

**SUNY BROOME COMMUNITY COLLEGE
BOARD OF TRUSTEES**

Finance & Facilities Committee

March 18, 2025

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, Barbara Fiala, Margaret Coffey, Jim Orband, Tina Fernandez (ZOOM), Sasha Asinovsky

COMMITTEE MEMBERS EXCUSED:

Anthony Paniccia

ADMINISTRATION PRESENT:

Dr. Tony Hawkins, Michael Sullivan, Laura Hodel, Jeanette Tillotson, David Ligeikis, Maureen Breck,

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

1. APPROVAL OF MINUTES

- 1.1. Trustee Coffey moved to approve the October 22, 2024 Finance and Facilities Committee meeting minutes. Trustee Testani seconded the motion and it was unanimously approved.

2. ACTION ITEMS

2.1. Recommend Approval of Payroll Certification

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

2.2. Recommend Approval of Petty Cash

Trustee Coffey moved to approve the Petty Cash Expenditures for week ending January 8, 2025. Trustee Orband seconded the motion and it was unanimously approved.

2.3. Recommend Approval of SUNY For ALL - Adult Learner Leadership Initiative Grant Award Funding in the Amount of \$50,000.00 from SUNY.

Trustee Orbandi moved to approve the SUNY For ALL - Adult Learner Leadership Initiative Grant Award Funding in the Amount of \$50,000.00 from SUNY. Trustee Coffey seconded the motion and it was unanimously approved.

2.4. Recommend Approval to Purchase Computers and Monitors from the New York State Office of General Service Contract by the vendor Dell Marketing LP for the Replacement of Student Laboratory and Classroom Computers and Monitors in an Amount not to Exceed \$225,000.00.

Trustee Coffey moved to Approve the Purchase Computers and Monitors from the New York State Office of General Service Contract by the vendor Dell Marketing LP for the Replacement of Student Laboratory and Classroom Computers and Monitors in an Amount not to Exceed \$225,000.00. Trustee Orband seconded the motion and it was unanimously approved.

2.5. Recommend Approval of Resolution for the Purchase of Network Switch Upgrades from the New York State Office of Governmental Services Contract by the Vendor Vandis, Inc. in an Amount not to Exceed \$625,000.00.

Trustee Orband moved to approve the Purchase of Network Switch Upgrades from the New York State Office of Governmental Services Contract by the Vendor Vandis, Inc. in an Amount not to Exceed \$625,000.00. Trustee Coffey seconded the motion and it was unanimously approved.

2.6. Recommend Approval of the Renewal of the Master Agreement with AP Benefits Advisors LLC dba ENV Insurance Agency for Brokerage Services for the period of April 1, 2025 – March 31, 2026 for Cybersecurity Insurance in an Amount Not to Exceed \$90,000.00

Trustee Coffey moved to approve the Renewal of the Master Agreement with AP Benefits Advisors LLC dba ENV Insurance Agency for Brokerage Services for the period of April 1, 2025 – March 31, 2026 for Cybersecurity Insurance in an Amount Not to Exceed \$90,000.00. Trustee Orband seconded the motion and it was unanimously approved.

2.7. Recommend Approval of Syracuse University- National Science Foundation Engines GROW Grant Subaward Funding in the Amount of \$101,731.00.

Trustee Coffey moved to approve Syracuse University- National Science Foundation Engines GROW Grant Subaward Funding in the Amount of \$101,731.00. Trustee Orband seconded the motion and it was unanimously approved.

2.8. Recommend Approval for the Purchase of Network Core Switch Replacements from the New York State Office of Governmental Services Contract by the Vendor Vandis, Inc. in an Amount not to Exceed \$100,000.00

Trustee Coffey moved to approve the Purchase of Network Core Switch Replacements from the New York State Office of Governmental Services Contract by the Vendor Vandis, Inc. in an Amount not to Exceed \$100,000.00. Trustee Asinovsky seconded the motion and it was unanimously approved.

2.9. Recommend Approval for the Purchase of Network Wireless and Switch Replacements from the New York State Office of Governmental Services

The next Finance and Facilities Committee Meeting is tentatively scheduled for Tuesday, April 15, 2025 at 8:00 a.m. Wales 107 Conference Room

Contract by the Vendor Vandis, Inc. for the Decker Health Science Building an Amount not to Exceed \$100,000.00.

Trustee Orband moved to approve the Purchase of Network Wireless and Switch Replacements from the New York State Office of Governmental Services Contract by the Vendor Vandis, Inc. for the Decker Health Science Building an Amount not to Exceed \$100,000.00. Trustee Coffey seconded the motion and it was unanimously approved.

