

SUNY BROOME COMMUNITY COLLEGE
Board of Trustees
Finance and Facilities Committee Minutes
October 13, 2015

COMMITTEE MEMBERS PRESENT:

Chairperson Newman, George Akel, Margaret Coffey, Anthony Paniccia

SUNY BROOME ADMINISTRATION PRESENT:

Dr. Drumm, Regina Losinger, Debra Morello, Lynn Fedorchak, Phil Testa, Jeanette Tillotson, Jesse Wells

Chairperson Newman called the meeting to order at 9:30 a.m.

1. ACTION ITEMS

1.1 RECOMMEND APPROVAL OF PAYROLL CERTIFICATION

Trustee Paniccia moved that the Finance and Facilities Committee approves the filing of the College payroll for September 2015. Trustee Coffey seconded the motion, and it was unanimously approved.

1.2 RECOMMEND APPROVAL OF PETTY CASH

Trustee Akel moved that the Finance and Facilities Committee approves expenditures from petty cash accounts for September 2015 and reimburse the funds in the amounts designated. Trustee Paniccia seconded the motion, and it was unanimously approved.

1.3 RECOMMEND APPROVAL OF 2015-2016 SUNY CHILD CARE APPROPRIATION

Trustee Coffey moved that the Finance and Facilities Committee approves the 2015-15 SUNY Child Care Appropriation on behalf of the Board of Trustees in the amount of \$71,500 with a 35% - \$25,025 match to be met through tuition and fees received from parents for the period of July 1, 2015 to June 30, 2016. Trustee Akel seconded the motion, and it was unanimously approved.

1.4 RECOMMEND APPROVAL OF OPERATING BUDGET TRANSFERS OF UP TO \$400,000 FOR FACILITY IMPROVEMENTS

Trustee Paniccia moved that the Finance and Facilities Committee approves budget transfers of up to \$400,000 for facility improvements contingent upon the combined fall student revenue budget targets being met and amended by adding pro-rated based on the fall enrollment. Trustee Akel seconded the motion, and it was unanimously approved.

1.5 RECOMMEND APPROVAL OF RELEASE-OF-RETAINAGE TO MATCO ELECTRIC CORPORATION FOR THE PARKING LOT #1 PROJECT

Trustee Paniccia moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the release-of-retainage to Matco Electric Corporation for their work on the Parking Lot #1 Project in the amount of \$12,288.41. Trustee Akel seconded the motion, and it was unanimously approved.

1.6 RECOMMEND APPROVAL OF EDUCATIONAL SERVICES TO THE COLLEGE OF STATEN ISLAND FOR STUDY ABROAD PROGRAMS

Trustee Coffey moved that the Finance and Facilities Committee recommends that the Board of Trustees approves Educational Services from the College of Staten Island for Study Abroad Programs in an amount not to exceed \$750,000. Trustee Akel seconded the motion, and it was unanimously approved.

1.7 RECOMMEND APPROVAL OF RESOLUTION FOR NEW POSITION TITLE FOR COORDINATOR OF APPLIED LEARNING & STUDENT PROFESSIONAL DEVELOPMENT

Trustee Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution for the new position description of Applied Learning & Student Professional Development. Trustee Coffey seconded the motion, and it was unanimously approved.

1.8 RECOMMEND APPROVAL OF BID #2016-02 TO AWARD THE CONTRACT FOR THE DECKER HEALTH SCIENCE CENTER MOLD REMEDIATION AND PIPE REINSULATION PROJECT

Trustee Coffey moved that the Finance and Facilities Committee recommends that the Board of Trustees approves contracting with Jupiter Environmental Services, Inc. for the Decker Health Science Center Mold Remediation and Pipe Reinsulation Project in the amount of \$77,000. Trustee Paniccia seconded the motion, and it was unanimously approved.

2. INFORMATION ITEMS

2.0 RFP for Professional Services for the Carnegie Library Project
(Will be an action item for Board of Trustees)

This item was discussed with the committee and will be an action item at Thursday's Board of Trustee meeting.

2.1 President's Report

Dr. Drumm will give his report at Thursday's Board of Trustee meeting.

2.2 SUNY Broome Budget and Financial Developments

Regina will give her report at Thursday's Board of Trustee meeting. This report was submitted to the committee for information.

2.3 Reports for Board Information

2.3.1 SUNY Broome Facilities Update

2.3.2 Personnel Report

2.3.3 Budget Transfers

2.3.4 Grant Approvals

2.3.5 Investment Report

These reports were submitted to the committee for information.

Trustee Coffey made a motion to go into Executive Session at 9:35 a.m. to discuss facilities and Trustee Akel seconded the motion. Phil Testa and Regina Losinger were asked to stay. Trustee Coffey motioned to come out of Executive Session at 9:50 a.m. and Trustee Akel seconded the motion.

Trustee Paniccia made a motion to adjourn the meeting, and Trustee Coffey seconded the motion which was unanimously approved. The meeting was adjourned at 10:01 a.m.

The committee decided to move the start of the meeting from 9:30 a.m. to 8:00 a.m.

The next Finance and Facilities Committee Meeting is scheduled for Tuesday, December 1, 2015 at 8:00 a.m. in the Wales 107 Conference Room

10/15/15 – Approved by the Board of Trustees