

**SUNY BROOME COMMUNITY COLLEGE
BOARD OF TRUSTEES
Finance & Facilities Committee
April 18, 2023
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, Margaret Coffey, Tina Fernandez (zoom)

COMMITTEE MEMBERS ABSENT: Elle Yatsuk

SUNY BROOME ADMINISTRATION PRESENT: Dr. Kevin Drumm, Dr. Carol Ross-Scott, Dr. Penny Kelly, Michael Sullivan, Laura Hodel, Jeanette Tillotson, Jesse Wells, Dave Ligeikis, Dr. Kim McLain, Larry Allen

Chair Fiala called the meeting to order at 9:00 a.m.

1. APPROVAL OF MINUTES

1.1. There were no previous meeting minutes to approve.

2. ACTION ITEMS

2.1. Recommend Approval of Payroll Certification

Trustee Coffey moved to approve the Payroll Certification. Trustee Testani seconded the motion. The motion was unanimously approved.

2.2. Recommend Acceptance of SUNY Grant Award: 2023 EOP Pre-Freshman Summer Program

Trustee Testani moved to approve the SUNY Grant Award: 2023 EOP Pre-Freshmen Summer Program. Trustee Coffey seconded the motion. The motion was unanimously approved.

2.3. Recommend Approval of Sabbatical Request

Trustee Testani moved to approve the Sabbatical Request. Trustee Coffey seconded the motion. The motion was unanimously approved.

2.4. Recommend Approval of Contract with MATCO to Complete Emergency Repairs to Equipment Resulting from an Unforeseen Power Outage on Campus

Trustee Coffey moved to approve the Contract with MATCO to Complete Emergency Repairs to Equipment Resulting from an Unforeseen Power Outage on Campus. Trustee Testani seconded the motion. The motion was unanimously approved.

- 2.5. Recommend Approval of Contract with TK Elevator for Modernization of the Old Science Building Elevator under Sourcewell Contract #080420
Trustee Coffey moved to approve the Contract with TK Elevator for the modernization of the Old Science Building Elevator under Sourcewell Contract #080420. Trustee Testani seconded the motion. The motion was unanimously approved.
- 2.6. Recommend Approval of Bid 2023-06 SUNY Broome Student Services and Old Science Toilet Room Renovations – Plumbing Construction
Trustee Testani moved to approve Bid 2023-06 SUNY Broome Student Services and Old Science Toilet Room Renovations – Plumbing Construction. Trustee Coffey seconded the motion. The motion was unanimously approved.
- 2.7. Recommend Amendment to Extend the Term of the SUNY Systemwide Contract with the Ellucian Company L.P. for the Banner Enterprise Resource Planning (ERP) System, Information Technology Services, and Student Help Desk Services
- 2.8. **Trustee Testani moved to extend the term of the SUNY Systemwide Contract with the Ellucian Company L.P. for the Banner Enterprise Resource Planning (ERP) System, Information Technology Services, and Student Help Desk Services. Trustee Coffey seconded the motion. The motion was unanimously approved.**
- 2.9. Recommend Approval of Resolution to Submit SUNY Broome’s Proposed 2023-2024 Operating Budget to the County Executive and Broome County Legislature
Trustee Coffey moved to approve the Resolution to Submit SUNY Broome’s Proposed 2023-2024 Operating Budget to the County Executive and Broome County Legislature

3. INFORMATION ITEMS

- 3.1. **President’s Report**
The President was brief in his comments as it is Convocation Day. He will have a more detailed report at the Thursday Board of Trustees meeting.
- 3.2. **Budget and Finance Update – Michael Sullivan**
Mr. Sullivan reported that external auditor Bonadio will be presenting the results of the FY 2021-22 audit at the Thursday Board of Trustee meeting. He would like to acknowledge J. Tillotson and L. Allen for the extra work necessitated by the audit and development of the proposed 2023-24 budget. Mr. Sullivan will also be presenting the updated multi-year Sustainability Plan at the Thursday meeting.
 - 3.2.1 **FY 2022-23 Budget Forecast**
The monthly forecast is the same as last month. Utility costs are up over 50%.
 - 3.2.2 **Human Resources Update**
This report reflects standard activity for March 2023. This report is for information purposes and was included in the packet.

3.2.3 Grant Approvals

This report reflects standard activity for March 2023. This report is for information purposes and was included in the packet.

3.2.4 Investment Report

This report reflects standard activity for March 2023. 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 2023. 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 fitness court should be finalized by Friday. The third pavilion is near completion. RFPs for the architectural services are being advertised for the Old Science/Student Services renovations. Installation of the interior locks across campus will begin once materials are received.

Trustee Testani made a motion to adjourn the meeting. Trustee Coffey seconded the motion, and it was unanimously approved.

The meeting was adjourned at 9:16 a.m.

Approved: May 23, 2023

The next Finance and Facilities Committee Meeting is scheduled for Tuesday, May 23, 2023, at 9:00 a.m. in Wales 107 conference room.