

**MEETING OF THE SULLIVAN COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES FINANCE COMMITTEE
MINUTES
March 21, 2024**

TUSTEES PRESENT: P. Guenther(via zoom), Chair, S. Drobysh, S.Jaffe, N. Hackett

ABSENT WAS:

ALSO PRESENT: K. Crabill, S. Welsh, N.Bloom

The meeting was called to order at 2:33pm.

ACTION ITEMS:

Approval of the November 16, 2023 Meeting Minutes

Motion to approve the November 16, 2023 minutes by S. Drobysh, seconded by S. Jaffe, and passed.

Vote:	Paul Guenther	yes
	Steve Drobysh	yes
	Susan Jaffe	yes
	Nancy Hackett	yes

Approval of the January 11, 2024 Special Meeting Minutes

Motion to approve the January 11, 2024 minutes by S. Drobysh, seconded by S. Jaffe, and passed.

Vote:	Paul Guenther	yes
	Steve Drobysh	yes
	Susan Jaffe	yes
	Nancy Hackett	yes

Approval of the January 18, 2024 Meeting Minutes

Motion to approve the January 18, 2024 minutes by S. Drobysh, seconded by S. Jaffe, and passed.

Vote:	Paul Guenther	yes
	Steve Drobysh	yes
	Susan Jaffe	yes
	Nancy Hackett	yes

DISCUSSION ITEMS

Financial Audit Presentation

Shannon Mannese reported that the audit is still being completed and that there are three items that need to be research and support documentation provided before it can be concluded. These items revolve around having a lack of backup documentation to support the funds used from HEERF.

K.Crabill noted that process and procedures are being revised to correct the repeat findings regarding lack of documentation.

S. Drobysh noted the corrective action plan is not included. Shannon noted that it would be attached once the audit findings are complete.

Shannon Mannese left the meeting at 3:07pm.

Current year Budget Update

K. Crabill noted that \$860,000 in salary savings were been identified by not filling vacant positions.

Budget Planning for 2024/2025

K. Crabill shared that the budget preparation are underway, and a balanced budget will be presented to the board in May. The budget will include a plan to repay back the county. A “freeze and sweep” has been put in place to control spending and allow us to fund some of the budget request that have been submitted.

S. Drobysh asked that a cash analysis be included in the financial statements starting next fiscal year.

Executive Session

There was no need for an executive session.

ADJOURNMENT

Motion by S. Drobysh to adjourn the meeting at 3:28pm, seconded by S. Jaffe and passed.

Vote:	Paul Guenther	yes
	Steve Drobysh	yes
	Susan Jaffe	yes
	Nancy Hackett	yes

Submitted by P. Guenther, Finance Committee Chair

Recorded by K. Gibson