

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: JOINT FINANCE AND PERSONNEL & HIGHER EDUCATION

DATE: JUNE 11, 2019

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PERSONNEL & HIGHER EDUCATION OTHERS PRESENT:

COMMITTEE MEMBERS PRESENT:

SUPERVISORS GERAGHTY  
FRASIER  
MCDEVITT  
BRAYMER  
SIMPSON  
HYDE  
LOEB  
SOKOL

REPRESENTING SUNY ADIRONDACK:

DR. KRISTINE DUFFY, PRESIDENT  
ANN MARIE SCHEIDEGGER, VICE PRESIDENT FOR ADMINISTRATIVE  
SERVICES & TREASURER  
RONALD CONOVER, CHAIRMAN OF THE BOARD  
RYAN MOORE, COUNTY ADMINISTRATOR  
AMANDA ALLEN, CLERK OF THE BOARD  
FRANK THOMAS, BUDGET OFFICER  
SUPERVISOR WILD  
MIKE SWAN, COUNTY TREASURER

PERSONNEL & HIGHER EDUCATION

COMMITTEE MEMBERS ABSENT:

SUPERVISORS LEGGETT  
DIAMOND  
MERLINO

SANDRA HUFFER, WASHINGTON COUNTY DEPUTY CLERK OF THE BOARD  
CHRIS DEBOLT, WASHINGTON COUNTY ADMINISTRATOR  
ALBERT NOLETTE, WASHINGTON COUNTY TREASURER  
DAN SHAW, WASHINGTON COUNTY BUDGET OFFICER  
MEMBERS OF THE WASHINGTON COUNTY BOARD OF SUPERVISORS  
SARAH MCLINTHAN, DEPUTY CLERK OF THE BOARD

FINANCE COMMITTEE MEMBERS PRESENT:

SUPERVISORS SOKOL  
SIMPSON  
STROUGH  
FRASIER  
MCDEVITT  
GERAGHTY  
BRAYMER  
HYDE

FINANCE COMMITTEE MEMBERS ABSENT:

Supervisors MERLINO  
DICKINSON  
BEATY

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*Please note, the following contains a summarization of the June 11, 2019 joint meeting of the Finance and Personnel & Higher Education Committees; the meeting in its entirety can be heard on the Warren County website using the following link:*  
<https://www.warrencountyny.gov/gov/comm/Archive/2019/personnel/>

Mr. Geraghty called the Personnel & Higher Education Committee meeting to order at 1:02 p.m.

Mr. Sokol called the Finance Committee meeting to order at 1:02 p.m.

Commencing the Agenda review, Mr. Geraghty offered privilege of the floor to Dr. Kristine Duffy, *President of SUNY (State University of New York) Adirondack*, who distributed copies of the agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Dr. Duffy proceeded with a review of a Power Point presentation which consisted of updates on the following: ; The Excellence in Architecture awarded to Adirondack Hall; comments from a few members of the Science Faculty regarding the new Science Building and how they had benefitted from it; the use of the Northwest Bay Conference Center, which has had around two hundred events held there since opening last year; enrollment which was projected to decline by 6.9% for the Fall 2019 Semester; one the largest graduating classes for the College occurred this year; the re-branding of the name of the Wilton Center to SUNY Adirondack Saratoga in part to better demonstrate their value in the Saratoga

County region and by offering different programs than the ones offered at the Queensbury Campus while maintaining some of the general education courses that were offered for convenience of students; Adult Continuing Education Non-Credit courses on both campuses; encouraging more campus visitations and tours to boost enrollment; how 60% of the students graduate debt free and 50% attend tuition free; the record breaking year for annual giving; and how the Culinary Center exceeded last years sales by 118%; and the re-accreditation process the College would be going through next year by the Middle States Commission on Higher Education: A copy of the presentation is on file with the minutes.

Privilege of the floor was extended to Ann Marie Scheidegger, *Vice President for Administrative Services and Treasurer*, who provided a brief overview to the new Supervisors in the room pertaining to how Community Colleges were funded following which she proceeded with a detailed review of the Power Point presentation outlining the proposed 2019-2020 SUNY Adirondack operating budget, during which the Committee members posed many questions which were answered by Ms. Scheidegger and Dr. Duffy; *a copy of the presentation is on file with the minutes.*

Chairman Conover inquired whether the estimate for Technology Fee was accurate and Ms. Scheidegger replied it was a solid figure. She explained the figure was based on enrollment for this budget, meaning if they did not meet their predicted enrollment they would be under budget; however, she noted, they were on target to meet the projection. Chairman Conover asked whether this meant that figure was directly related to enrollment and Ms. Scheidegger replied affirmatively.

