

**SUNY BROOME COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
Finance & Facilities Committee  
December 12, 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:** Chairperson Barbara Fiala, Jim Testani, Margaret Coffey, Tina Fernandez(Zoom)

**COMMITTEE MEMBERS EXCUSED:** Alejandro Chavarria Gonzalez

**ADMINISTRATION PRESENT:** Dr. Tony Hawkins, Dr. Penny Kelly, Dr. Carol Ross-Scott, Michael Sullivan, Jeanette Tillotson, David Ligeikis, Larry Allen

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

**1. APPROVAL OF MINUTES**

- 1.1. The October 17, 2023 meeting was canceled. There were no minutes from October 17, 2023.

**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 SUNY Apprenticeship Operational Support Program Grant Award**

Trustee Testani motioned to approve the SUNY Apprenticeship Operational Support Program Grant Award. Trustee Coffey seconded the motion. The motion was unanimously approved.

**2.3. Recommend Approval of 23/24 SUNY Child Care and Development Block Grant**

Trustee Coffey motioned to approve the 23/24 SUNY Child Care and Development Block Grant. Trustee Testani seconded the motion. The motion was unanimously approved.

**2.4. Recommend Approval of Lockheed Martin STEM Engineering Excellence Area Grant Award**

Trustee Testani motioned to approve the Lockheed Martin STEM Engineering Excellence Area Grant Award. Trustee Coffey seconded the motion. The motion was unanimously approved.

- 2.5. **Recommend Approval of Resolution for the New Position Description – Assistant Director for Information Technology Security**  
Trustee Coffey motioned to approve the Resolution for the New Position Description – Assistant Director for Information Technology Security. Trustee Testani seconded the motion. The motion was unanimously approved.
- 2.6. **Recommend Approval of Resolution for the New Position Description – Workforce Development Business Developer**  
Trustee Testani motioned to approve the Resolution for the New Position Description – Workforce Development Business Developer. Trustee Coffey seconded the motion. The motion was unanimously approved.
- 2.7. **Recommend Approval of Resolution for the Revised Position Description for Associate Vice President and Dean of STEM and Workforce Developments**  
Trustee Coffey motioned to approve the Resolution for the Revised Position Description for Associate Vice President and Dean of STEM and Workforce Developments. Trustee Testani seconded the motion. The motion was unanimously approved.
- 2.8. **Recommend Approval of Resolution for the New Position Description – Supplemental Support Services Coordinator**  
Trustee Testani motioned to approve the Resolution for the New Position Description – Supplemental Support Services Coordinator. Trustee Coffey seconded the motion. The motion was unanimously approved.
- 2.9. **Recommend Approval of BID 2024-02 CNC Lathe with Live Tooling**  
Trustee Coffey motioned to approve Bid 2024-02 CNC Lathe with Live Tooling. Trustee Testani seconded the motion. The motion was unanimously approved.
- 2.10. **Recommend Grant Funding for Nursing Simulation and Training Mannequins in an Amount Not-to-Exceed \$115,000.00**  
Trustee Testani motioned to approve Grant Funding for Nursing Simulation and Training Mannequins in an amount not-to-exceed \$115,000.00. Trustee Coffey seconded the motion. The motion was unanimously approved.
- 2.11. **Recommend Grant Funding for a Three Head Canning System in an Amount Not-to-Exceed \$60,000.00**  
Trustee Coffey motioned to approve Grant Funding for a Three Head Canning System in an amount not-to-exceed \$60,000.00. Trustee Testani seconded the motion. The motion was unanimously approved.
- 2.12. **Recommend Approval of Fire Protection System Upgrade in Multiple Buildings on Campus.**  
Trustee Coffey motioned to approve Fire Protection System Upgrades in multiple buildings on campus. Trustee Testani seconded the motion. The motion was unanimously approved.

2.13. **Recommend Approval to Purchase Computers and Monitors from the NY OGS Contract PM20820 Dell Marketing LP for the Fiscal Year 24 Yearly Replacement of Student Laboratory and Classroom Computers and Monitors**

Trustee Testani motioned to approve the purchase of Computers and Monitors from the NY OGS Contract PM20820 Dell Marketing LP for the Fiscal Year 24 Yearly Replacement of Student Laboratory and Classroom Computers and Monitors. Trustee Coffey seconded the motion. The motion was unanimously approved.

