

**Onondaga Community College Board of Trustees  
Finance, Audit & Compliance Committee Meeting  
Tuesday, May 7, 2019  
7:30 a.m. – 8:30 a.m.  
W210  
Presiding: Trustee Allen Naples**

**Trustees:** Jaime Alicea; Allen Naples; Tara Owens; Neil Strodel; Mark Tryniski

**Staff:** Kimberly Blanchet; Dr. Casey Crabill; Kathleen D'Aprix; Sarah Gaffney; Julie Hart; Linda Kelley; Amy Kremenek; Mark Manning; Roger Mirabito; Sheilla Roth; Anastasia Urtz; Dr. Julie White; Dr. Daria Willis

**Call to Order**

At 7:32 a.m., Trustee Naples called the Finance, Audit & Compliance Committee meeting to order.

**Approval of the March 26, 2019 Board Meeting Minutes**

**On motion from Trustee Strodel and seconded by Trustee Tryniski, the March 26, 2019 Board Meeting minutes were unanimously recommended.**

**Old Business**

**Compliance Update**

Trustee Naples introduced Mark Manning, Chief Financial Officer, who reviewed the agenda for the meeting. Mr. Manning then introduced Anastasia Urtz, Vice President, Administration & Compliance, who provided an update on compliance. Ms. Urtz explained that the college is closely monitoring what is happening at the federal level. Current accreditation activities include NYSED Office of Professions - Nursing Education Program Annual Report and the National Association for the Education of Young Children – Annual Report for the Human Services Program and Children's Learning Center. Enrollment, graduation, and financial data reporting continues with SUNY and Integrated Postsecondary Education Data System (IPEDS). Grant reporting includes the US Department of Labor – Onondaga Pathways to Careers; NYS OASAS Program Report; NYSED Liberty Partnerships and CSTEP Program Reports. Also due is the Annual Report of Institutional Review Board and the annual Article 129-B reporting to New York State on sexual violence, domestic violence and stalking incidents.

**New Business**

**YTD March 2019 Financials**

Mr. Manning continued his report with an update on the March 2019 financials beginning with revenue. Tuition and fees for fall, spring and summer are down year over year with winter up slightly. Non-aidable revenue is also down year over year and is primarily a timing difference with College for Living revenue. Chargebacks are up \$46K, driven by the increase in the rate from \$1,890 to \$2,170. Grants and other sources are down \$147k; refund of prior year revenue \$537K lower; interest income \$65K higher; grant indirects \$80K higher; affiliate recoveries up \$214K due to timing; event revenue down \$75K; and Federal Work Study reimbursements up \$152K which is also due to timing. State aid is down \$692K, but this was budgeted and is based on FTE's. We did receive a \$113K payment from Job Linkage that was not in the budget, but

since we are unsure if it will continue, SUNY advised us not to budget for it again next year. Sponsor contributions were held flat and tuition in-kind is \$142K higher due to 1,706 additional credit hours taken in the local high schools. In total, we are down about \$2.2 million on the revenue side. Mr. Manning continued his report with an update on expenses. Salaries and wages are down \$1.6 million with benefits down just over \$1 million. This is primarily due to the decline in enrollment as well as unfilled staff and administration positions. Maintenance of plant is held until summer when the bulk of these projects are performed, and we know that we will be able to end the year with a balanced budget. Supplies are down due to cost control measure that are in place and rents are also lower as we gave back the space at 500 North Salina Street. IT/AV software is up \$50K due to a new software purchase for Human Resources called Hirezon and an anti-virus software for IT. Fees for services are down \$296K of which \$81K is due to eliminating the third-party call center, paying the former CIO \$46K as a consultant in the prior year and other savings in marketing and IT/AV tech services. In total, expenses are down just over \$3 million, and there are no concerns about ending the year with a balanced budget.

