

FINANCE COMMITTEE

*The Board of Trustees **Finance Committee** meeting of Columbia-Greene Community College was held on **Monday, March 17, 2025, in Room 614 at 3:30 p.m.***

Committee Members' Present: Maryanne Lee, Chair; Kelly Konsul, Peter O'Hara, Chloe VanWagner, and Susan Timan

Other Trustees Present: Ed Bloomer and Doreen Davis

Others Present: Carlee Drummer, President; Vice President for Administration and CFO, Victoria Walsh; Provost and Senior Vice President; and Mary Garafalo, Secretary to the Board of Trustee

1. Call to order, 3:30 pm

2. Request for Approval of Agenda

Motion: Ms. Timan; **Seconded:** Ms. Davis

Vote: Yes – 5; No – 0; Abstention(s) - 0

Resolution: Accepted

3. Request for Approval of Minutes from the October 2024 meeting

Motion: Ms. Konsul; **Seconded:** Ms. VanWagner

Vote: Yes -5; No – 0; **Abstention(s) - 0**

4. Amanda Bishop, Vice President for Administration and Finance/CFO

Vice President Bishop gave an update on the budget.

IT Infrastructure and Potential Savings

ITECH will be visiting the campus at the end of the month to assess our IT needs. They will look at potential cost savings through SUNY SICAS and ITECH while reducing our dependency on third party contractors, which is our second largest vendor.

Diversification of our Revenue Portfolio

We have the opportunity to diversify our revenue portfolio by administering a grant through a MOU signed with SUNY Administration. The College will receive 7% indirect cost fee for administering this grant. This grant will be overseen by the SUNY Office of the Chancellor and will serve as the fiscal agent for this project. This is the first time the College will be administering a grant for SUNY. This new responsibility will enhance our partnership with SUNY Administration but will open avenues for increased collaboration with other SUNY Institutions on sustainability initiatives. It reflects the confidence placed in our College stemming from our successful track record working alongside Provost Walsh and Vice President Bishop's sustainability efforts within our institution and across the SUNY network.

WIO Board Partnership

We are working with both Counties currently and the WIO Board to establish a more sustainable partnership with the College as the fiscal agent. Currently, the College does not receive compensation for the work it performs as the fiscal agent. This needs to change to support payroll for employees working on the Workforce initiative. Moving forward we hope to transition the direct partnership, removing the administrative burden on the College and insuring better financial structure into the future.

Personnel and Role Adjustments in Finance

The Finance office has undergone several personnel changes with the retirement of the accounts payable role and layoff of purchaser. We have decided to combine these roles into one position. Central purchasing and equipment management will be decentralized in 25-26 and assigned to departments to provide better visibility into department spending. Going forward bid proposals, RFP's and College insurance will be managed by the Controller as these items are highly confidential. We plan to hire a part-time claims auditor to fill a position that has been vacant the past two years, to oversee payables and better streamline processing between the departments.

In HR, we will be hiring a HR Generalist to assist in various functions including payroll, retirement benefits and serving as back up to the HR manager. We are also working on cross training in the department that we will implement across the business office to breakdown silos and improve department collaborating for when people take time off.

We made the decision to release the employee who was responsible for managing Workforce NY and the Association. These duties have been temporarily assumed by Vice President Bishop. Looking ahead it will be essential to adapt a more comprehensive approach to managing the Association particularly with the cafeteria and bookstore. We order books online and the cafeteria services are done with no cost to the College.

Additionally, we are working toward concluding our fiscal responsibility with the Workforce program by June 30, 2026.

Trustee Davis asked for an explanation as to why the revenue was down. Vice President Walsh said it was mainly due to the prison program. We are waiting for Pell and Tap which can take forever. Provost Walsh said that the Prison Program is all manual, so everything is done by hand and mailed to the feds and returned. We may have to go into the facility to collaborate information which is what causes the delay with the Prison Program. Just the logistics of working with that population is much harder and not automated.

5. Adjournment: 3:42 pm

Motion: Mr. Bloomer; **Seconded:** Ms. Konsul

Vote: Yes – 5; No – 0; **Abstention(s)** - 0