

**SUNY BROOME COMMUNITY COLLEGE
BOARD OF TRUSTEES
Finance & Facilities Committee
February 13, 2024
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: Chairperson Barbara Fiala, Jim Testani, Margaret Coffey, Tina Fernandez (Zoom)
Alejandro Chavarria Gonzalez

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

The meeting was called to order by Chairperson Fiala at 9:07 a.m.

1. APPROVAL OF MINUTES

1.1. December 12, 2023

Trustee Testani moved to approve the December 12, 2023 Finance and Facilities Committee meeting minutes. Trustee Coffey seconded the motion, and it was unanimously approved.

2. ACTION ITEMS

2.1. Recommend Approval of Payroll Certification

Trustee Gonzalez moved to approve the Payroll certification for January and parts of February. Trustee Coffey seconded the motion and it was unanimously approved.

2.2. Recommend Approval of Petty Cash

Trustee Testani moved to approve Petty Cash. Trustee Gonzalez seconded the motion and it was unanimously approved.

2.3. Recommend Approval of SUNY Multi-Campus Transfer Partnership Grant Award

Trustee Gonzalez moved to approve the SUNY Multi-Campus Transfer Partnership Grant Award of \$85,000.00. Trustee Coffey seconded the motion and it was unanimously approved.

2.4. **Recommend Approval of SUNY Broome Internship Programs in Hospitality, Engineering Technologies, and Computer Sciences Grant Award**

Trustee Gonzalez moved to approve the SUNY Broome Internship Programs in Hospitality, Engineering Technologies, and Computer Sciences Grant of \$197,996.00. Trustee Testani seconded the motion and it was unanimously approved.

2.5. **Recommend Approval of Adobe ETLA License Agreement**

Trustee Coffey moved to approve the Adobe ETLA License Agreement. Trustee Testani seconded the motion and was unanimously approved.

2.6. **Recommend Approval of Resolution Recommending Candidates for Continuing Appointment**

2.7. Trustee Coffey moved to approve the Resolution Recommending Candidates for Continuing Appointment. Trustee Gonzalez seconded the motion and was unanimously approved.

The meeting continued with item 3.2 Budget and Finance Update as Dr. Hawkins was returning from a Chamber Event.

3. INFORMATION ITEMS

3.1. **President's Report**

President Hawkins apologized for his delay, he was attending the Greater Binghamton Chamber BC Awards. Spring Enrollment is up 137 students, mostly from Fast Forward registrations. FTEs are down but the numbers are going in the right direction. Dr. Hawkins, Trustees Connerton, and Paniccia met with BU President Stenger to discuss the discontinuation of the BAP program and the B2B program. Making the transition from BU to the B2B seamless was a topic of discussion.

This is Black History Month with speakers and student trips to other campuses for their activities. The first Strategic Planning Committee meeting will be on February 14th. Governor Hochul is very supportive of the Internship Programs. Thursday, Dr. Hawkins will be touring Raymond Corporation with D. Britton of Workforce Development.

The meeting ended with the Facilities Update by David Ligeikis.

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

Mr. Sullivan reported the budget forecast through the end of January 2024 remains the same as the last few months. He anticipates an update at the March 2024 meeting after spring enrollment numbers are finalized. At the March 2024 Board of Trustees meeting, the external auditor Bonadio will be presenting the audit of the FY 2022/23. Finance will also be presenting the 2025 list of Capital Projects that will be submitted to the County. Some items included are the Decker Nursing Renovation

and HVAC upgrades for the Titchener building. The college will be asking for core funding for several buildings on campus, along with some technology upgrade requests.

3.2.1 FY 2023-24 Budget Forecast

This report reflects standard activity for January 2024. This report is for information purposes and was included in the packet.

3.2.2 Human Resources Update

This report reflects standard activity for January 2024. This report is for information purposes and was included in the packet.

3.2.3 Grant Approvals

This report reflects standard activity for January 2024. This report is for information purposes and was included in the packet.

3.2.4 Investment Report

This report reflects standard activity for January 2024. 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 January 2024. This report is for information purposes and was included in the packet.

The meeting continued with Dr. Hawkins's Report.

3.3 Reports for Board Information

3.3.1 Facilities Update – Dave Ligeikis

Mr. Ligeikis announced the Food Pantry and Clothing Closet are open. Dr. Ross added the Trustees have been invited to tour the facility on Thursday with Lorie Brewer before the Board of Trustees meeting. Ms. Brewer will also be presenting at the Board meeting. Permits were issued for the work on the Library building with completion expected at the end of June. Two other building permits are pending approval by Broome County. The min-master/one-stop-shop design suggestions are with the Architects who will develop options and strategies for the 4 buildings' uses. A list of updates for campus-wide projects is included in his report.

Trustee Testani made a motion to adjourn the meeting. Trustee Gonzalez seconded the motion and was unanimously approved. The meeting was adjourned at 9:29 a.m.

The next Finance and Facilities Committee Meeting is tentatively scheduled for Tuesday, March 19, 2024 at 9:00 a.m. Wales 107 Conference Room

Approved: March 19, 2024