

**SUNY BROOME COMMUNITY COLLEGE
BOARD OF TRUSTEES
Finance & Facilities Committee
August 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, James Testani, Tina Fernandez (Zoom), Student Trustee Hiba Khan, Margaret Coffey

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

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

1. APPROVAL OF MINUTES

1.1. June 18, 2024

Trustee Testani moved to approve the June 18, 2024 Finance and Facilities Committee meeting minutes. Trustee Khan seconded the motion and it was unanimously approved.

2. ACTION ITEMS

2.1. Recommend Approval of Payroll Certification

Trustee Testani moved to approve the Payroll Certification. Trustee Khan seconded the motion and it was unanimously approved.

2.2. Recommend Approval of the Participating Institution Agreement (PIA) with SUNY for Ex Libris – Alma Library Services Platform

Trustee Testani moved to approve the PIA with SUNY for Ex Libris – Alma Library Services Platform. Trustee Khan seconded the motion and it was unanimously approved.

2.3. Recommend Approval to Purchase Shimadzu RadSpeed 200M Manual Overhead X-Ray System from Alpha Medical Equipment

Trustee Khan moved to approve the purchase of the Shimadzu RadSpeed 200M Manual Overhead X-Ray System from Alpha Medical Equipment. Trustee Testani seconded the motion and it was unanimously approved.

- 2.4. Recommend Approval of 24/25 SUNY Child Care and Development Block Grant

Trustee Testani moved to approve the 24/25 SUNY Child Care and Development Block Grant. Trustee Kahn seconded the motion and it was unanimously approved.

- 2.5. Recommend Approval of AY 2024-25 Student Emergency Fund Grant Award
Trustee Khan moved to approve the 2024-25 Student Emergency Fund Grant Award. Trustee Testani seconded the motion and it was unanimously approved.

- 2.6. Recommend Approval of Resolution for the New Position Description – Senior Staff Associate for Academic Affairs

Trustee Testani moved to approve the new position description Senior Staff Associate of Academic Affairs. Trustee Khan seconded the motion and it was unanimously approved.

- 2.7. Recommend Approval of Resolution for the New Position Description – Organizational and College Culture Officer

Trustee Testani moved to approve the new position description Organization and College Culture Officer. Trustee Khan seconded the motion and it was unanimously approved.

- 2.8. Recommend Approval of Resolution for the Revised Position Description for Career Specialist

Trustee Khan moved to approve the revised position description for Career Specialist. Trustee Testani seconded the motion and it was unanimously approved.

- 2.9. Recommend Approval of Resolution for the New Position Description – Executive Assistant to the President

Trustee Testani moved to approve the new position description Executive Assistant to the President. Trustee Kahn seconded the motion and it was unanimously approved.

- 2.10. Recommend Approval of Campus-Wide Signage Upgrade – Phase 1

Trustee Khan moved to approve the Campus-Wide Signage upgrade – Phase 1. Trustee Testani seconded the motion and it was unanimously approved.

- 2.11. Recommend Approval of the Procurement of Three Vehicles

Trustee Khan moved to approve the procurement of Three Vehicles. Trustee Testani seconded the motion and it was unanimously approved.

3. INFORMATION ITEMS

3.1. President's Report

Dr. Hawkins welcomed the trustees back. This will be the end of his first full year. August 22 is the Faculty Staff Assembly with Civic Engagement being this year's theme. The discourse will be around the election and student civic engagement and participation in the election. The new Strategic Plan will be shared at the Faculty Staff Assembly. The recent employee satisfaction survey results will be shared with the board on Thursday and then with the campus community at the F/S Assembly. In July, the college hosted 2 Hornet Institutes focusing on Health Care and Machine-Oriented careers. Alumni Night with the Rumble Ponies was on July 19th. August 24 is move-in day, August 26 is the first day of classes, and October 1 is Dr. Hawkins's Inauguration.

3.2. Budget and Finance Update – Michael Sullivan

3.2.1 FY 2023-24 Budget Forecast

There are 18 days left in the 2023-24 budget year. The major change in the budget forecast is that the \$2.2 million liability of the faculty retirement incentive program has to be taken in the 2023-24 budget year vs the 2024-25 budget year, represented in the reduction of \$2.2 million in the unrestricted fund balance line item. The Housing Corporation refinancing project is a \$16.5 million 30-year bond through Hamlin Investors with an expected closing in mid-September. A resolution documenting the college's student fees and funding support of the Faculty Student Association (FSA) and the College space lease with the BCC Housing Corporation, an auxiliary service of the college, will be on Thursday's agenda for board approval.

3.2.2 Human Resources Update

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

3.2.3 Grant Approvals

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

3.2.4 Investment Report

This report reflects strong returns due to the current interest rates and standard activity for July 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 July 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 reported on the highlights in his report. Renovations in the Old Science building for the Hope Center are anticipated to be completed before the start of the semester. Fire panel upgrades have begun. Bids for the Decker Nursing renovation project are anticipated to be approved at the October board meeting. Gym and dance room floor refinishing is expected to start later this summer/fall. Phase 1 of the campus-wide signage is on the agenda for approval.

Trustee Testani moved to adjourn the meeting. Trustee Kahn seconded the motion and it was unanimously approved. The Finance and Facilities meeting adjourned at 9:24 a.m.

Approved: September 19, 2024