

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

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**SUNY SULLIVAN**

**Tuesday, January 18, 2022 3:30pm**

**VIA VIDEO CONFERENCE**

1. Call to Order
2. Action Items:
  - a. Approval of November 16, 2021 Minutes
3. Discussion Items:
  - a. Co-Working Space Agreement & 22/23 Facilities Rental Fee Schedule
  - b. Spring Enrollment
  - c. Financial Statements
  - d. 20/21 Audit
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  
November 16, 2021  
Via Video Conference**

**MEMBERS PRESENT:** P. Guenther, Chair, N. Hackett, S. Jaffe

**ALSO PRESENT:** J. Quaintance, K. Baker

**ABSENT WAS:** S. Drobysh

P. Guenther called the meeting to order at 3:33pm.

**1. Action Items:**

**Approval of Minutes from the August 31, 2021 Finance Committee meeting:**

**Motion by S. Jaffe to approve the minutes of the August 31, 2021 meeting, seconded by N. Hackett.  
Motion carried.**

Vote:	P. Guenther	yes
	N. Hackett	yes
	S. Drobysh	absent
	S. Jaffe	yes

**2. Discussion Items:**

a. Fall Enrollment:

- J. Quaintance- President, reported
  - Enrolment came in at 94.3% of our Head Count Goal and 81.6 AAFTE Goal
  - Headcount is higher because students are taking fewer credits this year
  - High school enrollment is up from last year
  - The Hudson Link program is running this semester.
  - Looking to enroll new students for the Spring semester, C. DePew shared that athletics is looking to bring in 15-30 new Student Athletes for the Spring that will also live in the Dorms.
  - We are coordinating a meeting with Dr. Dufour from BOCES to discuss Early College High Schools with the local school districts.

b. Financial Statements:

K. Baker reviewed the Financial Statements with the committee.

J. Quaintance- President reported,

- Thank you to Kelly for all of her hard work including all of the audit work she's taken on.
- Student revenue did not meet what we budgeted so we continue to keep close oversight on expenditures.
- Working with SUNY System on a plan for the Cares Act \$
- We continue to work to reduce the cost of retiree health insurance. This year we included dental and vision to encourage more retirees to make the switch.

c. 20/21 Audit Schedule:

K, Baker, Asst. Controller reported,

- Audit work continues and we are on schedule to be present to the board in January
- One issue is the AR does not match the Aging, Jenzabar is working on this issue
- Working on the Vacation Accruals
- Cares Act reporting is being finished

**3. Executive Session**

There was no need for an executive session.

**4. Adjournment**

**Motion by S. Jaffe to adjourn the meeting at 3:50pm, seconded by N.Hackett and passed.**

Vote:	P. Guenther	yes
	N. Hackett	yes
	S. Drobysh	absent
	S. Jaffe	yes

Submitted by P. Guenther, Finance Committee Chair

Recorded by M. Caycho