

**Onondaga Community College Board of Trustees  
Finance, Audit & Compliance Committee Meeting  
Tuesday, November 19, 2019  
7:30 a.m. – 8:00 a.m.  
W210  
Presiding: Trustee Mark Tryniski**

**Trustees:** Jamie Alicea; John Sindoni; Mark Tryniski

**Staff:** Anne Marie Bernardoni; Kimberly Blanchet; Dr. Rodrigo Carraminana; Dr. Casey Crabill; Anne DeLand; Sarah Gaffney; Dr. Christina Granato; Julie Hart; Linda Kelley; Dr. Patrick Kenny; Mark Manning; Roger Mirabito; Bridget Scholl; Timothy Stedman; Dr. Christopher Thuot; Lindsay Turk; Anastasia Urtz

**Call to Order**

At 7:31 a.m., Trustee Tryniski called the Finance, Audit & Compliance Committee meeting to order.

**Approval of the October 1, 2019 Finance, Audit & Compliance Meeting Minutes**

Trustee Tryniski requested a motion to recommend the October 1, 2019 Finance, Audit & Compliance meeting minutes. **On motion by Trustee Sindoni and seconded by Trustee Alicea, the November 19, 2019 Finance, Audit & Compliance meeting minutes were unanimously recommended.**

**Old Business**

**Compliance Update**

Trustee Tryniski introduced Mark Manning, Senior Vice President & Chief Financial Officer, who reviewed the agenda for the meeting and introduced Anne DeLand, Acting Director, Compliance & Auxiliary Services, to provide an update on compliance. Ms. DeLand reviewed current compliance activities which include the NYS Department of Health – Student Immunization Compliance Survey; NYS Hazardous Materials Inventory; SUNY Annual Report; Enough is Enough; NYS Office of Fire Prevention and Control – Annual Fire Inspection; and Commission on Accreditation of Health Informatics and Information Management Education Annual Report (Health Information Technology).

**New Business**

**Insurance Renewals**

Mr. Manning continued his report with an update on insurance renewals. He began with Medicare Advantage with Prescription Drug Plans (for post-65 Faculty and Professional Administrators). He explained that BPAS handled the 2020 renewal and then reviewed the premium history for this coverage. Mr. Manning then reviewed the stop loss insurance renewal, also handled by BPAS for 2020, and the premium history for the same. He explained that BPAS will conduct a formal RFP for the 2021 renewal. Mr. Manning then reviewed workers compensation insurance. He explained that One Group handled the 2019-20 renewal and the premium history for the same. As the payroll has decreased, the College's savings have increased. The last renewal Mr. Manning reviewed was property and liability insurance. He

explained that M&T Insurance handled the 2019-20 renewal and that all of the incumbent carriers will continue coverage. He reviewed the premium history for those areas as well.

#### New York State Excelsior Program

Mr. Manning continued his report with an update on the New York State Excelsior Program. He reviewed the current statistics as of November 15, 2019. There has been a decrease in the number of students applying for the program. Fall 2017 had 265 awards, fall 2018 had 239, and fall 2019 had 187. The total value of the awards for fall 2019 is just over \$333K.

#### Year-to-Date October 2019 Financials

Mr. Manning continued his report with an update on the year-to-date October 2019 financials. Fall year-over-year revenue is down \$1.1M with winter tuition down \$29K. Spring 2020 revenue is up as is summer but that is primarily a timing difference as we opened Spring and Summer registration earlier with our new Reg365 initiative that allows students to register for a full year of classes when the Fall registration opens. Non-aidable revenue is flat and fees are down almost \$300K which correlates with the decline in Fall enrollment. Chargebacks are down \$35K or 14%. Affiliate recoveries are down \$46K and grant indirect recoveries down \$35K. Rental income is down \$17.5K, interest income is up \$29K and State Aid is budgeted to be lower with the 98% floor. The Tuition In-Kind is significantly lower down \$949K. The Department of Education passed legislation that the college doesn't need to record tuition for the classes taken in the high schools (Our College Credit Now program) beginning in 2019-20.

Mr. Manning provided an update on expenses. Salaries & Wages are down \$283K due to lower enrollment with benefits up \$224K which is primarily due to timing of the payments to the County for the CSEA and Management Confidential health insurance premiums. Maintenance of plant and site remains flat and supplies are down primarily due to timing. Departments have only been allocated ½ of their supply budgets at this time which helps on monitoring this expense line. Utilities are up slightly, and insurance is up due to the timing of the payments. IT/AV software expenses are up slightly due to purchasing the Hirezon recruiting software for Human Resources. The Tuition In-Kind reduction of \$949K is offset dollar for dollar on the revenue side noted above.

#### Winter and Spring 2020 Enrollment Update

Mr. Manning continued his report with an update on winter and spring 2020 enrollment. He reviewed the winter part-time credit hours enrollment trends which are showing a 24% decrease from last winter with 611 registered credit hours currently as compared to 800 last year at the same time. Mr. Manning then reviewed the enrollment trends for spring 2008-2019 and year to date for Spring 2020. For Spring 2020 we are currently flat on full time headcount being down less than 1% and up 12% in part time credit hours but part of this is due to the new Reg365 initiative that was mentioned earlier where students were able to register earlier this year than in the past.

#### 2020-21 Budget Calendar

Mr. Manning continued his report with a review of the 2020-21 budget calendar. He reviewed the timeline for the budget approval process with department budgets due by November 25. From there, Mr. Manning will review the requests with Executive Council and then provide a budget update at the March 2020 board meeting. He will review the budget in-depth with Trustees at the yearly retreat in April and host campus-wide budget forums reviewing the same.

He anticipates bringing the budget to the College Board of Trustees for approval at the May 12, 2020 meeting.

There being no further business, Trustee Tryniski adjourned the Finance, Audit & Compliance Committee meeting at 8:09 a.m.

Prepared by:

Julie Hart  
Secretary, Board of Trustees

Submitted by:

Mark Tryniski  
Chair, Finance, Audit & Compliance Committee