

FINANCE COMMITTEE  
BOARD OF TRUSTEES  
MINUTES

Meeting of November 10, 2020

**Finance & Capital Committee members 2020-2021:**

**John DeGrace, Chair**

**John Durso**

**Linda Green**

**Wanda Jackson**

**Edward Powers**

The meeting of the Finance Section of the Finance and Capital Committee of the Board of Trustees was called to order by Trustee DeGrace via Zoom meeting at 5:00 p.m.

Committee members present:        John DeGrace  
    John Durso  
    Linda Green  
    Edward Powers  
    George

Committee members absent:        None

Other Trustees in attendance:    Kathy Weiss  
    George Siberón  
    Emily Rivas (Student Trustee)

Also in attendance:                President Williams,  
    VP's Izquierdo, Muscarella, Kerrigan, Conzatti. Lausch  
    AVP's Zamore, Friedman  
    General Counsel Haugen  
    Associate General Counsel Brodsky  
    Director Cappello

**AGENDA ITEMS**

1. **Minutes** - Minutes of the October 13, 2020 meeting were approved. Motion was made by Trustee Green and seconded by Trustee Powers. Motion carried.
2. **Pending College Procurement Agreements** - Two agreements were presented by VP Muscarella and VP Izquierdo
  - a. Professional Service Contract – Tech-Clean Industries  
Cleaning and Sanitizing of HVAC Systems and Ductwork \$100,000  
The scope of work includes cleaning and sanitizing all the duct work within areas designated by the College and includes all components in the air streams, all registers, diffusers grilles, sound attenuators, fan blades, shafting casings, coils, baffles, turning vanes, insulations, etc. and any item which forms a part of the air stream of the ductwork system. All work must comply with the scope

as defined in the National Air Duct Cleaning Association (NADCA) General Specifications for the cleaning of commercial heating, ventilating and air conditioning systems.

Continuation of this service is needed to provide for the cleaning and sanitizing of HVAC systems, ducts and mechanical equipment within all College facilities. A solicitation would require new vendors and staff to have access to all buildings to familiarize themselves with our systems to be able to submit proposals. Some vendors and staff felt a walkthrough of the Campus during COVID-19 would create an undue risk. As the College is working mostly remotely, it would also require additional time and cost to familiarize a new firm with the College's current policies and needs. The College currently does not have the experience, equipment, or staff to perform this type of service and has the necessity for an outside contractor to perform this type of service. At this time, this contract should be extended to August 31, 2021 due to the COVID-19 pandemic restrictions which would impact the transition of services to a new firm.

b. Purchase Order: Science Interactive \$100,000

The firm will provide the College's Physical Sciences Department with Geology, Environmental and Physical Science Lab Kits which will include: Hands-on Materials, Safety Guidelines, Digital Lab Manual, Customer Support & Service, Supplemental Virtual Content, Case Studies, Question Banks in consideration for payment of the prices bid.

These kits are specifically needed for the Environmental Science, Geology, and SCI 101 winter and spring courses because students must perform hands on lab activities remotely as part of their 4-credit lab science requirement. These kits align with the College's curriculum due to COVID-19 remote instruction, the kits are being requested by several faculty members.

Motion was made by Trustee Green and seconded by Trustee Powers. Motion carried.

**3. Office of the Comptroller's Report – presented by AVP Zamore**

- a. The Office of the Comptroller performed an examination of OTPS (Other than Personal Services) expenditures based on the reports generated by the Banner system for September 2020. All OTPS expenditures were subjected to selection, and 21 expenditures were selected. The expenditures were audited for appropriateness in accordance with the Code of Rules and Regulations for Community Colleges as promulgated by the State University of New York, proper departmental authorization, accurate departmental coding, evidence of receipt of goods or services and utilization of appropriate purchasing practices based on the amount of purchase and state and local requirements. The 21 expenditures ranged from approximately \$2,338 to \$91,077 and averaged \$61,016. The cumulative value of the 21 expenditures was \$1,281,346 and represented 78.25% of this month's total OTPS expenditures which included paper and UniMarket invoices.
- b. The Accounts Receivable (A/R) Aging Report shows we are at approximately 65.7% collection for the Fall semester.
- c. The College continues to collect on the "Nassau County audit" from 2011 which is now at a total of 44.52% collected of the \$22 million.

**4. SUNY Annual Report Fiscal Year Ending 8/31/20 presented by AVP Zamore**

This report is done every year and we submit this report to SUNY on a modified accrual basis. AVP Zamore reported on the highlights:

	% of Budget
Tuition and Fees	1.8%
Charges to other Counties	-5.0%
Instruction	0.8%
Other Revenues	-41.4%
Public Service	2.8%
Institutional Support	-13.6%
Operation & Maintenance of Plant	-11.9%
Scholarships & Fellowships	231.2%
Overall in Total Revenues	-0.4%
Overall in Total Expenses	-4.2%

Mr. Izquierdo went through other sections of the annual report indicating how SUNY uses the report to calculate our State Aid.

## 5. Five-year Forecast

The five-year budget projection is more representative of our current situation. It doesn't include the funds that we may be in jeopardy of not receiving. The projected enrollment is flat for the next two years, there is also no tuition or fees increases projected during the next two years. At the end of fiscal year 2020 we are at a fund balance of \$17,387,889 ,which is short by 2.1 million dollars in state aid as a revenue source, which differs from the annual report as presented. We project 2021 to have a 16.0% decrease in enrollment and the student revenues and service fees reflect that. Other revenues such as the bookstore and cafeteria are both going to be decreasing. The state aid is based on a twenty percent cut and the property taxes have been steady. We have a budget review committee for all expenses. We are projecting \$12,163,622 operations loss for 2021.

Trustee Powers indicated that the fund balance will fall short of the requirement made by the Board if we maintain the projections. Additionally he indicated the high school graduate population is decreasing in future years and the state aid situation does not put us in a good place. He was also happy to see the SUNY amount owed for Fiscal 2020 reported as a receivable and revenue in the annual report was not being reported as revenue for review by the Board.

Trustee Durso inquired about the enrollment drop of 16% as compared to other community colleges, President Williams explained that we have a greater decrease than other colleges due to several factors which we are addressing. VP Conzatti also discussed weaknesses identified and how we are working towards overcoming those weaknesses and implementing some new efforts. The timeline for some of these changes based on policy changes by mid-December should take effect for the Spring semester.

Trustee Siberón inquired as to the status of our marketing agency, VP Kerrigan indicated there is a request for proposal out as the term of the current agency expires this year.

Trustee DeGrace inquired as to status of the math requirement, after some discussion, Dr. Williams stated that we will get the historical information, do the research, engage all the appropriate individuals, and report back the board in regard to where we stand at the next meeting.

## 6. Updates

- a. Bookstore presented by VP Muscarella.

Since the last meeting the following decisions have been reached:

Return to the original bookstore model for the Spring semester.

Change the regional manager and bookstore manager at the local level.

- b. Cares Act – Student Grants

SUNY has come back with guidance that eliminates all hurdles for students no longer requiring an application or certification. Amounts will be given out to students based on who is eligible and how much is left of the 6.1 million dollars.

- c. NY State Funding

Expecting 80% of state aid this week. We have not been restored to 100%.

The meeting adjourned at approximately 6:13 p.m.

Respectfully submitted,

A handwritten signature in blue ink, reading "Julio Izquierdo". The signature is written in a cursive style with a large initial 'J'.

Julio Izquierdo

Vice President of Finance