2.10. Recommend Approval for the Purchase of AV Equipment and Installation from New York State Contracts by the Vendor Presentation Concepts Corporation (PCC) for the Decker Health Science Building in an Amount not to Exceed \$700,000.00. of BID 2025-01 SUNY Broome Decker Hall School of Nursing Renovation Project – Mechanical Construction to Slavik & Company, Inc.

Trustee Coffey moved to approve the Purchase of AV Equipment and Installation from New York State Contracts by the Vendor Presentation Concepts Corporation (PCC) for the Decker Health Science Building in an Amount not to Exceed \$700,000.00. Trustee Orband seconded the motion and it was unanimously approved.

3. INFORMATION ITEMS

3.1. President's Report

Federal Update

Dr. Hawkins provided an update on recent federal actions. The Department of Education is undergoing significant changes, including a proposed 50% reduction in staff. The College is actively monitoring "Dear Colleague" letters, which indicate the current administration's policy intentions. Of particular note is the February letter, which addressed changes related to diversity, equity, and inclusion (DEI). The College is prepared to respond and will be working with SUNY to ensure compliance through coordinated legal support and participation in relevant webinars.

State and Advocacy Update

Recent developments at the state level include the release of a one-house bill last week. The Governor's budget proposal includes a plan to offer free community college tuition for adults, which has been approved by the Senate in its one-house bill. The Assembly is advocating for \$99.8 million in funding, a request backed by the collective body of community college trustees. The bill also establishes a committee to develop related policy. These developments represent positive progress for the College and could lead to new funding opportunities.

Campus Events and Initiatives

Connect in the Connector: Held last week and sponsored by the Kindness and Civility Workgroup, this event featured games and an opportunity for staff and students to

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express gratitude to colleagues. Upcoming Book Discussion: A campus-wide discussion on *Getting to Yes*, a book focused on conflict resolution, is scheduled in the coming weeks. Student Recognition: Two students have been selected to receive the Chancellor's Award for Student Excellence. The award ceremony will take place in Albany. SUNY/CUNY Partnership: A group from the College will travel to New York City for the signing of a historic SUNY/CUNY Business Administration transfer articulation agreement. Labor Relations: Negotiations with the SUNY Broome Faculty Association are set to begin shortly.

3.2. Budget and Finance Update – Michael Sullivan

3.2.1 FY 2023-24 Budget Forecast

Mr. Sullivan shared that we are now six months into the fiscal year, and the financial forecast remains unchanged from last month. Projected expense reductions—primarily from payroll, fringe benefits, and contractual savings—are expected to result in the College not utilizing the \$956,000.00 of unrestricted fund balance budgeted this year. The draft budget for the 2025–2026 fiscal year will be presented next month, with the Capital Plan to follow shortly thereafter. Once approved by the Board, the budget will be submitted to the County Executive on or around May 1, and then to the County Legislature in June. The capital budget follows a more extended process. The County's Capital Projects Committee meets throughout the spring until the end of August, as the plan ties into the County's six-year capital planning process, which is presented by the County Executive to the legislature in September and typically adopted around November. After approval by the County Legislature, the College's capital plan will be submitted to SUNY and then is included in the Governor's proposed New York State budget in January,

3.2.2 Human Resources Update

This report reflects standard activity for February 2025. This report is for information purposes and was included in the packet.

3.2.3 Grant Approvals

This report reflects standard activity for February 2025. This report is for information purposes and was included in the packet.

3.2.4 Investment Report

This report reflects standard activity for February 2025. This report is for information purposes and was included in the packet.

3.3. Reports for Board Information

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3.3.1. Facilities Update – Dave Ligeikis

Mr. Ligeikis reported that renovation work on the Commons is ongoing, with office relocations planned once the renovations are complete. During routine assessments, it was discovered that parts of the Decker chiller were rusted. Repairs are currently underway to prevent any disruptions to heating and cooling systems. Successful bids have been secured for both the Business Building transformer and the Calice Advanced Manufacturing Building transfer switch, which are related components; installation is expected in several months. The Decker Health Science Building project is approximately 35% complete and remains on schedule. The Figure Skating Pro Shop renovation has been completed, and the shop is now open. Upgrades are also being designed in the Applied Technology large lecture hall. In addition, bid openings are in progress for the Ice Center's new audio system and for the Campus Signage Project. SUNY Broome staff continue their work on the Electric Vehicle Garage. Lastly, a meeting is scheduled for the upcoming Innovative Training Readiness collaboration between Broome County and the Army.

Trustee Coffey moved to adjourn the meeting. Trustee Asinovsky seconded the motion and the meeting was adjourned at 8:27 a.m.

Approved: