

**SUNY BROOME COMMUNITY COLLEGE
BOARD OF TRUSTEES**

Finance & Facilities Committee

April 15, 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, Tina Fernandez (ZOOM), Sasha Asinovsky

COMMITTEE MEMBERS EXCUSED:

Jim Orband, Anthony Paniccia

ADMINISTRATION PRESENT:

Dr. Tony Hawkins, Michael Sullivan, Dr. Ross-Scott, Jesse Wells, Laura Hodel, Jeanette Tillotson, Larry Allen, 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 March 18, 2025 Finance and Facilities Committee meeting minutes. Trustee Fiala seconded the motion and it was unanimously approved.

2. ACTION ITEMS

- 2.1. Resolution Approving Awarding BID 2025-05 For Electric Line Workers Supplies to Linemen's Supply INC for the 2025 SUNY Broome Lineworker Training Program in an Amount Not to Exceed \$90,000.00**

Trustee Fiala moved to approve the Resolution Approving Awarding BID 2025-05 For Electric Line Workers Supplies to Linemen's Supply INC for the 2025 SUNY Broome Lineworker Training Program in an Amount Not to Exceed \$90,000.00. Trustee Coffey seconded the motion and it was unanimously approved.

- 2.2. Resolution Approving Sabbatical Leave**

Trustee Asinovsky moved to approve the Resolution Approving Sabbatical Leave. Trustee Coffey seconded the motion and it was unanimously approved

- 2.3. Resolution for Unpaid Leave of Absence for Wendy Buttner**

Trustee Coffey moved to approve the Resolution for Unpaid Leave of Absence for Wendy Buttner. Trustee Fiala seconded the motion and it was unanimously approved.

2.4. Resolution to Approve a Change Order for Chianis & Anderson Architects Totaling \$26,720.00 and to Authorize Funding Not to Exceed \$75,000.00 for the Architect Services of the Campus Signage Project.

Trustee Asinovsky moved to approve the Resolution to Approve a Change Order for Chianis & Anderson Architects Totaling \$26,720.00 and to Authorize Funding Not to Exceed \$75,000.00 for the Architect Services of the Campus Signage Project. Trustee Fiala seconded the motion. There was discussion regarding the nature and reason for the change order. It was approved with Trustee Coffey voting no.

2.5. Resolution Approving Administrative Guild Bargaining Unit Grade Levels and Minimum Salaries

Trustee Coffey moved to approve the Resolution Approving Administrative Guild Bargaining Unit Grade Levels and Minimum Salaries. Trustee Fiala seconded the motion and it was unanimously approved.

2.6. Resolution for the New Position Description of Director of Finance Operations

Trustee Coffey moved to approve the Resolution for the New Position Description of Director of Finance Operations. Trustee Fiala seconded the motion. Trustee Asinovsky asked for clarification on the position role, and Michael Sullivan informed the Board that this position would oversee the day-to-day finance operations at the College. It was unanimously approved.

2.7. Resolution for the New Position Description of Senior Staff Associate for Student Success

Trustee Fiala moved to approve the Resolution for the New Position Description of Senior Staff Associate for Student Success. Trustee Coffey seconded the motion and it was unanimously approved.

2.8. A Resolution to Submit SUNY Broome's Proposed 2025-2026 Operating Budget to the County Executive and Broome County Legislature

Trustee Coffey moved to approve the Resolution to Submit SUNY Broome's Proposed 2025-2026 Operating Budget to the County Executive and Broome County Legislature. Trustee Fiala seconded the motion and it was unanimously approved.

