

**SUNY BROOME COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
Finance & Facilities Committee  
August 16, 2022  
9:00 a.m. Wales 107 Conference Room  
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, Elle Yatsuk, Jim Testani  
**SUNY Broome Administration Present:** Dr. Kevin Drumm, Dr. Carol Ross-Scott, Dr. Penny Kelly, Michael Sullivan, Jesse Wells, Laura Hodel, Lawrence Allen, Kim Perkoski  
**Other SUNY Broome Personnel:** Dave Ligeikis via zoom

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

## **1. APPROVAL OF MINUTES**

- 1.1. **Approval of May 24, 2022 Finance & Facilities Committee Meeting Minutes**  
Trustee Testani moved to approve the minutes of the May 24, 2022 Finance and Facilities Committee minutes. Trustee Yatsuk seconded the motion and was unanimously approved.

## **2. ACTION ITEMS**

- 2.1. **Recommend Approval of Payroll Certification**  
Trustee Testani moved to approve the filing of the College Payroll for portions of April and May 2022. Trustee Yatsuk seconded the motion and it was unanimously approved.
- 2.2. **Recommend Acceptance of Petty Cash**  
Trustee Testani moved to accept; Trustee Yatsuk seconded the motion and it was unanimously approved.
- 2.3. **Recommend Approval of 2022-2023 Entrepreneurial Assistance Center Grant**  
Trustee Coffey moved to approve; Trustee Testani seconded the motion and it was unanimously approved.
- 2.4. **Recommend Approval of Federal College Work Study Allocation Incentive Payment**  
Trustee Coffey moved to approve; Trustee Testani seconded the motion and it was unanimously approved.
- 2.5. **Recommend Approval of FY 2023 SUNY High Needs Localities Fund Allied Health Program**  
Trustee Coffey moved to approve; Trustee Testani seconded the motion and it was unanimously approved.

- 2.6. **Recommend Approval of 84.425T Broome CC Supplemental Support Under American Rescue Plan**  
Trustee Coffey moved to approve; Trustee Testani seconded the motion and it was unanimously approved.
- 2.7. **Recommend Approval of SUNY WD STEM Industry Pathways Grant Award**  
Trustee Coffey moved to approve; Trustee Testani seconded the motion and it was unanimously approved.
- 2.8. **Recommend Approval of AY 2022-23 Student Emergency Fund Grant Award**  
Trustee Coffey moved to approve; Trustee Testani seconded the motion and it was unanimously approved.
- 2.9. **Recommend Approval of Resolution for Unpaid Leave of Absence for Bradley Perl**  
Trustee Testani moved to approve; Trustee Coffey seconded the motion and it was unanimously approved.
- 2.10. **Recommend Approval of Resolution for Unpaid Leave of Absence for Giovanni Scaringi**  
Trustee Coffey moved to approve; Trustee Testani seconded the motion and it was unanimously approved.
- 2.11. **Recommend Approval of Resolution for the New Position Description of Senior Associate to the Vice President of Academic Affairs (VPAA)**  
Trustee Coffey moved to approve; Trustee Testani seconded the motion and it was unanimously approved.
- 2.12. **Recommend Approval of CircleIn, a Virtual Student Community Renewal for Academic Year 2022-2024**  
Trustee Coffey moved to approve; Trustee Testani seconded the motion and it was unanimously approved.
- 2.13. **Recommend Approval of Construction Change Orders for the On-Going 2021-2022 Paving/Sidewalk Contract**  
Trustee Coffey moved to approve; Trustee Testani seconded the motion and it was unanimously approved.
- 2.14. **Recommend Approval of 22/23 State Incremental Funds Awarded to SUNY Broome**  
Trustee Coffey moved to approve; Trustee Testani seconded the motion and it was unanimously approved.
- 2.15. **Recommend Approval of the Participating Institution Agreement (PIA) from SUNY for Blackboard Learn Bundle and Blackboard Ally Archive Licenses**  
Trustee Testani moved to approve; Trustee Yatsuk seconded the motion and it was unanimously approved.

- 2.16. **Recommend Approval of RFP 2022-11 Budget and Planning Enterprise Management Solution Subscription/Professional Services with SYNTHELLIS AXIOM**  
Trustee Coffey moved to approve; Trustee Testani seconded the motion and it was unanimously approved.

### 3. INFORMATION ITEMS

#### 3.1. **President's Report**

President Drumm reported that Fall enrollment numbers are running right on the budgeted amount, currently at around a 4.5% decline; budgeted at a decline of 5%. Still seeing a decrease in high school graduates. Focusing on paving and updating parking lots and landscaping this summer. No major changes in personnel to report. Dr. McLain will be assuming the duties of the former Dean of Health Sciences, Dr. Michelle Snyder.

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

##### 3.2.1 **Budget Forecast**

Mr. Sullivan reported on the monthly budget forecast; the College will need to use about \$3.5 million in Federal Stimulus funds to balance the budget. Introduced Ms. Laura Hodel to the group, as Ms. Hodel is new to the position of Assistant Vice President for Human Resources and Student Finance. Mr. Sullivan also introduced Mr. Lawrence Allen to the group, as Mr. Allen is the Budget and Institutional Effectiveness Specialist and works directly with Mr. Sullivan approximately 50% of the time and the balance of his work is in Academic Affairs.

##### 3.2.2 **Human Resources Report**

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

##### 3.2.3 **Grant Approvals**

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

##### 3.2.4 **Investment Report**

This report reflects standard activity for July 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 July 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.

Mr. Ligeikis reported that the materials for the Library roof has arrived, and work is about 25% complete. Repair and replacement of the Student Center and West Gym roof has started. Construction of the Battisti pergola is completed, waiting on solar sconce lighting to arrive. Fall sports have started, and the fields are ready for women and men's Soccer. Working on improving landscaping across campus, currently working on the space in front of the Student Village on Front Street. Design work for the replacement of the water-cooled HVAC systems at both the Library and the Business Building are nearing completion with construction contract approval by the Board targeted for September. Design contracts for the renovation of the restrooms in both the Old

Science and Student Services buildings have been finalized. Photo Lab relocation design and bid information is close to being finalized. Coordinating with the Broome County Parks Department with respect to the renovation of the BAGSAI softball complex.

Trustee Testani made a motion to adjourn the meeting. Trustee Coffey seconded the motion, and it was unanimously approved. The meeting was adjourned at 9:27 a.m.

Approved: September 13, 2022