Ms. Braymer asked what the Capital Projects were for the College and were there any funds set aside in the Budget to pay for them. She added one of Chairman Conover's initiatives for the County related to compiling data regarding current and future Capital Projects in the County. Ms. Scheidegger explained the budget before them was the College's Operating Budget which was separate from the College's Capital Budget; therefore, she stated, there was no money set aside for Capital Projects in this budget. She said she would commence putting together the Capital Budget within the next two weeks, but the ones she was aware of were for repairs to the gymnasium and athletic fields, as well as some other investments in infrastructure, and updating and modernizing some classrooms, such as the theater and some music rooms. Dr. Duffy stated the College had shared with the Counties last year the ten year projection for the needs of the College which indicated there was a substantial amount of capital required for not only renovating the facilities, but also general maintenance and upgrades and renovations resulting in their focus being on identifying sources of revenue to raise the required amount of capital, such as working with the SUNY Adirondack Foundation. She apprised the Foundation was currently going through a redesign in terms of how their structure, adding the Foundation was well aware of the Colleges capital needs in the future and that they would likely be asking for their support in the form of campaign funds. She informed any money the College raised from donors or grants could be fifty percent matched from the State. She said the Foundation, as well as the Faculty Student Association and the Adirondack Housing Association, had provided funding to assist with improving the Colleges facilities and in particular those used by the students. She advised they were not prepared to come before the Counties to ask for assistance; however, she noted, they would be applying for funding to assist with supporting some of the athletic fields and also pursuing the CFA (*Consolidated Funding Application*) process to assist with funding some of the facilities to have an economic development opportunity they had been factoring in some tourism and other things that assist the County. She informed the Governor had just announced a \$175 million allocation to help support Workforce Development which could be anything from program development and equipment for high needs types of industries which was another funding opportunity for them to apply for. She mentioned although they had been very successful with grant funding, the challenge with grants was that they ran out, meaning it was necessary to be mindful that a grant can be used to start something, but they had to ensure they could continue to support it once the grant funding ceased. She said in particular, when investing in personnel it was necessary to implement a long-term strategy to ensure that overstaffing or committing to something that could not be sustained did not occur. She stated they would be presenting their Capital Request to the Counties for approval in the Fall before it could be submitted to the State and at this point they did not anticipate including a request for funding from the Counties.

Chairman Conover requested that the College provide Warren County with an idea of what their capital needs would be going forward, as they could address how these needs would be paid for a later date. Ms. Scheidegger advised she had forwarded a spreadsheet with any of the projects that did not have funding for that were included in the Colleges long-term strategy as part of their Facilities Master Plan, such as the gymnasium renovation, the athletic fields, new maintenance facility, re-routing the back road and stairs between Eisenhart and Washington Halls so students did not have to go through the building and around the campus. She noted the College also had about twelve years worth of deferred maintenance on hand which was also capital, meaning it also assisted with providing funds to maintain and provide a safe, adequate working facilities that they already had. She informed that the State matched the sponsors contribution, as well as any contributions they received from outside sources they did a capital project, but the State did not match other State money, such as CFA or Economic Development funding.

Ryan Moore, *County Administrator*, requested that Ms. Scheidegger explain how an appropriation that increased the Colleges fund balance impacted the chargeback rate. Ms. Scheidegger advised if they put money back into the Fund Balance it would reduce the chargeback rate which was the rate they charged Saratoga County or any other County in the State for students enrolled at the College. She said in order to be financially responsible an adequate fund balance was required, but every dollar put in there reduced the revenue they received from somewhere else creating challenges for them. She mentioned over the last few years they had received some other income that was not related to direct student revenue that were placed into a reserve for health insurance to protect them since they were self-insured.

The Washington County Community College and Finance Committees made mirroring motions which were approved unanimously.

A motion was made by Mr. Simpson, seconded by Ms. Braymer and carried unanimously to provide Personnel & Higher Education approval on the proposed 2019-2020 Adirondack Community College Operating Budget.

A motion was made by Mr. McDevitt, seconded by Ms. Braymer and carried unanimously to provide Finance Committee approval of the proposed 2019-2020 Adirondack Community College Operating Budget and provided for the necessary public hearing, thereby authorizing a resolution for the June 19<sup>th</sup> Board meeting.

Messrs. Geraghty and Sokol adjourned the joint meeting of the Personnel & Higher Education and Finance Committees at 2:06 p.m.

Respectfully submitted,  
Sarah McLenithan, Deputy Clerk of the Board