

**SUNY BROOME COMMUNITY COLLEGE
BOARD OF TRUSTEES**

Finance & Facilities Committee

May 24, 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: Kathy Connerton, Barbara Fiala, Margaret Coffey, Ell Yatsuk, Jim Testani

SUNY Broome Administration Present: Dr. Kevin Drumm, Dr. Carol Ross-Scott, Dr. Penny Haynes, Michael Sullivan, Jesse Wells, Lynn Fedorchak, Diana Lenzo

Other SUNY Broome Personnel: Dave Ligeikis, Jeanette Tillotson, Larry Allen, Julie Lakin

Chair Connerton called the meeting to order at 9:01 a.m. She welcomed new trustee Jim Testani as a member of the F&F Committee, replacing outgoing trustee Nick Serafini.

1. APPROVAL OF MINUTES

- 1.1. **Approval of April 12, 2022 Finance & Facilities Committee Meeting Minutes**
Trustee Fiala moved to approve the minutes of the April 12, 2022 Finance & Facilities Committee Meeting. Trustee Coffey 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 April and May 2022.
Trustee Coffey moved to approve the Payroll Certification. Trustee Fiala second the motion and was unanimously approved.
- 2.2. **Recommend Acceptance of SUNY Grant Award: 2022 EOP Pre-Freshman Summer Program**
The Finance and Facilities Committee on behalf of the Board of Trustees approves acceptance of the SUNY 2022 EOP Pre-Freshman Summer Program which supports a four-week, pre-freshman summer residential in-person program intended to increase the potential for long-term academic success for 35 participating students who are accepted into the college's Educational Opportunity Program.
Trustee Coffey moved to approve the SUNY Grant Award: 2022 EOP Pre-Freshman Summer Program. Trustee Fiala second the motion and was unanimously approved.
- 2.3. **Recommend Acceptance of Federal Perkins V Grant Funds for Academic Year 2022-2023**
The Finance and Facilities Committee on behalf of the Board of Trustees approves acceptance of the Federal Perkins V Grant Funds for Academic Year 2022-2023 which supports personnel and non-personnel costs in accordance with needs identified and strategies outlined in the college's Perkins 2023 Comprehensive Local Needs Assessment.
Trustee Coffey moved to approve the Federal Perkins V Grant Funds for Academic Year 2022-2023. Trustee Testani second the motion and was unanimously approved.

- 2.4 Recommend Approval to Purchase Qty. of 200 Computers and Qty. of 200 Monitors from the NY OGS Contract PM208250 Dell Marketing LP for the Fiscal Year 22 Yearly Replacement of Student Laboratory and Classroom Computers and Monitors**
The Finance and Facilities Committee recommends the Board of Trustees approve the purchase of computers and monitors from the NY OGS Contract PM208250 Dell Marketing LP in the amount not to exceed \$170,000.00 for the yearly replacement of Student Laboratory and Classroom Computers and Monitors.
Trustee Coffey moved to approve the purchase of computers and monitors from the NY OGS Contract PM208250 Dell Marketing LP. Trustee Fiala second the motion and was unanimously approved.
- 2.5 Recommend Approval of the Purchase of Cyber Risk Insurance Accessed through Marsh USA, Inc.**
The Finance and Facilities Committee recommends the Board of Trustees approve the purchase of Cyber Risk Insurance accessed through Marsh USA, Inc. at a cost not to exceed \$68,747.62.
Trustee Coffey moved to approve the purchase of Cyber Risk Insurance through Marsh USA, Inc. Trustee Testani seconded the motion and was unanimously approved.
- 2.6 Recommend Approval of RFP 2022-07 Driver Training Programs to Adaptive Driving Services**
The Finance and Facilities Committee recommends the Board of Trustees approve the contract for Driver Training Programs through Adaptive Driving Services not to exceed \$120,000 per year/\$600,000 for the master term of the contract. This contract has 1 five (5) year renewal option.
Trustee Coffey moved to approve RFP 2022-07 Driver Training Programs to Adaptive Driving Services. Trustee Connerton second the motion and was unanimously approved.
- 2.7 Recommend Approval of SUNY Shared Services Agreement**
The Finance and Facilities Committee on behalf of the Board of Trustees approves the funding for SUNY Shared Services to assist with the SUNY-wide migration to the Brightspace Learning Management System.
Trustee Coffey moved to approve the SUNY Shared Services Agreement. Trustee Fiala second the motion and was unanimously approved.
- 2.8 Recommend Approval of Resolutions Adopting the College's 2022-23 Operating Budget, Sponsor Services, Full Time Positions, Student FTEs, and 2022-23 Tuition and Fees**
The Finance and Facilities Committee on behalf of the Board of Trustees approves the resolutions for the College's 2022-23 operating budget, sponsor services, full-time positions, student FTEs and 2022-23 student tuition and fees.
Trustee Coffey moved to approve the resolutions adopting the College's 2022-23 Operating Budget, Sponsor Services, Full Time Positions, Student FTEs, and 2022-23 Tuition and Fees. Trustee Fiala second the motion and was unanimously approved.
- 2.9 Recommend Approval of Lease between the College and The Village (BCC Housing Development Corp) for Student Services Space**
The Finance and Facilities Committee recommends approval by the Board of Trustees for the College to enter into a thirty (30) year lease with BCC Housing Development Corporation, inclusive of the initial year of the lease whereby the College may lease up to approximately 25,000 square feet from BCC-HDC at an all-inclusive rental rate not to

exceed \$17.50 per square foot, to enable BCC-HDC to meet its debt service coverage ratio of 1.30 and for the College to provide on-site student support services to optimize recruitment and retention of students residing at The Village.