### 2019-20 Budget Update

Mr. Manning continued his report with an update on the 2019-20 budget. He explained that there was a board retreat on April 26, 2019 and budget forums were held last week for the campus community. Mr. Manning and Carol Obernesser, Assistant Vice President, Financial Services, met with the Onondaga County budget office members to brief them on the budget and provide an updated on the new state aid funding formula model. There are meetings scheduled with both the Republican and Democratic leadership on May 9, the Onondaga County Joint Facilities/Ways & Means Committee presentation on May 14, and the public hearing on May 21. We anticipate a Legislative vote on June 4 with SUNY approval scheduled for September 2019. Mr. Manning then reviewed enrollment trends and assumptions for both full-time headcount and part-time credit hours along with tuition rates for the last 10 years. The college is suggesting the full-time tuition rate for 2019-20 increasing by \$45 to \$2,495 per semester with part-time credit hours increasing \$4 to \$208 per credit hour. Fees are not being increased for 2019-20; total tuition and mandatory fees will be increasing 1.64% to \$2,787 per semester. The cost of attendance for 2019-20 for commuting students, using the Box of Books program, will cost \$3,269. If student receives maximum TAP and Pell, they could expect a refund of \$2,324. For residential students, there is no increase in housing, meal plans are a minimum of 14 meals now and we have added a 19-meal option. Base state aid is now a funding formula, but we will still receive \$433K less next year. We have decided not to ask for an increase in sponsor contribution this year as we are contemplating a capital project ask next year with the completion of the Facilities 5-year Master Plan. Chargeback rates are increasing from \$2,170 to \$2,480 per FTE due to fewer students so we expect that revenue to be about \$2.9 million for 2019-20. Mr. Manning reviewed the fee schedule and the operating budget highlights and explained that we are looking at a budget decrease of just over \$6.1 million for a total proposed budget for 2019-20 of \$69,570,394.

\*Resolution to waive tuition and/or fees for students participating in any dual or concurrent enrollment program while enrolled in high school.

**On motion from Trustee Strodel and seconded by Trustee Tryniski, the resolution to waive tuition and/or fees for students participating in any dual or concurrent enrollment program while enrolled in high school was unanimously recommended.**

\*Resolution to approve the 2019-2020 Operating Budget

**On motion from Trustee Strodel and seconded by Trustee Tryniski, the resolution to approve the 2019-2020 operating budget was unanimously recommended.**

\*Resolution to approve the 2019-2020 Tuition & Fee Schedule

**On motion from Trustee Tryniski and seconded by Trustee Strodel, the resolution to approve the 2019-2020 tuition and fee schedule was unanimously recommended.**

## **Updates**

### Excelsior Update

Mr. Manning continued his report with an update on Excelsior. He explained that for Fall 2018 405 students applied for the program; 143 were not eligible due to receiving Pell and TAP awards; 3 were in verification and not awarded; that left a total of 259 awarded ranging from \$14.50-\$2,285 with an average award of \$1,793. For Spring 2019 we had 383 students apply; 125 were not eligible due to being awarded Pell and TAP; 1 was in verification and not awarded; that left a total of 257 awarded ranging from \$8.50-\$2,285 with the average award of \$1,802.

### Affiliates Update

Sarah Gaffney provided an update on the affiliates. She explained that the Onondaga Community College Foundation, Onondaga Community College Association (“OCCA”) and Onondaga Community College Housing Development Corporation (“OCCHDC”) have all completed their audits with clean opinions. The OCCA has passed its budget with no increase in fees. OCCHDC passed their budget with no increase in fees and holding room rates flat. There has been discussion about changing room types, including adding doubles and reducing triples. The OCC Foundation budget will be presented for approval in May.

There being no further business, Trustee Naples adjourned the Finance, Audit & Compliance Committee meeting at 8:23 a.m.

Prepared by:

Julie Hart  
Secretary, Board of Trustees

Submitted by:

Allen Naples  
Chair, Board of Trustees