



BOARD OF TRUSTEES

## Sustainable Finance Committee Meeting

February 22, 2023 – 1:00 PM

### MINUTES

#### **In Attendance:**

Trustee William Fisher, Committee Chair  
Trustee Vita DeMarchi  
Trustee John Bartow (Virtual via Zoom)  
Ragan Squier, Board Secretary

#### **Invited Guests:**

Susan Head, Chief Financial Officer  
Kelly Berger, College Counsel  
Baylee Woods, Administrative Assistant II

#### **Call to Order:**

Committee Chair Fisher called the meeting to order at 1:02 pm. Secretary Squier took the roll call. With two voting members of the Sustainable Finance Committee in attendance, Trustee Fisher confirmed a quorum.

#### **1. Approval of Minutes from the May 2, 2022 Meeting**

Committee Chair Fisher called for a motion to approve the minutes from the Sustainable Finance meeting on May 2, 2022. A motion was made by Trustee Bartow, seconded by Trustee Fisher. The committee unanimously passed the motion to approve the May 2, 2022 minutes.

#### **2. Review of College Finances FY 2022-23**

There was a discussion on advocacy versus lobbying with legislators. The outcome was to encourage Administration to advocate to be in the University Center category within SUNY.

Susan Head, Chief Financial Officer, presented a budget summary to the committee followed by a discussion on revenue generation ideas.

Chair Fisher requested an update of the status of what has been done over the past couple years to increase revenue.

### 3. Discuss Preparation of FY 2023-24 Annual Budget

- During January to March 2023 there will be a review of the Fall term, this will show if we are on target for the Spring term.
- The official call letter will go out on March 1<sup>st</sup> for the 2023-24 budgets.
- In April 2023 when the State Budget passes, we will be able to know what revenue we will be receiving from the State. In May, we will be able to see how much tuition revenue will be brought in.
- By June, the 2023-24 budgets should be complete for Joanie's review. The budgets will be submitted to SUNY, and all departments should know their allocations in September 2023.
- Chair Fisher mentioned to consider using an Administrative Intern Program, previously used at the county, where they hire and assign graduate students to departments to help with budgeting.

### 4. Discussion of Committee Recommendations Regarding College Finances and Annual Budget

- The committee discussed SUNY ESF's contract with Syracuse University. The services agreement currently ends on May 12, 2024.
  - Chair Fisher recommends the committee to take a closer look at the list of services.
  - A suggestion was made to invite the Chief Information Officer, James Sahn, to the next meeting to better understand services received.

### 5. New Business

No new business

### Adjournment

Chair Fisher called for a motion to adjourn the meeting. A motion was made by Trustee DeMarchi and seconded by Trustee Bartow. The meeting adjourned at 2:30 pm.

The next meeting is scheduled for Thursday, April 13<sup>th</sup>, at 11 am.

Minutes respectfully submitted by Ragan Squier, Secretary to the Board, with assistance from Baylee Woods, Administrative Assistant, Office of the President.