

**SUNY BROOME COMMUNITY COLLEGE
BOARD OF TRUSTEES**

Finance & Facilities Committee

October 22, 2024

Wales Conference Room 107, 8:00 a.m.

College Vision: Transforming futures, creating opportunity: Be Your Best at Broome.

SUNY Broome Mission: **As the community's college, we create an environment of inclusive excellence that aligns with each learner's educational, career, and personal goals, serving as a catalyst for local and global economic advancement.**

Institutional Values: **COMMUNITY, EQUITY, INTEGRITY, LEARNING**

COMMITTEE MEMBERS PRESENT:

Chairperson Jim Testani, Anthony Paniccia, Jim Orband, Tina Fernandez (ZOOM), Hiba Khan

COMMITTEE MEMBERS EXCUSED:

Margaret Coffey

ADMINISTRATION PRESENT:

Dr. Tony Hawkins, Michael Sullivan, Dr. Penny Kelly, Dr. Carol Ross-Scott, Laura Hodel, Jeanette Tillotson, David Ligeikis, Diana Lenzo, Maureen Breck, Larry Allen

Chairperson Testani called the meeting to order at 8:00 a.m.

1. APPROVAL OF MINUTES

- 1.1. The meeting from September 17, 2024, did not have a quorum, and items were moved to the board meeting on September 19, 2024, for approval. Minutes from the September 17, 2024 meeting were approved at the September 19, 2024, Board of Trustees meeting.

2. ACTION ITEMS

2.1. Recommend Approval of Payroll Certification

Trustee Paniccia moved to approve the Payroll Certification. Trustee Orband seconded the motion and it was unanimously approved.

2.2. Recommend Approval of Amendment to 2024-2025 Tuition and Fee Schedule

Trustee Orband moved to approve the Amendment to the 2024-2025 Tuition and Fee Schedule for the Book Store Inclusive Access Fee. Trustee Paniccia seconded the motion and it was unanimously approved.

2.3. Recommend Approval of Broome County Department of Social Services Training Contract

Trustee Paniccia moved to approve the Broome County Department of Social Services Training Contract. Trustee Orband seconded the motion and it was unanimously approved.

- 2.4. Recommend Approval of Resolution for the Change in Title for the Position Description from Assistant to Director of Campus Operations for Custodial Services to Assistant Director of Facilities Management (Custodial Services)**
- 2.5. Recommend Approval of Resolution for the New Position Description – Assistant Director of Facilities Management (Ice Center)**
- 2.6. Recommend Approval of the Resolution for the New Position Description Assistant Director of Facilities Management (Maintenance/Capital Projects)**

Trustee Paniccia moved to approve action items 2.4, 2.5, and 2.6 as a group. Trustee Orband seconded the motion and it was unanimously approved.

2.7. Recommend Approval of Write-Offs of Student Account Receivables

Trustee Orband moved to approve Write-offs of Student Accounts Receivables. Trustee Paniccia seconded the motion and it was unanimously approved.

2.8. Recommend Approval of BID 2025-01 SUNY Broome Decker Hall School of Nursing Renovation Project – Electrical Construction to Panko Electrical & Maintenance, Inc.

Trustee Fernandez moved to approve BID 2025-01 SUNY Broome Decker Hall School of Nursing Renovation Project – Electrical Construction to Panko Electrical & Maintenance Inc. Trustee Paniccia seconded the motion. Ayes – 3, Nay – 0, Abstention - 1.

2.9. Recommend Approval of BID 2025-01 SUNY Broome Decker Hall School of Nursing Renovation Project – General Contractor to Upstate Companies

Trustee Paniccia moved to approved BID 2025-01 SUNY Broome Decker Hall School of Nursing Renovation Project – General Contractor to Upstate Companies. Trustee Fernandez seconded the motion. Ayes – 3, Nay – 0, Abstention - 1.

2.10. Recommend Approval of BID 2025-01 SUNY Broome Decker Hall School of Nursing Renovation Project – Mechanical Construction to Slavik & Company, Inc.

