

**SUNY BROOME COMMUNITY COLLEGE
BOARD OF TRUSTEES
Finance & Facilities Committee
May 14, 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, Alejandro Chavarria Gonzalez

COMMITTEE MEMBERS EXCUSED: Tina Fernandez

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

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

1. APPROVAL OF MINUTES

- 1.1. **April 16, 2024 Finance and Facilities Meeting Minutes**
Trustee Testani approved the minutes with corrections. Trustee Gonzalez seconded the motion and it was unanimously approved.

2. ACTION ITEMS

- 2.1. **Recommend Approval of Payroll Certification**
Trustee Gonzalez approved the payroll certification. Trustee Testani seconded the motion and it was unanimously approved.
- 2.2. **Recommend Approval of 2024 EOP Pre-Freshman Summer Academy Grant for \$63,000**
Trustee Testani moved to approve the 2024 EOP Pre-Freshman Summer Academy Grant for \$63,000. Trustee Gonzalez seconded the motion and it was unanimously approved.
- 2.3. **Recommend Approval of Opioid Settlement Fund Addiction Professionals Scholarship Program Funding**
Trustee Gonzalez moved to approve the Opioid Settlement Fund Addition Professionals Scholarship Program Funding. Trustee Testani seconded the motion and it was unanimously approved.

- 2.4. **Recommend Approval of Contract with CareerAmerica, LLC dba OCEOT**
Trustee Testani moved to approve the contract with Career America LLC, dba OCELOT. Trustee Gonzalez seconded the motion and it was unanimously approved.
- 2.5. **Recommend Approval of Federal Perkins V (CTEA) Funds for Academic Year 2024-2025**
Trustee Gonzalez moved to approve the Federal Perkins V (CTEA) funds for the Academic Year 2024-2025. Trustee Testani seconded the motion and it was unanimously approved.
- 2.6. **Recommend Approval of Federal College Work Study Allocation Incentive Payment**
Trustee Testani moved to approve the Federal College Work Study Allocation Incentive Payment. Trustee Gonzalez seconded the motion and it was unanimously approved.
- 2.7. **Recommend Approval of Anticipated 2024-2025 Entrepreneurial Assistance Center Grant**
Trustee Gonzalez moved to approve the Anticipated 2024-2025 Entrepreneurial Assistance Center Grant. Trustee Testani seconded the motion and it was unanimously approved.
- 2.8. **Recommend Approval of Resolution for Candidates for Promotion**
Trustee Testani moved to approve the resolution for Candidates for Promotion. Trustee Gonzalez seconded the motion and it was unanimously approved.
- 2.9. **Recommend Approval of Amendment to Extend the Term of the SUNY Systemwide Contract with the Ellucian Company L.P. for the Student Help Desk Services**
Trustee Gonzalez moved to approve the resolution for Amendment to Extend the Term of the SUNY Systemwide Contract with the Ellucian Company L.P. for the Student Help Desk Services. Trustee Testani seconded the motion and it was unanimously approved.
- 2.10. **Recommend Approval of Petty Cash**
Trustee Gonzalez moved to approve Petty Cash. Trustee Testani seconded the motion and it was unanimously approved.

3. INFORMATION ITEMS

- 3.1. **President's Report**
Dr. Hawkins announced that fall 2024 enrollment is up 10% in students or 9% FTEs over last year's numbers. Dr. Hawkins has made a point to meet with all the

The next Finance and Facilities Committee Meeting is tentatively scheduled for Tuesday, June 18, 2024 at 9:00 a.m. Wales 107 Conference Room

program departments on campus. He is encouraged by the positive feedback and energy from the faculty. The meeting with the county to discuss the proposed budget will be on Thursday or Friday of this week. On May 7 the Executive Leadership team along with representatives from housing, public safety, media, and county legal counsel held a Tabletop exercise developed by SUNY. This exercise was focused on the college's readiness in cases of Title VI, First Amendment rights, and Academic Freedom. Work continues on the goals and action items of the Strategic Plan. An employee satisfaction survey has been distributed and will close on June 6. A Junior Ice Hockey league will be renting the Ice Rink and ancillary rooms. There have been many campus events like the open house and alumni weekend, upcoming student awards, and commencement on May 23, 2024.

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

3.2.1 **FY 2023-24 Budget Forecast**

Mr. Sullivan reported that Finance is still forecasting a balanced budget by fiscal year-end. The Investment Report shows a substantial amount of interest generated by the \$11 million invested. The State budget was approved but there was no change in the funding for community colleges. The college will still be at the “floor” which equates to approximately \$13 million. There were several capital projects approved in the NYs 24-25 budget: The Decker Project in Phase 4 for approximately \$3.8 million (50% state and 50% local match), IT infrastructure of approximately \$900,000, and Business Building improvements of approximately \$500,000. The College and Housing Development Corporation are working on the refinancing of the Student Village. There are 3 interested parties.

3.2.2 **Human Resources Update**

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

3.2.3 **Grant Approvals**

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

3.2.4 **Investment Report**

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

3.2.5 **Student Village Housing Report**

The report reflects standard activity for April 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 followed up on the highlights in his report which was included in the packet and for informational purposes. The Business Building projects will be started as soon as financing is completed. The Junior Hockey Team – Binghamton Buzz – will be renting the Ice Rink. This team feeds the Elmira Hockey Team. The New Photo lab is almost complete but pending the arrival of the electrical equipment. It is anticipated that it will be complete before August. The West Gym and other building HVACs are slated to be completed by the end of June. Signage that security cameras are in use will be posted where the new cameras were installed. Chianis Anderson is finalizing the cost of a BC Center renovation for the NYS Dorm Auth Grant. Floors in both gyms and dance studios will be completed this summer.

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

Adjourn: 9:25 a.m.

Approved: June 20, 2024