

**Onondaga Community College Board of Trustees  
Finance, Audit & Compliance Committee Meeting  
Tuesday, March 23, 2021  
7:30 a.m. – 8:30 a.m.  
Via Microsoft Teams and in-person in Whitney 210  
Presiding: Trustee Mark Tryniski, Chair**

**Trustees:** Jaime Alicea; Tara Owens; Eleanor Petrucco; John Sindoni; Neil Strodel; Mark Tryniski

**Staff:** Stephanie Aldrich; Dr. Agatha Awuah; Frank Cetera; Collette Charbonneau; Russ Corbin; Dr. Casey Crabill; Kathy D'Aprix; Anne DeLand; Karen Fabrizio; Maureen Fellows; Sarah Gaffney; Julie Hart; Linda Kelley; Amy Kremenek; Kelly Larrivey; Heather Liggett; Mark Manning; Kenneth Meyer; Roger Mirabito; Carol Obernesser; Meghan Peryea; Amy Proulx; Nicole Schlater; Bridget Scholl; Dr. Scott Schuhert; Anne Smith; Timothy Stedman; Nina Tamrowski; Dr. Christopher Thuot; Anastasia Urtz; Steffani Williams

**Guests:** Penny Lane; Jonathan Miller; Nick Salvagni; Greg Westnedge

**Call to Order**

At 7:30 a.m., Trustee Tryniski called the Finance, Audit & Compliance Committee meeting to order.

**Recommendation of the November 17, 2020 Finance, Audit & Compliance Meeting**

**Minutes**

Trustee Tryniski requested a motion to recommend the November 17, 2020 Finance, Audit & Compliance meeting minutes. **On motion by Trustee Sindoni and seconded by Trustee Alicea, the November 17, 2020 Finance, Audit & Compliance meeting minutes were unanimously recommended.**

**New Business**

**Single Audit Report**

Mr. Tryniski introduced Mark Manning, Senior Vice President & Chief Financial Officer, who introduced Jonathan Miller from The Bonadio Group to discuss the results of the single audit. This portion of the audit was not complete during the original audit period due to changes in federal guidelines. The auditors did not identify any significant deficiencies related to the control environment or compliance at the college. For the 2018-2019 audit, the auditors issued a management letter regarding deficiencies related to compliance with the Graham Leach Bliley Act which have been addressed during this fiscal year to Bonadio's satisfaction. **On motion from Trustee Sindoni and seconded by Trustee Strodel, the Single Audit Report was unanimously recommended.**

**Food Insecurity Fee Proposal**

Mr. Manning introduced Greg Westnedge and Nick Salvagni from American Dining Creations who brought forth a proposal to the Trustees regarding a food insecurity fee. Conversations have been ongoing with Dr. Crabill and Mr. Manning for roughly a year and they suggested bringing it forth to the Board of Trustees. Mr. Westnedge reviewed statistics surrounding food insecurity

and discussed what they have learned from various campuses on this issue, specifically community colleges. Mr. Salvagni reviewed what is currently in place for food insecurity fees at other colleges including SUNY. Mr. Westnedge continued by stating that the proposal would provide every full-time student with one meal a week for a 15-week semester for a cost of \$100 per semester; there is also an option for part-time students of \$25. This would only be for commuter students as Residence Hall students already have a meal plan. After questions from Trustees, it was determined that additional discussions on this proposal will take place at the upcoming retreat before a decision is made.

## **Old Business**

### **Compliance Update**

Mr. Manning introduced Anne DeLand, Director of Compliance and Auxiliary Services, to provide an update on compliance activities at the college. These include Accreditation Commission for Education in Nursing – Annual Report; Commission on Accreditation in Physical Therapy Education – Annual Report; Annual Notification of Alcohol and Drug Policies; and state/federal institutional reports on graduation rates, outcome measures, and financial aid.

## **New Business**

### **Year to Date February 2021 Financials**

Mr. Manning continued his report with an update on the year to date February 2021 financials. Fall revenue is down about \$1.4 million over last year with full-time headcount down 627 and part-time credit hours up 265. Winter credit hours are up 128 and for spring full-time headcount is down 637 and part-time credit hours down 514. Summer credit hours are also down 1,332 but we anticipate that will improve as students continue to enroll. Business workforce development is down \$191,000 due to current lack of programming and College for Living is down \$56,000 due to timing. Fees are down as well and this correlates with lower enrollment. County chargebacks are down, and this equates to 446 FTE's compared to 552 (a 19% decrease). Non-resident tuition is up 41%, interest income is down as is event revenue and rental income. Affiliate recovery is up due to timing as are grants and CARES funding. State funding is down as they are holding 20% over the first two payments which equates to about \$1.7 million. With the passage of the President's American Rescue Plan and additional aid to states and municipalities, we are anticipating this to end up as a 5% reduction overall. We have received 2 of our 8 monthly Sponsor contributions and they kept their level of support the same as last year. Expenses for February are down in just about all areas except for a nominal increase in maintenance of plant and site and \$56,910 for insurance, part of which is timing. The overall reduction in expenses is attributable to both the decrease in enrollment as well as cost-savings realized from Covid-19.

### **2021-22 Budget Update**

Mr. Manning continued his report with an update on the 2021-22 budget. He reviewed the timeline for budget approval and noted that we are waiting on the New York State budget to be approved and are hopeful it will be on time. There are still conversations surrounding the funding floor as an option. Mr. Manning then reviewed three budget scenarios for 2021-22 (worst case, best case, and middle case) and we will be locking in the budget based on one of those scenarios at the May 11<sup>th</sup> board meeting. Key questions include enrollment dynamics, base state aid rate per FTE, sponsor support, and what constitutes "lost revenue" for the HEERF Funds. Current assumptions include continued enrollment pressure; tuition rate flat; sponsor share contribution

flat; base state aid rate flat; and an increase to the chargeback rate. More information will be made available at the April 23<sup>rd</sup> retreat and May 11<sup>th</sup> board meeting.

Request for Proposals – Audit Services

Mr. Manning continued his report with an update on the request for proposals for college and affiliate financial audits. We polled other community colleges to see who they use for their audit services and compiled the results. RFP's were sent out on 2/22/21 with a due date of 3/19/21. Proposals were received from The Bonadio Group; D'Arcangelo & Co., LLP; Insero & Co. CPA's LLP; and Lumsden & McCormick LLP. A special meeting will be held on April 19 where these firms will present, and we anticipate a selection at the May 11, 2021 board meeting.

There being no further business, Trustee Tryniski adjourned the Finance, Audit & Compliance Committee meeting at 8:32 a.m.

Prepared by:

Julie Hart  
Secretary, Board of Trustees

Submitted by:

Mark Tryniski  
Chair, Finance, Audit & Compliance Committee