Trustee Fernandez moved to approve BID 2025-01 SUNY Broome Decker Hall School of Nursing Renovation Project – Mechanical Construction to Slavik & Company. Trustee Paniccia seconded the motion. Ayes – 3, Nay – 0, Abstention - 1

2.11. Recommend Approval of BID 2025-01 SUNY Broome Decker Hall School of Nursing Renovation Project – Plumbing Construction to Slavik & Company, Inc.

Trustee Fernandez moved to approve BID 2025-01 SUNY Broome Decker Hall School of Nursing Renovation Project – Plumbing Construction to Slavik & Company. Trustee Paniccia seconded the motion. Ayes – 3, Nay – 0, Abstention – 1

The next Finance and Facilities Committee Meeting is tentatively scheduled for Tuesday, December 10, 2024 at 8:00 a.m. Wales 107 Conference Room

3. INFORMATION ITEMS

3.1. President's Report

Dr. Hawkins thanked the trustees for attending his Inauguration and for Trustees Khan, Connerton, Andrews, and Fiala for speaking. Welcome to Maureen Breck, Dr. Hawkins's new Executive Assistant. The College has required employee training and the latest training, required by SUNY, for Title VI, had a 99% response rate. There are 3 more required trainings: Safety, IT, and Title IX. Dr. Hawkins and Trustee Khan attended the NYCCT Conference in Saratoga Springs on October 3-6. A major topic of discussion was the Trustee's advocacy role and the Chancellor's position concerning Community College Presidents and their job evaluations. Trustee Testani added the NYCCT has hired lobbyists to work on the NYS budget and have things lined up before the legislature returns. The focus is on workforce development. Other topics were AI and Healthcare. Dr. Hawkins congratulated Trustee Kahn on her participation and leadership at the conference. The College is responding to the results of the employee engagement survey and will be focusing on rules/policies and updating the Employee handbook, Employee training and professional development, and working on a College climate of kindness and civility. October 10 was World Mental Health Day. October 23 is the Presidential Honors Scholarship Reception. Dr. Hawkins deferred to Dr. Kelly with some exciting news. At the November 14 Continuing Education Conference, the Workforce Development and Continuing Ed department will be awarded for the non-credit industry partnership with NYSEG for the lineman program, and the micro-credential program in Health Sciences. Danielle Britton will also be awarded the Outstanding Educator in Workforce Development.

3.2. Budget and Finance Update – Michael Sullivan

3.2.1 FY 2023-24 Budget Forecast

Mr. Sullivan reported this will be the last budget forecast for the 2023-2024 Fiscal Year and is similar to last month. The budget was balanced with \$2.5 million in fund balance reserves as there are no more HEERF funds. This represents \$2.1 million for the recent Faculty Voluntary Retirement Incentive and \$300,000 to balance the budget. This leaves the College fund balance at a little under 6%. The goal is to have that at 10%. Enrollment is down 2% with revenue off a couple of \$100,000, showing a slight variance of 1%.

This is the main audit season. Mr. Sullivan anticipates Bonadio will present their findings in March, 2025.

The next Finance and Facilities Committee Meeting is tentatively scheduled for Tuesday, December 10, 2024 at 8:00 a.m. Wales 107 Conference Room

The four resolutions for the Decker renovation represent \$6.8 million. The College will be coming back to the board for an additional \$1.5 million for IT improvements and FF & E in Decker. The County Executive is recommending funding totaling \$4.6 million for Decker Nursing and Dental renovations (county approval pending in November and then by the NYS Legislature in April 2025.) The anticipated completion of the Nursing Capital project is August 2025.

3.2.2 Human Resources Update

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

3.2.3 Grant Approvals

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

3.2.4 Investment Report

This report reflects standard activity for September 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 which was included in the packet. Savings from the HVAC improvements have been included in his report. Refinishing of the wood floors is now underway in the Baldwin Gym. The Binghamton Buzz Hockey team has had a successful start to their season. The College will be allowing access to parking for the softball games at the South end of campus and the County has installed a safety crosswalk in that area. The County recently renovated all the fields and one specific to regulations of the community college softball field.

Trustee Paniccia moved to adjourn the meeting. Trustee Orband seconded the motion and the meeting was adjourned at 8:30 a.m.

Approved: March 18, 2025

The next Finance and Facilities Committee Meeting is tentatively scheduled for Tuesday, December 10, 2024 at 8:00 a.m. Wales 107 Conference Room