

**Onondaga Community College Board of Trustees  
Finance, Audit & Compliance Committee Meeting  
Tuesday, September 29, 2020  
7:30 a.m. – 8:30 a.m.  
Via Microsoft Teams and in-person in Whitney 210  
Presiding: Trustee Mark Tryniski**

**Trustees:** Jaimie Alicea; Dr. Donna DeSiato; Melanie Littlejohn; Paul Mello; Tara Owens; John Sindoni; Neil Strodel; Mark Tryniski

**Staff:** Dr. Agatha Awuah; Todd Baker; Dr. Casey Crabill; Kathleen D’Aprix; Anne DeLand; Karen Fabrizio; Dwight Fischer; Sarah Gaffney; Julie Hart; Linda Kelley; Amy Kremenek; Mark Manning; Roger Mirabito; Michael O’Connor; Bridget Scholl; Dr. Scott Schuhert; Anne Smith; Timothy Stedman; Nina Tamrowski; Dr. Christopher Thuot; Susan Tormey; Anastasia Urtz

**Guests:** Timothy Hammond; Jonathan Miller; Shelby Reeves

**Call to Order**

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

**Updates**

**Box of Books**

Trustee Tryniski introduced Mark Manning, Senior Vice President and Chief Financial Officer who reviewed the agenda for the meeting and then introduced Anne DeLand, Director of Compliance and Auxiliary Services, to provide and update on Box of Books. Ms. DeLand provided a comparison of fall 2019 and fall 2020 statistics for the program, showing the decrease in cost of the program by \$1 per credit hour from \$21.50 to \$20.50 for fall 2020 as well as the decrease in price for the Chromebooks by \$35 from \$250 to \$215. There was a slight decrease in the number of students participating in the program, but a significant increase in the number of students reserving their books online. This year also included a new Barnes and Noble platform for online ordering as well as free shipping. Student feedback tells us their experience this year substantially improved.

**Old Business**

**Compliance Update**

Ms. Deland continued her report with an update on compliance. She explained that current compliance activities include Article 129A – Advisory Committee on Campus Security. This includes three parts: committee membership, findings and recommendations report, and certificate of compliance. Article 129B – Enough is Enough aggregate data report is also being completed as is the Clery Act – Annual Security Report. The SUNY 2020-21 annual operating budget is awaiting approval by SUNY, the annual FERPA notice has been shared with the campus community, and back-to-school items such as textbook pricing and voter registration activities are being completed.

## **New Business**

### **Fall 2020 Preliminary Enrollment Update**

Mr. Manning continued his report with an update on enrollment. He explained that a collective comparison of fall, winter, spring and summer since 2007-08 to now shows an almost 30% decline in part time enrollment from our peak in 2012-13 and 41% decline in full time headcount since our peak in 2010-11. Current enrollment numbers are still pending as we wait on the data for the 7-week October courses registrations to close. In comparison to other community colleges within the system, OCC is down roughly 13.7% from fall 2019 to fall 2020 – this places the College in the middle of the rankings for declining enrollment amongst all the SUNY community colleges.

### **Year-to-Date September 2020 Financials**

Mr. Manning continued his report with an update on the year-to-date September 2020 financials. He began with revenue and stated that tuition for fall 2020 is down for full-time but up slightly for part-time with winter credit hours also trending upwards. Non-aidable tuition is down slightly due to timing with College for Living September revenue and fees down due to lower fall enrollment. Chargebacks will be posted in October once SUNY approves the chargeback rates. Grants and other sources are up slightly due to timing and our first quarter State Aid payment that was made last September has not been paid yet and won't be paid until the SUNY Board approves our budgets at the end of October. We are also still waiting to hear if the 20% holdback of the State's June payment will ever be paid and if we should accrue it as a receivable at year end 8/31/20. Sponsor Contributions are paid from January – August of each year so those won't start for a few months.

### **SUNY Community College 2019 Financial Ratios**

Mr. Manning continued his report with a discussion on SUNY Community College 2019 financial ratios. He began with Primary Reserve Ratio which is a snapshot of the financial strength and flexibility of an institution. A ratio of 16.67% is advisable and OCC's ratio is at 21.84%. The Equity Ratio is next which is a measure of the institution's ability to borrow on its capital resources. A higher equity ratio generally indicates less risk and greater financial strength with OCC's being 90.24%. Mr. Manning continued with the Net Income Ratio which measure an institution's ability to operate within its means. This is measured as a percentage – the higher the percentage, the stronger the ratio – OCC's is -.01%. The Composite Score is one of the many standards the Department of Education utilizes to gauge the financial strength of an institution. This is a measure of the three ratios derived from an institution's audited financial statements – OCC's composite score is 2.3, putting the College near the top of the SUNY community colleges for financial strength and responsibility. OCC's current ratio measures our ability to meet short term debt obligations and should be above 1; institutions with a ratio above 2 are considered to have a good short term financial strength – OCC's is 2.75 (in 2017 it was 2.27 and in 2018 2.45). The final ratio is that of Working Capital. This ratio measures an institution's efficiency and short-term financial health. A positive working capital indicates that the amount of short-term funds available from current assets are more than adequate to pay for current liabilities as they come due for payment. OCC's current working capital is \$22.6 million whereas in 2017 it was \$17.9 million and in 2018 \$18.6 million

## Updates

### The Bonadio Group

Mr. Manning introduced Timothy Hammond, Jonathan Miller and Shelby Reeves from the Bonadio Group to provide their report. The auditors reviewed the engagement scope and timeline for the audit process and explained that preliminary field work began in July 2020 and final audit preparations should be completed in October culminating with the final audit presentation to the Board of Trustees in January 2021. They then reviewed audit risk scoping including current year events and their impact as well as the auditor responses. Fraud risks were reviewed as well as current industry developments.

### Executive Session

At 7:50 a.m., Trustee Tryniski called for a motion to enter into Executive Session under the provisions of Section 105, Article 7f of the Public Officers Law to discuss financial matters. **On motion by Trustee Alicea and seconded by Trustee Sindoni, the Board of Trustees unanimously approved a motion to enter into Executive Session.**

At 8:00 a.m., **on motion by Trustee Owens, and seconded by Trustee Alicea, the Board of Trustees unanimously approved a motion to move out of Executive Session and return to the board meeting.**

There being no further business, Trustee Tryniski adjourned the Finance, Audit & Compliance Committee meeting at 8:00 a.m.

Prepared by:

Julie Hart  
Secretary, Board of Trustees

Submitted by:

Mark Tryniski  
Chair, Finance, Audit & Compliance Committee