Trustee Coffey moved to approve the lease between the College and the Village (BCC-HDC) for Student Services Space. Trustee Testani second the motion and was unanimously approved.

2.10 Recommend Approval of Bid 2022-10 SUNY Broome Roof Projects

The Finance and Facilities Committee recommends the Board of Trustees approve awarding BID 2022-10 SUNY Broome Roof Projects to AB Construction in an amount not to exceed \$927,750.00 plus \$6 per square foot for the removal of wet and damaged insulation.

Trustee Coffey moved to approve Bid 2022-10 SUNY Broome Roof Projects. Trustee Fiala seconded the motion and was unanimously approved.

2.11 Recommend Approval of STEM Division Professional Services Contract

The Finance and Facilities Committee recommends the Board of Trustees approve the College entering into a professional service agreement with AVO Global for the STEM Division Interim Dean for up to a one (1) year term, in an amount not to exceed \$16,000 per month.

Trustee Coffey moved to approve the STEM Division Professional Services Contract. Trustee Testani second the motion and was unanimously approved.

2.12 Recommend Approval of Professional Services Contract for College Presidential Search

The Finance and Facilities Committee recommends the Board of Trustees approve the College to contract for the professional services of Greenwood/Asher & Associates for the purpose of the College's Presidential Search.

Trustee Fiala moved to approve the Professional Services Contract for College Presidential Search. Trustee Coffey second the motion and was unanimously approved.

2.13 Recommend Approval of Resolution for Candidates for Promotion

The Finance and Facilities Committee recommends the Board of Trustees approve the resolution for candidates for promotion submitted herewith.

Trustee Coffey moved to approve candidates for promotion. Trustee Testani seconded the motion and was unanimously approved.

2.14 Recommend Approval of Resolution for the New Position Description of Institutional Research Analyst

The Finance and Facilities Committee recommends that the Board of Trustees approves the Resolution for the new position description of Institutional Research Analyst.

Trustee Coffey moved to approve the new position description of Institutional Research Analyst. Trustee Testani second the motion and was unanimously approved.

2.15 Recommend Approval of Revised FI6003 Operating Budget Transfers Policy

The Finance and Facilities Committee recommends that the Board of Trustees approves the revised Operating Budget Transfers Policy to be included in the SUNY Broome Community College Policy Manual under reference number FI6003.

Trustee Coffey moved to approve the revised FI6003 Operating Budget Transfers Policy. Trustee Fiala second the motion and was unanimously approved.

3. INFORMATION ITEMS

3.1. **President's Report**

Dr. Drumm announced his retirement effective July 2023. Thanks to the trustees that attended Commencement. That was a great turnout. Tonight is the Frank G. Paul Medal ceremony hosted by the Foundation. This ceremony honors the top area STEM high school students. Dr. Drumm acknowledged outgoing trustee Nick Serafini who has been on the board while Dr. Drumm has been here. Mr. Serafini has served the board for 28 years. Mr. Serafini has been a rock for Dr. Drumm and he will be sorely missed. Trustee Connerton also thanked Mr. Serafini.

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

3.2.1 **Budget Forecast**

Mr. Sullivan reported the monthly forecast is the same bottom line, it has not changed over the last couple of months. Finance and Budget are still predicting needing approximately \$3.5M of Federal Stimulus funds to balance the budget to offset enrollment declines and revenue losses. Spring numbers and summer enrollment numbers reflect approximately a 10% decline compared to last year.

3.2.2 **Financial Sustainability Report**

The attached Financial Sustainability report provides detailed historical and trend information with general guidelines, metrics, and benchmarks that the college needs to seriously consider in order to maintain a financially viable institution. Mr. Sullivan will report in more detail at Thursday's Board of Trustee meeting. Trustee Connerton felt this report was very comprehensive and helpful. She also thanked Ms. Lenzo for sending out a well-composed packet with the many action items on today's agenda.

3.2.3 **Grant Approvals**

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

3.2.4 **Investment Report**

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

3.2.5 **Student Village Housing Report**

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

3.3. **Reports for Board Information**

3.3.1. **Facilities Update – Dave Ligeikis**

Mr. Ligeikis reported on the highlights in his report. The report is for information purposes and included in the packet. Bids were opened and pending BOT approval for campus roofing projects for the Student Center and Business Building roofs. The Library roofing project approved last August is still waiting on materials. The preliminary engineering phase of the Decker Health Sciences Nursing Space Assessment has been completed and the RFP process will start for the architect portion. Construction is slated to begin in early 2023. Paving projects will begin after graduation. Renovation work continues in the first floor Student Services hallway. Design work has begun for the replacement of the HVAC system in the Library. Construction of the three pavilions has begun. Mr. Ligeikis also included a listing of other projects in development or early stages.

3.3.2. Human Resources Report – Lynn Fedorchak

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

As all business on the agenda was conducted, the meeting was adjourned at 9:27 a.m.

Approved: May 26, 2022