

**SUNY BROOME COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
Finance & Facilities Committee  
April 16, 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, Jesse Wells

## **1. APPROVAL OF MINUTES**

### **1.1. March 19 2024**

Trustee Testani moved to approve the March 19, 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 parts of March and April 2024. Trustee Testani seconded the motion and it was unanimously approved.

### **2.2. Recommend Approval of Petty Cash**

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

### **2.3. Recommend Approval of Unpaid Leave of Absence Megan Benning**

Trustee Coffey moved to approve the unpaid leave of absence for Megan Benning. Trustee Testani seconded the motion and it was unanimously approved.

### **2.4. Recommend Approval of Resolution for Sabbatical Leave**

Trustee Coffey moved to approve the resolution for sabbatical leaves. Trustee Testani seconded the motion and it was unanimously approved.

**2.5. Recommend Approval of Resolution to Submit SUNY Broome's Proposed 2024-2025 Operating Budget to the County Executive and Broome County Legislature**

Trustee Testani moved to approve the resolution to submit SUNY Broome's Proposed 2024-2025 Operating Budget to the County Executive and Broome County Legislature. Trustee Coffey seconded the motion and it was unanimously approved.

**2.6. Recommend Approval of a Resolution for a Voluntary Retirement Program**

Trustee Coffey moved to approve the resolution for a Voluntary Retirement Program. Trustee Testani seconded the motion. Discussion followed on some details.

The motion was unanimously approved.

**3. INFORMATION ITEMS**

**3.1. President's Report**

This month is Community College Month. Dr. Hawkins attended AACC in Louisville KY. He collaborated with 2 other presidents on a seminar on New Presidents. He participated in a New CEO Academy while he was there. There may be a possible approved NYS budget finalized on Wednesday. A resolution proposed to the NYS Legislature to have a Faculty member sit on a Community College's Board of Trustees was not moved forward for approval. The college's proposed 2024-25 budget has been presented to the Strategic Planning Committee and Shared Governance. Dr. Hawkins attended the PTK and Chancellor Awards event last week. March 22 Dr. Hawkins read a book to the Daycare children on Read a Book Day. On April 1 he attended a BCC/BU Mixer. Spring Open House and Alumni weekend is April 26-27. May 9 is the college's Retirement and Awards dinner.

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

**3.2.1 FY 2023-24 Budget Forecast**

The monthly forecast for March 2024 is the same as last month. Thank you to the F&F Committee for approving the proposed budget for the County and Broome County Legislature.

**3.2.2 Human Resources Update**

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

**3.2.3 Grant Approvals**

There were no grant approvals for March 2024.

**3.2.4 Investment Report**

This report reflects standard activity for March 2024. This report is for

***The next Finance and Facilities Committee Meeting is tentatively scheduled for Tuesday, May 14, 2024 at 9:00 a.m. Wales 107 Conference Room***

information purposes and was included in the packet.

### **3.2.5 Student Village Housing Report**

This report reflects standard activity for March 024. 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's report was included in the packet. The library and Business building HVAC upgrading is ongoing and completion is expected by June. The photo lab renovation is ahead of schedule and will be completed by the beginning of the semester. The last building permit for HVAC renovation in the West Gym has been received. The Decker Nursing renovation schedule is being developed and bids are anticipated to be on the August agenda for approval. The mini-master plan study met with Administration to discuss final plans for a 1-stop, welcome center. Chianis-Anderson has been consulted for possible expansion and upgrades to the BC Center. Leadership is working on applying for a reimbursable NYS Dorm Authority grant to fund these upgrades. Discussion of a Junior Hockey team using the campus's ice rink is being finalized.

**Trustee Testani moved to adjourn the meeting. Trustee Coffey seconded the motion and it was unanimously approved.**

**The Finance and Facilities committee meeting adjourned at 9:22 p.m.**

**Approved: May 14, 2024**