

**Onondaga Community College Board of Trustees
Finance, Audit & Compliance Committee Meeting
Tuesday, June 22, 2021
8:00 a.m. – 8:30 a.m.
Via Microsoft Teams and in-person in Whitney 210
Presiding: Trustee Mark Tryniski, Chair**

Trustees: Jaime Alicea; John Sindoni; Neil Strodel; Mark Tryniski

Staff: Stephanie Aldrich; Dr. Agatha Awuah; Dr. Casey Crabill; Kathleen D’Aprix; Anne DeLand; Karen Fabrizio; Dr. Justin Fiene; Sarah Gaffney; John Geer; Julie Hart; Linda Kelley; Amy Kremenek; Kelly Larrivey; Mark Manning; Roger Mirabito; Michael O’Connor; Meghan Peryea; Jeffrey Peckins; Nicole Schlater; Dr. Scott Schuhert; Anne Smith; Timothy Stedman; Nina Tamrowski; Dr. Chris Thuot; Anastasia Urtz; Denise Valdes

Call to Order

At 8:02 a.m., Trustee Tryniski called the Finance, Audit & Compliance Committee meeting to order.

Recommendation of the May 11, 2021 Finance, Audit & Compliance Meeting Minutes

Trustee Tryniski requested a motion to recommend the May 11, 2021 Finance, Audit & Compliance meeting minutes. **On motion by Trustee Sindoni and seconded by Trustee Alicea, the May 11, 2021 Finance, Audit & Compliance meeting minutes were unanimously recommended.**

Old Business

Compliance

Mr. Tryniski introduced Mark Manning, Senior Vice President & Chief Financial Officer, who introduced Anne DeLand, Director of Compliance and Auxiliary Services, to provide an update on compliance activities at the college. Ms. DeLand commented that current activity includes the annual Program Assessment Report for Health Information Technology; 990 filings to the IRS; Campus Personal Safety Report; and Electronic and Information Technology Accessibility Plan. Ms. DeLand then reviewed the College policies that are either new or require updating. These include new policies: C16 Recruiting, D23 Use of Force, and D24 Use of Deadly Force. Revised policies include C9 Military Service and Veterans Affairs and I18 Telecommuting (which is being repealed). Ms. DeLand reviewed the revisions to existing policies and the rationale for the new policies.

***Resolution Approving Updates to the College Policy Manual**

On motion by Trustee Sindoni and seconded by Trustee Alicea, the resolution approving updates to the College Policy Manual was unanimously recommended.

2021-22 Budget Updates

Mr. Manning continued with an update on the 2021-22 budget. He explained that the recent vote by the Onondaga County Legislature was unanimous in support of the College’s 2021-22 Operating Budget of \$66,607,769. The budget will now be submitted to SUNY for final approval.

New Business

YTD May 2021 Financials

Mr. Manning continued his report with an update on the year-to-date May 2021 financials. He explained that full-time headcount for spring is down as is part-time credit hours; summer is also trending the same. Workforce development is down and so is College for Living, but that is due to timing. Fees are also down but that correlates to the lower enrollment. Grants and other sources are up which is primarily due to reimbursement of the state funding that was held back during the pandemic and federal CARES funding. Overall, revenue is down \$4.4 million year over year and expenses are also trending the same, down \$3.3 million year over year.

SUNY Community College Operating Expenses by Function

Mr. Manning continued his report with a review of the SUNY community college comparisons for 2019-20. The SUNY budget operating expense categories include instruction; academic support; student services; institutional support; and operation and maintenance of plant. Mr. Manning began with instruction costs. OCC spends approximately 44.71% of its annual budget in this area which is near the middle compared to other community colleges. The second comparison is academic support and OCC spends approximately 5.14% of its annual budget in this area. This is relatively low compared to other colleges, but some of the departments included in the categories may differ from school to school. The next comparison is that of student services. OCC spends approximately 10.83% of its annual budget which is mid-range compared to the other colleges. The next category of institutional support shows OCC spends approximately 24.42% of its budget in this area, again, near the middle of the group. The last comparison is that of operation and maintenance of plant. This category finds OCC at approximately 14.91% of its annual budget in this area, also near the middle like the previous comparisons.

In terms of Fund Balance, as of August 31, 2020, OCC had a fund balance equal to approximately 25.17% of its annual budget which is the 7th highest out of the 30 Community Colleges. With the continued enrollment decline and pressure on revenue, this is not a bad position to be in.

Updates

Federal Stimulus Funds

Mr. Manning continued his report with an update on federal stimulus funds. He explained that the first round of funding, CARES, was for \$5,479,680 and was split between the institution and the students; also included in that amount was \$257,125 for Title III. The second round of funding, CRRSAA, was for \$11,584,510, and includes \$8.5 million in funding for the institution and \$2.6 million in financial aid to students; \$466,191 was included for Title III. OCC has learned that this funding can be used for lost revenue including room and board; based on that information, we are suggesting that the College utilize some of this funding to offset the chargebacks to the College from the Housing Development Corporation. The 3rd round of funding, ARP, will include just over \$19 million and will be split between students and the institution. We are still waiting for additional guidance from SUNY on this 3rd round of funding.

*Resolution to Waive the Onondaga Community College Housing Development Corporation Chargebacks for 2020-21

On motion by Trustee Alicea and seconded by Trustee Sindoni, the resolution to waive the Onondaga Community College Housing Development Corporation Chargebacks for 2020-21 in the amount of \$1,304,296 was unanimously recommended.

Affiliate Update

Mr. Manning introduced Sarah Gaffney, Vice President of Finance, to provide an update on the affiliate organizations at the College. She began by stating that all three affiliates: the OCC Association (“OCCA”), the OCC Housing Development Corporation (“OCCHDC”), and the OCC Foundation (“OCCF”), have completed their audits and they were approved by their respective Boards with clean opinions. The OCCA passed their budget for 2021-22 in March of 2021 holding all fees flat. The OCCHDC passed their operating budget in January of 2021 also holding all fees flat for 2021-22. The OCCF passed its budget in May of 2021 which will provide over \$400,000 in scholarships and \$380,000 in academic support for 2021-22.

There being no further business, Trustee Tryniski adjourned the Finance, Audit & Compliance Committee meeting at 8:30 a.m.

Prepared by:

Julie Hart
Secretary, Board of Trustees

Submitted by:

Mark Tryniski
Chair, Finance, Audit & Compliance Committee