

**Onondaga Community College Board of Trustees
Finance, Audit & Compliance Committee Meeting
Tuesday, June 28, 2022
7:30 a.m. – 8:30 a.m.
Whitney 210
Presiding: Trustee Mark Tryniski, Chair**

Trustees: Jaime Alicea; Melanie Littlejohn; Paul Mello; Neil Strodel; Mark Tryniski

Staff: Todd Baker; Dr. Casey Crabill; Anne DeLand; Dr. Karen Fabrizio; David Furney; Sarah Gaffney; Julie Hart; Kevin MacLachlan; Mark Manning; Roger Mirabito; Michael O'Connor; Flagan Prince; Buffy Quinn; Dr. Scott Schuhert; Anne Marie Smith; Timothy Stedman; Dr. Christopher Thuot; Anastasia Urtz; Dr. Sean Vormwald; Dr. Larry Weiskirch; Steve Wiley

Guests: Dr. Warren Hilton

Call to Order

At 7:34 a.m., Trustee Tryniski called the Finance, Audit & Compliance Committee meeting to order.

Recommendation of the May 10, 2022 Finance, Audit & Compliance Meeting Minutes

Trustee Tryniski requested a motion to recommend the May 10, 2022 Finance, Audit & Compliance meeting minutes. **On motion by Trustee Alicea and seconded by Trustee Strodel, the May 10, 2022 Finance, Audit & Compliance meeting minutes were unanimously recommended.**

Old Business

Compliance Update

Trustee Tryniski introduced Mark Manning, Senior Vice President & Chief Financial Officer, who introduced Anne DeLand, Director, Compliance & Auxiliary Services, to provide an overview of the updates to the College Policy Manual. She began with new Policy B19: Trustee Recognition, which clarifies the Trustee award processes and procedures; updates to Policies D6: Sexual Assault, Domestic Violence and Stalking Prevention and N5: Student Conduct and Disciplinary Procedures “The Code” which reflect updated guidance from SUNY Central and SUNY Legal Counsel through the SUNY Student Conduct Institute for sexual misconduct definitions; and Policy I13: Credentials, which includes updates to the certification statement to help broaden Human Resources’ ability to verify references/background checks.

***Resolution to approve updates to the College Policy Manual**

On motion by Trustee Strodel and seconded by Trustee Alicea, the updates to the College Policy Manual were unanimously recommended.

2022-23 Budget Update

Mr. Manning continued his report with a brief update on the 2022-23 budget. He explained that the 2022-23 Operating Budget of \$62,555,760 was passed unanimously on June 8, 2022 by the Onondaga County Legislature, which has also been designated as Casey Crabill Day by the same body.

New Business

Gramm-Leach-Bliley Risk Assessment

Mr. Manning introduced Steve Wiley, Assistant Vice President, Information Technology Services, and Kevin MacLachlan, Director, Enterprise Infrastructure, to provide an update on the OCC Cyber Security Program. Mr. Wiley explained that in 2019, the College's financial audit determined that OCC lacked a comprehensive cyber security plan as required by the Gramm-Leach-Bliley Act. OCC scored higher than the industry standard on cyber security assessment but there was still room for improvement. Ten cyber security vulnerabilities were identified and are updated yearly to ensure that the College remains compliant. Mr. MacLachlan reviewed each of the ten areas and what additional work has been done since the initial findings in 2021. In summary, the ITS Department will continue to harden its security posture in accordance with best practices; continue a cloud-first approach to computing; continue partnering with SUNY SOC to perform third party testing; and continue to focus on employee training as this is the last line of defense against cyberattacks.

YTD May 2022 Financials

Mr. Manning continued his report with an update on the May 2022 financials. He began with revenue where tuition remains down in both full and part-time, with tuition non-aidable up slightly due to timing on College for Living revenue. Fees and chargebacks are lower due to the decrease in enrollment. Grants and other sources are also down even with an increase in event revenue, grant indirects and interest income. This is due to the refund of prior year being down \$1.34 million, along with recovery and the sale of equipment. HERFF Stimulus Funds are up due to the timing of the drawdowns and sponsor contributions are coming in with 5 of 8 installment payments made. Mr. Manning continued with expenses. He explained that salaries, wages and employee benefits remain lower due to fewer employees and he expects maintenance of plant/site and equipment to begin this summer causing an increase in that category. Areas that were on pause due to the pandemic are starting again such as travel and events. There is also an increase in the cost of utilities and insurance. The IT/AV software increase was due to Chat Bot and Microsoft licensing while the increase in fees for services is due to additional marketing efforts, Starfish and interpreting services. There should be no issues balancing the budget and there is a possibility that additional funds can be added to the fund balance.

SUNY Community College Operating Expense by Function

Mr. Manning continued his report with a review of the SUNY community college comparisons for 2020-21. 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 42% 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 6% 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% 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 16% of its annual budget in this area, also near the middle like the previous comparisons.

Mr. Manning continued with a comparison of fund balances among the SUNY community colleges for the periods 2019-20 to 2020-21. As of August 31, 2021, OCC had a fund balance equal to approximately 38% of its annual budget which is the 6th highest out of the 30 Community Colleges. This was up slightly from the year prior due to federal stimulus funding received for the pandemic.

There being no further business, Trustee Tryniski adjourned the Finance, Audit & Compliance Committee meeting at 8:20 a.m.

Prepared by:

Julie Hart
Secretary, Board of Trustees

Submitted by:

Mark Tryniski
Chair, Finance, Audit & Compliance Committee