental health services. The college can use additional allocation of HEERF III Funding if needed. Trustee Serafini asked if this was a local company. Dr. Ross-Scott stated this company is not local but offers virtual support for students and is needed as they offer a whole wellness program.

After discussion, the motion was unanimously approved.

2.7. Recommend Approval of Starfish Enterprise Success Platform

The Finance and Facilities Committee recommends the Board of Trustees approve the renewal of the Starfish Enterprise Success Platform contract, in the amount not to exceed \$70,998.00. The Starfish student success platform helps colleges and universities scale their student success efforts so more students can achieve their academic and life goals.

Trustee Serafini motioned to approve the Starfish Enterprise Success Platform. Trustee Fiala seconded the motion and was unanimously approved.

2.8. Recommend Approval of Unpaid Leave of Absence for Diane O’Heron

The Finance and Facilities Committee recommends the Board of Trustees grant an unpaid leave of absence to Diane O’Heron, Professor in the English Department from January 17, 2022, to August 22, 2022.

Trustee Serafini motioned to approve the unpaid leave of absence for O’Heron. Trustee Fiala seconded and was unanimously approved.

3. INFORMATION ITEMS

3.1. President's Report

Dr. Drumm welcomed the new Student Trustee Yatsuk. Enrollment continues on a positive trend. We will see how this continues with the booster mandate for incoming on-campus spring students, and if a glitch with ESL students and changes in Financial Aid regulations changes things. We are very far ahead of projections with spring enrollment, down over a little more than 8%, which is doing better than fall enrollment. It is a good trend.

3.2. Budget and Finance Update – Michael Sullivan

Mr. Sullivan reported that through the end of December, the forecast reflects final numbers for the fall and winter terms. The college experienced a decline in FTE's of 14.3% for the fall and winter term, compared to 1 week before the spring semester decline of 8.3% FTE's. This month's forecast represents modest changes to last month's report. Student tuition revenue is slightly higher, which is comparable to FTE enrollment being 1% better. Trending at a little over a 14% decline. Overall revenues, in total, are up by 3%. On the expense side, what continues to be a major area of focus of the college, is trying to align courses and sections with the FTE enrollment decline. The budget has a section to FTE relationship at .75 with the college trending at .79 for the fall/winter semesters. Some comparable community colleges are in the .65 range. Courses, sections, and the associated instructional costs, payroll, and benefits, are almost 50% of the budget. It is a top priority and focus by the college. Contractual costs were up about 8%. There were several enrollment and marketing initiatives that were approved during the summer and were not anticipated in the budget. Some of these initiatives were critical to improving communications with students and staff, along with some software investments. As such, these are impacting the current year's budget as they were not anticipated when the budget was developed last spring. Finance is forecasting the college will need approximately \$525,000 in additional HEERF III Federal Stimulus Funds to address COVID-related expenses and mitigate some of the section increases which are yet to be addressed. The college is currently forecasting that the college will need \$3.5 million in stimulus funds for the current year to balance the budget. This is consistent with the \$3.6 million the college needed in FY 20-21 to ensure a balanced budget.

Trustee Serafini asked when HEERF Funds run out? Mr. Sullivan replied he will be presenting at the March meetings after the February spring report. He anticipates the college will need sufficient stimulus funds for next year's proposed budget and the following year. HEERF Funds are primarily being used to offset revenue losses due to the FTE enrollment decline. The college has experienced a 40% net FTE decline over the last few years. Federal stimulus funds are used to bridge revenue losses while the College implements enrollment and retention initiatives and to align the college cost structure with a substantial decrease on the FTE enrollment side. He anticipates utilizing federal stimulus funds for 2 more years to ensure a balanced 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. There was a broken water line located last Tuesday between the BC Center and Campus Services and restored by Friday. Gym floors have been recently refinished. Installation of handicapped accessible water coolers is underway across campus. Renovation in the Finance Office is completed and the Financial Aid office will be renovated next. Window tinting on the

Old Science/Student Services window is almost completed. This will both enhance and benefit energy use in both buildings.

3.3.2. Human Resources Report – Lynn Fedorchak

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

3.3.3. Budget Transfers – Michael Sullivan

There were no budget transfers for December 2021. This report is for information purposes and was included in the packet

3.3.4. Grant Approvals – Michael Sullivan

There was no grant approval activity for December 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 December 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 9:18 a.m.

Approved: February 10, 2022