1. INFORMATION ITEMS

1.1. President's Report- Dr. Tony Hawkins

Dr. Hawkins reported that April is recognized nationally as Community College Month, coinciding with the American Association of Community Colleges (AACC) Annual Meeting. Dr. Hawkins attended this year's conference in Nashville, where discussions focused on federal policy updates, emerging technologies such as artificial intelligence, and the evolving roles of college presidents and senior leadership. The conference also celebrated the retirement of Dr. Walter Bumphus, long-serving CEO of the AACC. Dr. Hawkins participated as a panelist for a session designed for new CEOs, which was well received. The State of New York is expected to issue a resolution officially recognizing April as Community College Month. As of this report, the New York State budget has not yet been adopted. Although the legal deadline was April 1st, the Assembly and Senate are still working toward consensus. In the meantime, NYCCT is leveraging social media platforms to promote advocacy for community college funding.

The next Finance and Facilities Committee Meeting is tentatively scheduled for Tuesday, May 13, 2025 at 8:00 a.m. Wales 107 Conference Room

The College held a successful Open House this past weekend, which welcomed numerous prospective students, families, and alumni as part of Alumni Weekend. Phi Theta Kappa, the honors society for students maintaining a GPA of 3.5 or higher, has an upcoming induction ceremony. Student-athlete signings are underway, with six new competitive cheer athletes committing to SUNY Broome. Dr. Hawkins and a group of SUNY Broome students recently participated in the Men of Color Summit at Binghamton University. A military site visit also took place in preparation for the upcoming Innovative Readiness Training. On April 7th, the College hosted a Supervisors Meeting during which the Broome Employee Satisfaction Teams (BEST) shared updates on initiatives, including revising the Employee Handbook, implementing a change management model, and the ongoing kindness campaign. These updates will be formally presented to the Board in May. Lastly, Commencement is scheduled for May 22nd. All Trustees are encouraged to attend and celebrate the accomplishments of our graduating students.

1.2. Budget and Finance Update – Michael Sullivan

3.2.1 FY 2025-26 Budget Forecast

Mr. Sullivan presented the proposed budget for fiscal year 2025–2026. Revenue projections are based on an anticipated 2.5% increase in enrollment for the upcoming year. These assumptions are informed by local high school graduation trends and recent student enrollment growth in health sciences, STEM, and business programs. The proposed tuition increase is 2.97%, one of the lowest in the past decade, reflecting the College's strong commitment to maintaining affordability. This increase remains within the current rate of inflation. The budget assumes continued full state aid funding at the 100% floor, totaling \$13 million. Mr. Sullivan clarified that funding announced for adult learners will be allocated directly to students and reflected as enrollment revenue, not state aid. The sponsor (County) share is requested at a 2% increase. There are no proposed increases to student fees. On the expense side, savings were realized through the faculty retirement incentive program, which targeted reductions in faculty-related personnel and employee benefit costs. A 2.75% increase in wages is budgeted based on the current labor agreements. The College is entering negotiations with one of its bargaining units. Health insurance premium increase will be determined by the County and the budget includes a 5% premium increase. Contractual expenses, including supplies, materials, and utilities, remain relatively flat. Overall, the 2025-2026 Budget is balanced, with projected revenues matching expenses. Notably, the proposed budget does not include using any fund balance.

There was discussion regarding faculty participation in the early retirement incentive program. Mr. Sullivan reported that while the College initially budgeted for 15 participants, a total of 21 faculty members elected to participate.

3.2.2 Human Resources Update

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

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3.2.3 Payroll Certification

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

3.2.4 Grant Approvals

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

3.2.5 Investment Report

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

3.2.6 Facilities Update

Mr. Sullivan reported that moving forward, facilities updates will be included under the Finance section of the Board of Trustees agenda. The current report reflects standard facilities activity for March 2025.

In an effort to streamline Board materials, Mr. Sullivan announced that duplicative documents, such as separate memos and signature pages, will be consolidated into a single resolution moving forward. Additionally, after further review, it was determined that the Payroll Certification does not require Board action. As a result, it has been reclassified as an informational item.

Trustee Coffey moved to adjourn the meeting. Trustee Fiala seconded the motion, and the meeting was adjourned at 8:38 a.m.

Approved:

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