

## **-AGENDA – FINANCE AND DEVELOPMENT COMMITTEE**

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**SUNY SULLIVAN**

**Tuesday, September 22, 2020, 3:30pm**

**VIA VIDEO CONFERENCE**

1. Call to Order
2. Action Items:
  - a. Approval of July 14, 2020 Minutes
3. Discussion Items:
  - a. Fall Enrollment
  - b. Financial Statements
  - c. 2019-2020 Audit Schedule
4. Executive Session

*Executive sessions are held for purposes of discussing proposed or pending current litigation, the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation.*

5. Adjournment

**MEETING OF THE SULLIVAN COUNTY COMMUNITY  
COLLEGE BOARD OF TRUSTEES FINANCE COMMITTEE  
MINUTES  
July 14, 2020  
Via Video Conference**

**MEMBERS PRESENT:** S. Jaffe, Chair, T. Hamlin, S. Drobysh, P. Guenther

**ALSO PRESENT:** J. Quaintance, F. Deming, N. Hackett

S. Jaffe called the meeting to order at 3:31pm with The Pledge of Allegiance.

**Action Items:**

**Approval of Minutes from the May 12, 2020 Finance Committee meeting:**

**Motion by S. Drobysh to approve the minutes of the May 12, 2020 meeting, seconded by T. Hamlin. Motion carried.**

Vote:	P. Guenther	absent
	T. Hamlin	yes
	S. Drobysh	yes
	S. Jaffe	yes

**Discussion Items:**

a. 2020/2021 Draft Budget Review:

F. Deming, Controller- Reported,

- The 2020/2021 budget was built off of 5% Decrease in enrollment from the 2019/2020 enrollment baseline.
- State Aid was budgeted at the SUNY enacted budgeted amount
- Chargeback revenue was based off of the 5% Decrease from the 2019/2020 enrollment baseline
- Instructional Costs remain flat from 2019-2020
- Sullivan County Sponsor Contribution remains the same
- Administration, General Services and Employee/Post Employee Benefits Expenses have been reduced due to the reduction in staff.

J. Quaintance, President- Reported,

- Current enrollment is 6% down from year to year. We have defined marketing efforts to reach pools of students more effectively.
- SUNY Sullivan's reopening plan has been approved by SUNY System Administration and Governor Cuomo's office
- In-Person classes will be very limited this semester, 12%-15%.
- Lazarus Levine Residence Hall will reopen as single rooms only. This will allow for about 150- 175 students to live on campus.

**P. Guenther joined the meeting at 3:47pm**

- RFP is out for Food Services Vendor

b. Financial Statements

F. Deming, Controller

- Reviewed the Financial Statements with the Committee
- Summer Charges have been billed. Summer Chargebacks will be billed shortly
- 1.5 million of the 4.3 million of the County Contributions is expected to be received soon.
- Expenditures are expected to come in at budget or slightly under budget.

S. Jaffe asked F. Deming to review the General Services budget line and update the committee at the next meeting.

c. 2018- 2019 Audit Schedule

F. Deming, Controller

- The Auditors have finished their work on the college audit and have provided the Draft Financial Statements.
- The Affiliate Boards audit is finishing up and they are expected to be finished by June.

**Motion by T. Hamlin to adjourn the meeting at 3:54pm, seconded by P. Guenther and passed.**

Vote:	P. Guenther	yes
	T. Hamlin	yes
	S. Drobysh	yes
	S. Jaffe	yes

Submitted by S. Jaffe, Finance Committee Chair

Recorded by M. Caycho