

**SUNY BROOME COMMUNITY COLLEGE
BOARD OF TRUSTEES
Finance & Facilities Committee
March 15, 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 Chair Kathy Connerton, Margaret Coffey, Barbara Fiala.

Members Excused: Nick Serafini, Elle Yatsuk

Administration Present: Dr. Kevin Drumm, Dr. Penny Haynes, Michael Sullivan, Jesse Wells, Lynn Fedorchak, Jeanette Tillotson, Dave Ligeikis, Larry Allen, Julie Lakin, Diana Lenzo

Administration Excused: Dr. Carol Ross-Scott

Chair Connerton called the meeting to order at 9:02 a.m.
There was no quorum at this time. The meeting proceeded to Item #3 Information Items.

1. APPROVAL OF MINUTES

The February Finance and Facilities Committee was canceled due to a lack of action items. There are no minutes for approval.

3. INFORMATION ITEMS

3.1 President's Report

Dr. Drumm was out of the office last week. The application trend continues for the fall semester and is up 3% or so. He had a very nice lunch with BU President Stenger and discussed some interesting partnerships. BU is actively interviewing Provost candidates and has spurred a lot of discussion on how BU is increasing enrollment. The college has received the SUNY High Needs Nursing Emergency Training Funds. Dr. Haynes provided more details on this action item. Dr. Snyder and McKay did a very nice job with the grant application. Chair Connerton commented that they also hosted a Guidance Counselor day last week and it was very well received, with good feedback and a good turnout. Chair Connerton is very pleased with how the college is moving forward.

A quorum was established but due to technical difficulties, the trustee was unable to respond or hear the meeting. The meeting continued with the rest of the Information Items.

3.2 Budget and Finance Update – Michael Sullivan

3.2.1 Budget Forecast

The forecast through the end of February is similar to the prior month's forecast. Finance is forecasting a balanced budget using approximately \$3.5 million of Federal stimulus funds. Expense and Revenue were fairly consistent with the prior month's forecast.

3.2.2 Budget Transfers

There were no budget transfers for February 2022. This report is for information purposes and was included in the packet.

3.2.3 Grant Approvals

This report is for information purposes and was included in the packet.

3.2.4 Investment Report

This report is for information purposes and was included in the packet.

3.2.5 Student Village Housing Report

This report is for information purposes and was included in the packet.

3.2.6 SUNY Annual Financial Report 2020-2021

This report is for information purposes and was included in the packet. This is a standard report that SUNY requires Community Colleges to submit.

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. The new post and signage have been installed at the CEC. It complements the historic marker on the opposite side of the building. Refurbishing work continues in Titchner. Design work will begin for the refurbishing/reconstruction of all the bathrooms in both Old Science and Student Services buildings. An engineering study will commence shortly to examine the feasibility of the replacement of the Library's exterior concrete panels. An assessment/proposed modified floor plan of the health science/nursing space in Decker Health Sciences is nearing completion. Design work will soon begin for the replacement of the HVAC system at the Library. Detailed plans/bid packages are being finalized for the replacement of both the business building roof and a section of the Student Center roof (West Gym).

3.3.2 Human Resources Report – Lynn Fedorchak

This report reflects standard activity for February 2022. This report is for information purposes and was included in the packet.

Technical issues were corrected for the trustee. The meeting continued with Item 2 – Action Items.

2.0 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 January, February, and March 2022.

Trustee Fiala moved to approve the Payroll Certification. Trustee Coffey second the motion and was unanimously approved.

2.2 Recommend Approval of SUNY High Needs Nursing Emergency Training Funds

The Finance and Facilities Committee on behalf of the Board of Trustees approves acceptance of the SUNY High Needs Nursing Emergency Training Funds that will support SUNY Broome's Nursing program to (1) Provide train-the-trainer opportunities at BU's Decker College of Nursing IPSC facility for new faculty members, to be led by SUNY

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Broome faculty mentors in collaboration with Decker College faculty members. (2) Expand concept-based simulation activities in 3 core nursing program courses, (3) Replace outdated simulator technology in SUNY Broome's nursing laboratories with advanced technology simulators, (4) Provide students with supplemental high-fidelity simulation activities at BU's Decker College IPSC facility.

Trustee Coffey moved to approve the SUNY High Needs Nursing Emergency Training Funds. Trustee Fiala second the motion and was unanimously approved.

2.3 Recommend Approval of SUNY Broome FY 2022-23 Proposed Operating Budget

Dr. Drumm suggested that this item be pulled and placed as an Action Item for the whole Board of Trustees to vote on. Chair Connerton agreed. The items will be on the Board of Trustees agenda under Action Items.

2.4 Recommend Approval of SUNY Broome's 5-year Proposed Capital Improvement Plan 2023-2027

The Finance and Facilities Committee recommends that the Board of Trustees approves the resolution for SUNY Broome's Capital Improvement Program for 2023-2027 for a total amount of \$20,518,000.

Trustee Coffey moved to approve SUNY Broome's 5-year Proposed Capital Improvement Plan for 2023-2027. Trustee Fiala second the motion and was unanimously approved.

Mr. Sullivan requested that the Finance and Facilities Committee vote to recommend approval to the Board of Trustees on item 2.3. 2022-23 Proposed Operating Budget and have it as an Action Item on the Board of Trustees March 17, 2022 meeting agenda. Chair Connerton returned to item 2.3.

Trustee Fiala moved to approve Action item 2.3 Recommend Approval of SUNY Broome FY 2022-23 Proposed Operating Budget. Trustee Coffey second the motion and was unanimously approved.

The scheduled order of business was completed. Chair Connerton declared the meeting adjourned at 9:20 a.m.

The next Finance and Facilities Committee Meeting is tentatively scheduled for Tuesday, April 12, 2022, at 9:00 a.m. via Zoom conferencing

Approved: April 12, 2022