

-AGENDA – FINANCE AND DEVELOPMENT COMMITTEE

SUNY SULLIVAN

Thursday, February 16, 2023 2:30pm

FARROW FAMILY FOUNDATION BOARD & CONFERENCE ROOM

1. Call to Order
2. Action Items:
 - a. Approval of November 17, 2022 Minutes
3. Discussion Items:
 - a. Enrollment Update
 - b. Financial Statements
 - c. Audit Update
 - d. Staffing Changes
 - e. Jenzabar Update

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 17, 2022
Farrow Board Room**

MEMBERS PRESENT: P. Guenther, Chair, N. Hackett, S. Drobysch

ALSO PRESENT: T. Lever, K. Baker, C. Buckler

ABSENT WAS: J. Quaintance, S. Jaffe

P. Guenther called the meeting to order at 2:32pm.
J. Quaintance was unable to attend due to a personal matter.

1. Action Items:

Approval of Minutes from the September 15, 2022 Finance Committee meeting:

Motion by S. Drobysch to approve the minutes of the September 15, 2022 meeting, seconded by N. Hackett. Motion carried.

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

2. Discussion Items:

a. Fall Enrollment

C. Buckler, Director of Admissions, Reported

- Currently at 61.75% of overall Annual Goal of 985 AAFTE
- Fall Enrollment came in at 531 AAFTE, up from 503.8 in Fall 2022 and 474.3 in Fall 2021
- Increase in College in the High School and Hudson Link Prison Enrollment
- Sullivan Promise Scholarship Students 145 for the Fall

C. Buckler shared updates on the latest recruitment efforts,

- High school Instant Acceptance and complete Sullivan Promise Scholarship applications
- Hosted a Guidance Counselor Luncheon
- Increased recruitment efforts in NYC, Bronx, Brooklyn and Long Island High schools
- Immediate contact with applicants
- New Construction Technology AOS program has enrolled 24 new students who may not have chosen to come to SUNY Sullivan

C. Buckler shared that the COVID Vaccine requirement is still a struggle for some students so they are turning to online classes.

b. Financial Statements:

K. Baker reviewed the Financial Statements with the committee.

- \$2 million in Bank
- \$700k in State Aid will come in December
- Chargeback Revenue Billed was \$843,000, the budget for chargebacks this year was 1.4 million

- This year's charge back rate was increased to \$6,170 from \$5,830 last year
- County Contribution payments begin in January
- Increase in payroll at the end of September, went up \$258,000
- We continue to make payments to the county for the outstanding retirement owed in \$34,000 monthly payments.

c. Audit Update:

K. Baker reported

- Audit had a late start due to the previous auditors not answering questions regarding the previous audit.
- Auditors will be on campus on December 5th.
- Financial reports out of Jenzabar were not working which has also delayed the process but we believe we have it corrected. The auditors believe that the issues with Jenzabar should have been included in the management letter of the audit.

T. Lever reported we've engaged in consulting through Dynamic Campus for Jenzabar support. They will provide 100 hours of training and program support and their first area of focus will be in Finance.

P. Guenther asked that we include Jenzabar updates on the Finance Agenda moving forward.

3. Executive Session

There was no need for an Executive Session.

4. Adjournment

Motion by S. Drobysh to adjourn the meeting at 3:12pm, seconded by N. Hackett and passed.

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

Submitted by P. Guenther, Finance Committee Chair

Recorded by M. Caycho