

**SUNY BROOME COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
Finance & Facilities Committee  
March 19, 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)

**COMMITTEE MEMBERS EXCUSED:** Alejandro Chavarria Gonzalez

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

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

**1. APPROVAL OF MINUTES**

1.1. February 13, 2024

**Trustee Testani moved to approve the February 13, 2024 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 Coffey moved to approve the Payroll certification for February and parts of March 2024. Trustee Testani seconded the motion, and it was unanimously approved.**

2.2. Recommend Approval of Amendment to Contract CA99-55570 Novel Studios Inc.

**Trustee Coffey moved to approve the Amendment to Contract CA99-55570 Novel Studios Inc. Trustee Testani seconded the motion, and it was unanimously approved.**

2.3. Recommend Approval of Unpaid Leave of Absence Steven Fetterman

**Trustee Testani moved to approve the unpaid leave of absence for Steven Fetterman. Trustee Coffey seconded the motion, and it was unanimously approved.**

2.4. Recommend Approval of Unpaid Leave of Absence Jessica Griffith  
**Trustee Coffey moved to approve the unpaid leave of absence for Jessica Griffith. Trustee Testani seconded the motion, and it was unanimously approved.**

2.5. Recommend Approval of Resolution for Hourly Rates for Tutors A, B, and C, and Supplemental Instructors

**Trustee Testani moved to approve the resolution for hourly rates for Tutors A, B, and C, and Supplemental Instructors. Trustee Coffey seconded the motion, and it was unanimously approved.**

2.6. Recommend Approval of a Resolution for the Capital Improvement Plan Request to Broome County for 2025-2030

**Trustee Coffey moved to approve the resolution for the Capital Improvement Plan Request to Broome County for 2025-2030. Trustee Testani seconded the motion, and it was unanimously approved.**

### **3. INFORMATION ITEMS**

#### **3.1. President's Report**

Dr. Hawkins welcomed the trustees to the meeting. This is Women's History Month and the college is highlighting women on campus through social media and the college website. Dr. Hawkins held a Supervisor's Meeting yesterday. Topics discussed were HR/Payroll, Finance and the 2024/25 Budget, and an update on the Strategic Planning Process. At the Strategic Planning meeting yesterday, DEI and the 2024/25 Budget and Forecast were discussed. The 2024 Chancellor Award for Student Excellence was announced and Student Trustee Alejandro Chavarria Gonzalez and Brandy Banchs are recipients. March 21 is the ribbon-cutting event for the new Food Pantry and Clothing Closet funded by a generous grant by the Avangrid Foundation. Spring break is next week. Dr. Hawkins will be attending the AACC Conference April 4-9. April 8 is the Solar Eclipse with activities planned on campus.

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

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

Mr. Sullivan reported the monthly forecast has the same bottom line as previous forecasts with some modifications to line items after receiving final spring enrollment numbers. Finance anticipates presenting the Fiscal Sustainability Plan at the April Board meeting. Thank you for approving the CIP plan for Board approval on Thursday. Mr. Sullivan would like to bring attention to the monthly Investment Report and its high rate of return. Great job by J. Tillotson.

### **3.2.2 Human Resources Update**

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

### **3.2.3 Grant Approvals**

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

### **3.2.4 Investment Report**

This report reflects standard activity for February 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 February 2024. 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 corrected the information from the February 13, 2024 minutes that the work on the Library is expected to be completed by the end of June. Building permits for the Photography Lab have been received and work has started, with completion expected to be August 2024. Rooftop motors on the NSC building that drive the hood exhaust fans burned out and are in the process of being replaced. The bid option meeting for the Decker Nursing Renovation project is today. Campus-wide signage project will need to collaborate with the suggested rebranding of the college for uniform signage. The AT Lecture Hall renovation project is at the architect for design work.

Trustee Testani made a motion to adjourn the meeting. Trustee Coffey seconded the motion and was unanimously approved. The meeting was adjourned at 9:17 a.m.

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

**Approved: April 16, 2024**