

**SUNY BROOME COMMUNITY COLLEGE
BOARD OF TRUSTEES
Finance & Facilities Committee
June 20, 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), Alejandro Chavarria Gonzalez (zoom)

ADMINISTRATION PRESENT: Dr. Kevin Drumm, Dr. Penny Kelly, Michael Sullivan, Laura Hodel, Jeanette Tillotson, Jesse Wells, David Ligeikis, Larry Allen, Diana Lenzo

1. APPROVAL OF MINUTES

- 1.1. **May 23, 2023 Finance and Facilities Committee minutes**
Trustee Testani motioned to approve the May 23, 2023 Finance and Facilities Committee meeting minutes. Trustee Coffey seconded the motion. The motion was unanimously approved.

2. ACTION ITEMS

- 2.1. **Recommend Approval of Payroll Certification**
Trustee Coffey motioned to approve the Payroll Certification. Trustee Testani seconded the motion. The motion was unanimously approved.
- 2.2. **Recommend Approval of Unpaid Leave of Absence for Tubaugh**
Trustee Coffey motioned to approve the Unpaid Leave of Absence for Tubaugh. Trustee Testani seconded the motion. The motion was unanimously approved.
- 2.3. **Recommend Approval of Federal College Work Study Allocation Incentive Payment**
Trustee Coffey motioned to approve the Federal College Work Study Allocation Incentive Payment. Trustee Testani seconded the motion. The motion was unanimously approved.
- 2.4. **Recommend Renewal of Transact Campus Inc.**
Trustee Testani motioned to approve the renewal of Transact Campus Inc. Trustee Coffey seconded the motion. The motion was unanimously approved.

2.5. **Recommend Approval of Resolutions Adopting the College's 2023-24 Operating Budget, Sponsor Services, Full Time Positions, Student FTEs, and 2023-24 Tuition and Fees**

Michael Sullivan requested an amendment to the resolution attachment of Tuition and Fees. The Student Assembly had approved an increase in Student Activities fees for full-time students to \$210.00 and \$20.00 for part-time students.

Trustee Coffey motioned to approve the resolution as amended. Trustee Testani seconded the motion. The motion was unanimously approved.

2.6. **Recommend Approval of Petty Cash**

Trustee Coffey motioned to approve Petty Cash. Trustee Testani seconded the motion. The motion was unanimously approved.

2.7. **Recommend Approval of New Position Description for Director of Training, Education, and Workforce Development**

Trustee Coffey motioned to approve the new position description for Director of Training, Education, and Workforce Development. Trustee Testani seconded the motion. The motion was unanimously approved.

2.8. **Recommend Approval of Job Description Associate Dean for Distance Learning, Professional Development, and Student Success**

Trustee Testani motioned to approve the job description Associate Dean for Distance Learning, Professional Development, and Student Success. Trustee Coffey seconded the motion. The motion was unanimously approved.

2.9. **Recommend Approval of Job Description for Budget and Institutional Effectiveness Officer**

Trustee Coffey motioned to approve the Budget and Institutional Effectiveness Officer job description. Trustee Testani seconded the motion. The motion was unanimously approved.

2.10. **Recommend Approval of Bid 2023-14 SUNY Broome Photo Lab Relocation – General Construction**

Trustee Testani motioned to approve the bid 2023-14 SUNY Broome Photo Lab Relocation – General Construction. Trustee Coffey seconded the motion. The motion was unanimously approved.

2.11. **Recommend Approval of Bid 2023-14 SUNY Broome Photo Lab Relocation – Electrical Construction**

Trustee Testani motioned to approve the Bid 2023-14 SUNY Broome Photo Lab Relocation – Electrical Construction. Trustee Coffey seconded the motion. The motion was unanimously approved.

2.12. **Recommend Approval of Bid 2023-14 SUNY Broome Photo Lab Relocation – HVAC Construction**

Trustee Coffey motioned to approve Bid 2023-14 SUNY Broome Photo Lab Relocation – HVAC Construction. Trustee Testani seconded the motion. The motion was unanimously approved.

2.13. **Recommend Approval of Bid 2023-14 SUNY Broome Photo Lab Relocation – Plumbing Construction**

Trustee Coffey motioned to approve Bid 2023-14 SUNY Broome Photo Lab Relocation – Plumbing Construction. Trustee Testani seconded the motion. The motion was unanimously approved.

3. INFORMATION ITEMS

3.1. **President’s Report**

Dr. Drumm stated that enrollment is running ahead and BAP student numbers have not been included in current enrollment numbers. Today is his last Finance & Facilities Committee meeting. Dr. Drumm thanked the trustees for their support over these past years. Chair Fiala thanked Dr. Drumm for his service.

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

3.2.1 FY 2022-23 Budget Forecast

M. Sullivan reported the monthly forecast is the same as it has been for several months. Finance projects that a little under \$3.8 million in Federal stimulus funds will be needed to balance the current budget. This will leave approximately \$2.9 million. The 2023-24 proposed budget will need approximately \$2.4 million. M. Sullivan reported that the Boland Property revised appraisal has been received from the first appraisal group. SUNY had requested that a 2nd appraisal be completed after the first group submitted their information. The information will be provided to Broome County’s legal department for negotiations.

3.2.2 Human Resources Update

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

3.2.3 Grant Approvals

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

3.2.4 Investment Report

This report reflects standard activity for May. 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 May. 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. He thanked the committee for approving the Photo Lab contracts. The Restroom renovation contracts are finalized and have started construction. There were 10 proposals for the Old Science conversion to the new Student Union. Costs will be discussed today for the Decker Nursing Renovation Project. The Wales Building one-stop kick-off group had an initial meeting. A cost proposal from Logical Buildings to utilize a sub-metering project for campus buildings is expected soon. IK Systems will be providing a cost proposal for the campus-wide security cameras project.

Trustee Testani made a motion to adjourn the meeting. Trustee Coffey seconded the motion, and it was unanimously approved. The meeting was adjourned at 9:31 a.m.

Approved: August 15, 2023

The next Finance and Facilities Committee Meeting is tentatively scheduled for Tuesday, August 15, 2023 at 9:00 a.m. Wales 107 Conference Room