

**SUNY BROOME COMMUNITY COLLEGE
BOARD OF TRUSTEES
Finance & Facilities Committee
August 15, 2023
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**

COMMITTEE MEMBERS PRESENT: Chair Barbara Fiala, Jim Testani, Margaret Coffey, Alejandro Chavarria Gonzalez, Tina Fernandez (zoom)

ADMINISTRATION PRESENT: Dr. Tony Hawkins, Dr. Carol Ross-Scott, Michael Sullivan, Laura Hodel, Jeanette Tillotson, Jesse Wells, David Ligeikis, Larry Allen, Diana Lenzo

ADMINISTRATION EXCUSED: Dr. Penny Kelly

Chair Fiala called the meeting to order at 9:00 a.m. and welcomed Dr. Hawkins to the college and the Finance and Facilities meeting.

1. APPROVAL OF MINUTES

- 1.1. **June 20, 2023, Finance and Facilities Committee Minutes**
Trustee Coffey motioned to approve the June 20, 2023, Finance and Facilities Committee meeting minutes. Trustee Testani seconded the motion. The motion was unanimously approved.

2. ACTION ITEMS

- 2.1. **Recommend Approval of Payroll Certification**
Trustee Testani motioned to approve the Payroll Certification. Trustee Coffey seconded the motion. The motion was unanimously approved.
- 2.2. **Recommend Approval of 2023-2024 Entrepreneurial Assistance Center Grant**
Trustee Gonzalez motioned to approve the 2023-2024 Entrepreneurial Assistance Center Grant. Trustee Coffey seconded the motion. The motion was unanimously approved.
- 2.3. **Recommend Approval to Purchase Computers and Monitors from the NY OGS Contract PM20220 Dell Marketing LP for the Fiscal Year 23 Yearly Replacement of Student Laboratory and Classroom Computers and Monitors**
Trustee Gonzalez motioned to approve the Student Laboratory and Classroom Computers and Monitors. Trustee Coffey seconded the motion. The motion was unanimously approved.

- 2.4. **Recommend Approval of AY 2023-24 Beyond the Classroom Grant Award**
Trustee Testani motioned to approve the 2023-24 Beyond the Classroom Grant Award. Trustee Gonzalez seconded the motion. The motion was unanimously approved.
- 2.5. **Recommend Approval of SUNY Childcare Expansion Grant Award**
Trustee Gonzalez motioned to approve the SUNY Childcare Expansion Grant Award. Trustee Coffey seconded the motion. The motion was unanimously approved.
- 2.6. **Recommend Approval of Bid 2023-012 Non-Credit Course Management and Registration Software**
Trustee Coffey motioned to approve the Bid 2023-012 Non-Credit Course Management and Registration Software. Trustee Testani seconded the motion. The motion was unanimously approved.
- 2.7. **Recommend Approval of AY 2023-24 Student Emergency Fund Grant Award**
Trustee Gonzalez motioned to approve the 2023-24 Student Emergency Fund Grant Award. Trustee Coffey seconded the motion. The motion was unanimously approved.
- 2.8. **Recommend Approval of 'Unpaid Leave of Absence for Compeau**
Trustee Testani motioned to approve the unpaid leave of Absence for Compeau. Trustee Coffey seconded the motion. The motion was unanimously approved.
- 2.9. **Recommend Approval of Resolution Requesting an Additional Fifty (50) Days of Sick Bank for Matthew Brannen**
Trustee Coffey motioned to approve an additional fifty (50) days of sick bank for Matthew Brannen. Trustee Testani seconded the motion. The motion was unanimously approved.
- 2.10. **Recommend Approval of Revised Job Description for Assistant Registrar**
Trustee Coffey motioned to approve the revised job description for Assistant Registrar. Trustee Gonzalez seconded the motion. The motion was unanimously approved.
- 2.11. **Recommend Approval of Revised Job Description for Associate Vice President of Student Development and Dean of Students**
Trustee Testani motioned to approve the revised job description for Associate Vice President of Student Development and Dean of Students. Trustee Gonzalez seconded the motion. The motion was unanimously approved.

2.12. **Recommend Approval of Collegiate Enterprise Solutions, LLC (“The Registry”) for Professional Services Contract for the Position of Interim Associate Vice President/Dean of Students for the Period June 1, 2023 – May 31, 2024**

Trustee Testani motioned to approve the Professional Services Contract for the position of Interim Associate Vice President/Dean of Students. Trustee Coffey seconded the motion. The motion was unanimously approved.

3. INFORMATION ITEMS

3.1. **President’s Report**

Dr. Hawkins reported on the highlights in his written report which will be included in the Board of Trustee’s meeting on Thursday, August 17, 2023. Student enrollment 2 weeks before the start of classes is down 2.3%. MARCOM and Academic Advising have been conducting special advising and registration events. Dr. Hawkins reported on all the meetings that he has had with the community and local leaders. He and the VPs held a Meet and Treat Tour to meet 12-month staff and faculty on campus. Sr. Vice Chancellor Linderman visited the college and met with key stakeholders who support student success. There are currently 25 ongoing capital projects on campus. A request for SUNY Transformational Funds was submitted. The Presidential Transition Committee kick-off meeting will be on August 29 or 30th.

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

3.2.1 FY 2022-23 Budget Forecast

Mr. Sullivan reported the monthly budget forecast is the same as the last few months. Finance is projecting that \$3.8 million in federal stimulus funds will be needed to balance the 2022-2023 budget. An estimated \$2.4 million is anticipated to be needed to balance the 2023-24 budget. This will leave approximately \$500,000 for the 2024-25 fiscal year budget. Finance should have a better idea of the final numbers for the FY 2022-23 in October. Finance is collaborating with The BCC Housing Development Corporation in refinancing the Student Village and applying for a credit rating from Moody’s. The hope is for a rating at an investment grade of B. Finance will have more information at the September board meeting. Finance is working with 3rd party cash management firm and the college’s investment earnings (3.2.4 report) are increasing. Annual investment earnings revenue is estimated to be \$500,000 depending on available balances.

3.2.2 Human Resources Update

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

3.2.3 Grant Approvals

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

3.2.4 Investment Report

This report reflects standard activity for June and July 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 June and July 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. This report is for information purposes and was included in the packet. This report lists all the projects approved by Dr. Hawkins. The restroom renovation in Old Science and Student Services is moving ahead. All asbestos has been removed from the building. Interviews continue for the architect for the Old Science to Student Union conversion. Holt Architects will be presenting their initial findings for a One Stop Shop in Wales. The criminal justice and painting classrooms have been relocated. The cafeteria received an upgrade with lights and painting.

Trustee Testani made a motion to adjourn the meeting. Trustee Gonzalez seconded the motion, and it was unanimously approved. The meeting was adjourned at 9:30 a.m.

The next Finance and Facilities Committee Meeting is tentatively scheduled for Tuesday, September 12, 2023, at 9:00 a.m. Wales 107 Conference Room

Approved: September 14, 2023