



BOARD OF TRUSTEES

Sustainable Finance Committee Meeting

November 29, 2023 – 10:00 AM

MINUTES

In Attendance:

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

College Personnel:

Kelly Berger, College Counsel
Nichole Dougherty, Administrative Assistant II
Susan Head, Chief Financial Officer (CFO)

Call to Order:

Committee Chair Fisher called the meeting to order at 10:06 AM and confirmed a quorum with two voting members of the Sustainable Finance Committee in attendance, in-person.

1. Approval of Minutes from the October 23, 2023 Meeting

Chair Fisher motioned to approve the minutes from the October 23, 2023 meeting of the Sustainable Finance Committee, seconded by Trustee DeMarchi. Motioned passed unanimously.

2. Consideration of Recommendations Regarding College Finances

The Committee discussed potential recommendations to bring forward to the full Board at the next meeting scheduled for December 8, 2023. Possibilities were related to the following:

- The Syracuse University contract that is up for renewal in May 2024 and the related IT services and Accessory Instruction policies.
- Creating a budget cycle and process that reflects the requirements of Middle States Commission on Higher Education, including evidence-based linkages to strategic initiatives, as well as multi-year budgeting.
- Adopting budgeting and planning practices that align the allocation of financial resources in upcoming budget cycles with measured results of key revenue growth initiatives.

Committee members agreed to request an inquiry meeting with executive and senior level

managers of ESF's IT Services to further clarify information on the following items:

- Accessory Instruction policies and procedures.
- IT services received from Syracuse University as part of the services agreement contract.
- IT Master Plan and long-term goals.

The Committee will arrange the inquiry meeting and finalize any recommendations to present at the December 8th Board meeting.

The Committee discussed additional key items as follows:

- There is currently a draft Stabilization plan that will be shared at a future meeting.
- ESF will need to establish a method to provide non-financial recognition to departments that are operating successfully during deficit reduction years.
- The Syracuse University contract has been in discussion. It is anticipated that a new contract may be finalized as early as February.
- ESF has been working diligently and has established a foundation to successfully move forward. The strategic plan has been finalized and the implementation committee is in place. The College will now work to prioritize goals and establish metrics to measure success.

3. **New Business:** None.

Trustee Fisher made a motion to adjourn, Trustee DeMarchi seconded. Meeting adjourned at 11:35 AM.

Minutes respectfully submitted by Ragan Squier with assistance of Nichole Dougherty.