

**Onondaga Community College Board of Trustees
Finance, Audit & Compliance Committee Meeting
Tuesday, June 27, 2023
8:00 a.m. – 8:30 a.m.
Whitney 210
Presiding: Trustee Mark Tryniski, Chair**

Trustees: Melanie Littlejohn; Paul Mello; John Sindoni; Mark Tryniski

Staff: Dr. Agatha Awuah; Anne DeLand; Kathy D'Aprix; Dr. Karen Fabrizio; David Furney; Sarah Gaffney; Julie Hart; Dr. Warren Hilton; Dr. Pat Kenny; Kevin MacLachlan; Mark Manning; Roger Mirabito; Michael O'Connor; Dr. Scott Schuhert; Timothy Stedman; Olin Stratton; Anastasia Urtz; Dr. Larry Weiskirch; Dr. Shawn Wiemann; Monifa Wilcox; Steve Wiley; Dr. Eunice Williams

Call to Order

At 8:00 a.m., Trustee Tryniski called the Finance, Audit & Compliance Committee meeting to order.

Recommendation of the May 9, 2023 Finance, Audit & Compliance Meeting Minutes

On motion by Trustee Mello and seconded by Trustee Sindoni, the May 9, 2023 Finance, Audit & Compliance meeting minutes were unanimously recommended.

Old Business

Compliance

Trustee Sindoni introduced Mark Manning, Senior Vice President & Chief Financial Officer, who reviewed the agenda for the meeting and introduced Anne DeLand, Director, Compliance & Auxiliary Services, to provide an update on compliance reporting. Ms. DeLand provided an overview of the College Policy Manual review for the 2022-23 academic year. The policies that have revisions include B1, C9 and G7; policy B20 is new; and policies B15 and J11 are being repealed. Ms. DeLand explained the rationale for each and answered Trustee questions. Mr. Manning explained that the revised, new, and repealed policies required approval by the Board of Trustees.

Resolution Approving Updates to the College Policy Manual

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

2023-24 Budget

Mr. Manning continued his report with an update on the 2023-24 budget. He commented that the Onondaga County Legislature unanimously approved the College's 2023-24 Operating Budget of \$61,631,855 at their meeting on June 6, 2023. The Legislature also unanimously approved the 2023-24 capital request for learning environment updates of \$13 million, \$6.5 of which will be submitted to the State for inclusion in its 2024 budget. Mr. Manning then asked Trustees to approve a revised Tuition and Fee schedule for 2023-24. This includes final approved rates for International Health Insurance and a decrease in Nursing ATI Comprehensive Program fees.

Resolution to Approve the Revised 2023-24 Tuition and Fee Schedule

On motion by Trustee Mello and seconded by Trustee Sindoni, the resolution to approve the revised 2023-24 Tuition and Fee Schedule was unanimously recommended.

New Business

Gramm-Leach-Bliley Risk Assessment

Mr. Manning continued his report with an update on the Gramm-Leach-Bliley Risk Assessment. He introduced Kevin MacLachlan, Director, Information Technology Services, to provide an overview of the College's Cyber Security Program. Mr. MacLachlan mentioned that the program was developed to address the NIST 800-171 Cyber Security Framework as well as GLBA Safeguards Rule 314. The main areas of focus include prevention, response, and preventative measures. Mr. MacLachlan then reviewed the results of the GLBA Audit. He commented that there were no instances of non-compliance; safeguards were desirable and functioning; there was only a moderate risk; and no items necessitate immediate action. He then reviewed upcoming security enhancements the College will undertake to remain in compliance and stated that the ITS Department will continue to evolve the cybersecurity program to address emerging threats, continue to partner with SUNY SOC and other vendors to perform testing and assessment, and continue to focus on employee training as they are the College's last line of defense.

Year to Date May 2023 Financials

Mr. Manning continued his report with an update on the year-to-date May 2023 financials beginning with revenue. Tuition has not changed much since last month with spring and summer revenue up slightly as a result of slightly higher enrolment for those terms. Fees are down in direct correlation to enrollment. Spring chargeback revenue has been billed since the last report and is higher than last year but is primarily due to the increase in the chargeback rate from \$2,570 to \$2,960. We had about an 8% decrease in the number of non-resident students that submitted a certificate of residence compared to last year at the same time. Grants and other sources are down \$251,960 and is comprised of interest income being up \$564,000 with higher rates being earned on our U.S. Treasuries. Event revenue is up \$49,000, recovery of bad debt down \$128,000 due to no longer being able to hold transcripts for students with a balance and grant indirect revenues down \$443,000 with the loss of the JobsPlus! Program. Miscellaneous offsets are up \$70,000 due to receipt of PRODiG funding and chargebacks from affiliates are down \$319,000 which is primarily a timing difference. Sale of equipment was also down \$52,000. Our federal stimulus funds have been completely drawn down, the State has made 3 of their 4 quarterly installments with the final payment being processed next week, and our sponsor has made five of their 8 monthly installment payments. On the expense side, we continue to see savings on salaries due to lower enrollment with salaries down \$1,061,200 year over year. Benefits are down \$900,359 and is primarily attributable to savings in health insurance, retirement contributions due to the lower wages and lower ERS rates. Maintenance of plant is up due to more work being completed this year versus last year at the same time. Supplies are up due to more events being held as well. Utilities are also up slightly with insurance and rents flat. Fees for services are down as we are no longer COVID testing this year. Overall, expenses are down \$1.9 million year over year at this time.

SUNY Community College Operating Expenses by Function

Mr. Manning continued his report with a review of the SUNY community college comparisons for 2021-22. He began with the unreserved fund balance which shows Onondaga near the top of the category at 47%, and up from the previous year. Almost all SUNY Community Colleges had

an increase in their fund balance over the last year which is primarily attributable to the federal stimulus funding that they received. 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 40% 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% 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 12% of its annual budget which is mid-range compared to the other colleges. The next category of institutional support shows OCC spends approximately 26% 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 17% of its annual budget in this area, also near the middle like the previous comparisons.

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