

**SUNY BROOME COMMUNITY COLLEGE**  
**BOARD OF TRUSTEES**  
**Finance & Facilities Committee**  
**September 13, 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**

<b>Board Members Present:</b>	Barbara Fiala, Jim Testani, Acting Chair Anthony Paniccia
<b>Board Members Excused:</b>	Kathy Connerton, Margaret Coffey, Elle Yatsuk
<b>SUNY Broome Administration Present:</b>	Dr. Kevin Drumm, Dr. Carol Ross-Scott(zoom), Dr. Penny Kelly, Michael Sullivan, Laura Hodel, Dave Ligeikis, Jeanette Tillotson, Diana Lenzo
<b>Other SUNY Broome Personnel:</b>	Larry Allen, Libin Babu

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

There was no quorum at this time. Chair Paniccia started the meeting with item 3.1 President's Report.

## **1. APPROVAL OF MINUTES**

- 1.1. **Approval of August 16, 2022 Finance & Facilities Committee Meeting Minutes**  
Trustee Testani moved to approve the minutes of the August 16, 2022 Finance and Facilities Committee meeting.. Trustee Fiala seconded the motion and was unanimously approved.

## **2. ACTION ITEMS**

- 2.1. **Recommend Approval of Payroll Certification**  
Trustee Fiala moved to approve the filing of the College Payroll for portions of August and September 2022. Trustee Testani seconded the motion and it was unanimously approved.
- 2.2. **Recommend Acceptance of 22/23 SUNY Child Care and Development Block Grant**  
Trustee Testani moved to approve the 22/23 SUNY Child Care and Development Block Grant. Trustee Fiala seconded the motion and it was unanimously approved.
- 2.3. **Recommend Approval of Bid #2023-01 Nursing Simulation and Training Mannequins to Gaumard Scientific**  
Trustee Fiala moved to approve Bid #2023 -01 Nursing Simulation and Training Mannequins to Guamard Scientific. Trustee Testani seconded the motion and it was unanimously approved.
- 2.4. **Recommend Approval of FI6007 Surplus Property Policy and FI6007.1 Surplus Property Procedure**  
Trustee Testani moved to approve the revised FI6007 and FI6007.1 Surplus Property Policy and Procedure. Trustee Fiala seconded the motion and it was unanimously approved.

### 3. INFORMATION ITEMS

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

Dr. Drumm thanked the trustees. The Dental Hygiene Department was awarded the CP State's 2022 Program Innovation Award which recognizes an Affiliate of CP (Cerebral Palsy) State that has provided an exemplary program to individuals with disabilities. This was a partnership with the Dental Clinic and HCA. Student enrollment remains at a 4% decline.

A quorum was established and the meeting continued with item 1.1 Approval of the August 16, 2022 Finance and Facilities Committee Meeting Minutes.

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

##### 3.2.1 **FY 2021-22 Budget Forecast**

Mr. Sullivan reported on the items in the board packet. The college is in between 2 Fiscal years. Still quite a bit of work to finalize FY 2021-22. The college is still forecasting a balanced budget with \$3.5 million needed of Federal Stimulus funds to balance the budget.

##### 3.2.2 **FY 2022-23 Budget Forecast**

The forecast for the current year started on September 1. Fall decline of about 4%. The budget had a 5% decline. Rows 10 (Personnel costs) & 11 (Fringe benefits) are key areas with negative variances. Fall term numbers are 50% of FTE enrollment. Row 10 talks only about Fall term numbers. 2022-23 Fiscal year adopted budget was at 930 sections and 0.65 ratio. The actual number of sections was 1,064 or a ratio of 0.75, a variance of 14%. Total expenses for the Fall, 2022 semester are projected to be at least 75,000 higher than budget, which is 1.5% greater than the budget of approximately \$51.6 million.

The County Executive is presenting his 2023 budget this month which includes the college's proposed capital projects. Mr. Sullivan will report at the October Board of Trustees meeting with the end result of the County Executive's capital plan for 2023.

##### 3.2.3 **Human Resources Report**

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

##### 3.2.4 **Grant Approvals**

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

##### 3.2.5 **Investment Report**

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

##### 3.2.6 **Student Village Housing Report**

This report reflects standard activity for August 2022. This report is for information purposes and was included in the packet. The Student Village has 276 students.

#### 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 introduced Libin Babu, the On-site Energy Manager, who is

working with the college to evaluate areas of energy savings, capital projects, and space-saving changes. Welcome aboard. The roofing and paving projects are almost complete. The building permits have been received and work has started on 1 of the 3 campus pavilions outside of the Student Services building. One will be by Titchner and 1 between Decker and the AT building. The capacity is approximately 54 people so these will be great for outdoor classes. They should be completed this month. Design work in Old Science/Student Services bathroom rehabs has started. The same firm will be looking for a location of a running track. HVAC Bid packages and relocation of the Photo lab will be completed soon.

Acting Chair Paniccia called for a motion to adjourn the meeting. Trustee Testani moved to adjourn the meeting, Trustee Fiala second, and was unanimously approved.

The meeting was adjourned at 9:22 a.m.

Approved: October 11, 2022