

**SUNY BROOME COMMUNITY COLLEGE
BOARD OF TRUSTEES
Finance & Facilities Committee
October 11, 2022
Wales Conference Room 107, 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**

Committee Members Present:	Chair Barbara Fiala, Jim Testani, Tina Fernandez (zoom)
Committee Members Excused:	Margaret Coffey, Elle Yatsuk
SUNY Broome Administration Present:	Dr. Kevin Drumm, Dr. Carol Ross-Scott, Dr. Penny Kelly, Michael Sullivan, Laura Hodel, Dave Ligeikis, Jeanette Tillotson, Diana Lenzo
Other SUNY Broome Personnel:	Larry Allen, Dr. Kim McLain, Jesse Wells

Chair Fiala called the meeting to order at 9:03 a.m.

1. APPROVAL OF MINUTES

1.1. Approval of September 13, 2022 Finance & Facilities Committee Meeting Minutes

Trustee Testani moved to approve the minutes of the September 13, 2022 Finance and Facilities Committee meeting. Trustee Fernandez second the motion and was unanimously approved.

2. ACTION ITEMS

2.1. Recommend Approval of Payroll Certification

Trustee Testani moved to approve the payroll certification. Trustee Fernandez second the motion and was unanimously approved.

2.2. Recommend Approval of COVID-19 Pandemic Small Business Recovery Grant Sub-Award

Trustee Testani moved to approve the COVID-19 Pandemic Small Business Recovery Grant Sub-Award. Trustee Fernandez second the motion and was unanimously approved.

2.3. Recommend Approval of USDOL Strengthening Community Colleges – Health CARES Consortium Project

Trustee Testani moved to approve the USDOL Strengthening Community Colleges – Health CARES Consortium Project. Trustee Fernandez second the motion and was unanimously approved.

2.4. Recommend Approval of Grant Subaward under New Energy New York’s Building a Battery Development Industry Cluster Initiative

Trustee Testani moved to approve the Grant Subaward under New Energy New York’s Building a Battery Development Industry Cluster Initiative. Trustee Fernandez second the motion and was unanimously approved.

2.5. Recommend Award of Unpaid Leave of Absence for Compeau

Trustee Testani moved to approve the Unpaid Leave of Absence for Compeau. Trustee Fernandez second the motion and was unanimously approved.

2.6. **Recommend Approval of Write-Offs of Student Account Receivables**

Trustee Testani moved to approve the Write-Offs of Student Account Receivables. Trustee Fernandez second the motion and was unanimously approved.

2.7. **Recommend Approval of Resolution for the New Position Description for Nursing Clinical and Simulation Coordinator**

Trustee Testani moved to approve the New Position Description for Nursing Clinical and Simulation Coordinator. Trustee Fernandez second the motion and was unanimously approved.

2.8. **Recommend Approval of Resolution for the New Position Description for Payroll Administrative Specialist**

Trustee Testani moved to approve the New Position Description for Payroll Administrative Specialist. Trustee Fernandez second the motion and was unanimously approved.

Chair Fiala asked for a motion to go into Executive Session to discuss contract negotiations.

Trustee Testani moved to go into Executive Session at 9:12 a.m. Trustee Fernandez second the motion and was unanimously approved.

Trustee Testani moved to adjourn Executive Session at 9:15 a.m. Trustee Fernandez second the motion and was unanimously approved.

2.9. **Recommend Approval of Resolution for the Faculty Association Labor Agreement**

Trustee Testani moved to approve the Faculty Association Labor Agreement. Trustee Fernandez second the motion and was unanimously approved.

Chair Fiala asked that this be added as an action item for the whole board of trustees at Thursday's meeting.

3. INFORMATION ITEMS

3.1. **President's Report**

Dr. Drumm announced there is a tentative contract agreement with the Faculty Association. He thanked all those involved with the negotiations. Enrollment has improved marginally.

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

Enrollment is at a 2.83% decline for the fall.

3.2.1 FY 2021-22 Budget Forecast

Still accruing numbers for FY 2021-22. The College will have the final numbers within the next two weeks, and submit the Annual Report to SUNY by October 31st. There have been no modifications to any numbers since last month for the FY 2021-22 monthly budget forecast.

3.2.2 FY 2022-23 Budget Forecast

This year's budget forecast has not changed this month.

Due to the Board of Trustees not meeting again until December and several items not finalized as of today, the college would like to possibly submit a few items directly to the

board for approval that were not submitted to the F&F committee for review: (1) recommendation for the Decker Renovation construction manager and architect with a not exceed amount for each,(2) ESPA mediation session #2 is scheduled for today, there is a chance that ESPA will settle, (3) the GUILD bargaining unit, which was settled in April, may agree to extend their agreement to a 4-year agreement, similar to the FA agreement, and (4) the college would also like to submit recommendations for the management/confidential and administration exempt group of employees which usually follows once the other 3 union contracts are settled.

3.2.3 Human Resources Update

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

3.2.4 Grant Approvals

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

3.2.5 Investment Report

This report reflects standard activity for September 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 September 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 the packet. The roofing projects are almost completed. The Decker Renovation construction manager and architect will be decided in the near future.

New banners will be installed along the Loop Road and Parking Lots. The dedication to the Battisti Pergola is on October 20th at 3 p.m. Two of the 3 pavilions should be completed within the next 2 weeks. The paving project has been completed. An evaluation is being conducted for potential locations for track and field. On-site manager Libin Babu continues with identifying energy-saving campus improvements.

Chair Fiala stated many people have commented on the CEC. It is really a compliment on the college. Mr. Ligeikis thanked Dr. Kelly and Associate Dean Stamets for raising awareness and increasing enrollment in the program.

Trustee Testani motioned to adjourn the meeting. Trustee Fernandez seconded the motion and was unanimously approved.

Meeting adjourned at 9:31 a.m.

The next Finance and Facilities Committee Meeting is tentatively scheduled for Tuesday December 13, 2022 at 9:00 a.m. Wales 107 Conference Room