2.14. **Recommend Approval of Network Switches**

Trustee Coffey motioned to approve Grant Funding for Network Switches. Trustee Testani seconded the motion. The motion was unanimously approved.

2.15. **Recommend Approval of Resolution through Master Agreement CM03994 with AP Benefit Advisors LLC dba ENV Insurance Agency for Brokerage Services Related to Obtaining Cybersecurity Insurance**

Trustee Coffey motioned to approve the Resolution through Master Agreement CM03994 with AP Benefit Advisors LLC dba ENV Insurance Agency for Brokerage Services Related to Obtaining Cybersecurity Insurance. Trustee Testani seconded the motion. The motion was unanimously approved.

2.16. **Recommend Approval of Resolution for the Use of HEERF Federal Funds as Local Match for Capital Projects**

Trustee Testani motioned to approve the resolution for the use of HEERF Federal Funds as a Local Match for Capital Projects. Trustee Coffey seconded the motion. The motion was unanimously approved.

2.17. **Recommend Approval of Apple Computers under Grant Funding 210224**

Trustee Testani motioned to approve the purchase of Apple Computers under Grant Funding 210224. Trustee Coffey seconded the motion. The motion was unanimously approved.

### 3. INFORMATION ITEMS

3.1. **President's Report**

Dr. Hawkins yielded his time to Trustee Testani who presented on the Equity Advocacy Initiative that NYCCT and NYCCAP are stressing to Governor Hochul. These groups would like a line item in the NYS Budget of \$ 97 million in workforce development funds. The NYCCT group is leading the action and NYCCAP will be the group that determines how the funds would be used for workforce development at the community college level. This initiative is pushing to have NYS provide an increase in the base rate for community colleges. Dr. Hawkins told the trustees that the college will move forward with the support letter campaign to local employers and will provide a tracking sheet to the trustees.

Dr. Hawkins announced that the Foundation's Day of Giving was another successful year, raising \$246,496 from a record 556 donors. The Foundation also received notice that the Avangrid Foundation awarded a \$100,000 grant to fund upgrades to the campus Broome Closet and Food Pantry.

The Board of Trustees retreat will be on December 15, 2023. Dr. Dukes will be facilitating.

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

#### **3.2.1 FY 2023-24 Budget Forecast**

Mr. Sullivan reported the FY 2022/23 external audit is almost complete by Bonadio. He'd like to acknowledge J. Tillotson and her staff. Financials for the three affiliate corporations are still needed to finalize the audit. He anticipates the audit results by Bonadio to be presented in February or March.

The FY 2023/24 forecast remains the same.

Campus capital projects for 2025 are due January 5<sup>th</sup>. The final listing will be presented to the board in February, before submission to the county.

The Housing Corporation refinancing project is waiting for the Moody's rating. He anticipates the college may have it by the end of this week. Dr. Hawkins thanked M. Sullivan and the Finance staff for their work on this project.

#### **3.2.2 BAP Update**

Mr. Sullivan included an overview of the impact of the terminated BAP program. There will be a \$1.6 million revenue shortfall due to decreased enrollment and the end of the BAP program.

#### **3.2.3 Human Resources Update**

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

#### **3.2.4 Grant Approvals**

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

#### **3.2.5 Investment Report**

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

### **3.2. Reports for Board Information**

#### **3.2.1. Facilities Update – Dave Ligeikis**

Mr. Ligeikis reported on the highlights in this report which was included in the packet. The bathroom renovations in Old Science and Student Services are completed. There is a meeting on Friday, December 15 to discuss the estimated costs of the Decker Nursing Expansion Project. The college is

waiting on several building permits from the County. The installation of interior door locks has been completed in Titchener, Library, Decker, and the Business buildings. The rest of the campus buildings should be wrapped up next month. A mini-master plan study is underway to examine best possible uses of Student Services, Library, Old Science, and Wales.

Trustee Testani made a motion to adjourn the meeting. Trustee Coffey seconded the motion, and was unanimously approved. The meeting was adjourned at 9:35 a.m.

***The next Finance and Facilities Committee Meeting is tentatively scheduled for Tuesday, January 16, 2024 at 9:00 a.m. Wales 107 Conference Room.***

**Approved: February 13, 2024**