

SUNY BROOME COMMUNITY COLLEGE
Board of Trustees
Finance and Facilities Committee Minutes
February 24, 2015

COMMITTEE MEMBERS PRESENT:

Chairperson Margaret Coffey, George Akel, Nicholas Serafini, Anthony Paniccia

SUNY BROOME ADMINISTRATION PRESENT:

Dr. Drumm, Francis Battisti, Debra Morello, Lynn Fedorchak, Phil Testa, Jeanette Tillotson, Jesse Wells

Chairperson Coffey 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 January 2015. Trustee Serafini 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 January 2015 and reimburse the funds in the amounts designated. Trustee Paniccia seconded the motion, and it was unanimously approved.

1.3 RECOMMEND APPROVAL OF VERIZON NEXT STEP PROGRAM CONTRACT FOR SPRING & FALL 2015

Trustee Paniccia moved that the Finance and Facilities Committee approves Verizon Next Step Program Contract for Spring and Fall 2015 on behalf of the Board of Trustees in the amount of \$79,745 from January 1, 2015 to December 31, 2015. Trustee Akel seconded the motion, and it was unanimously approved.

1.4 RECOMMEND APPROVAL RESOLUTION RECOMMENDING CANDIDATES FOR TERM APPOINTMENT

Trustee Serafini moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution recommending the candidates for Term Appointment effective September 1, 2015. Trustee Paniccia seconded the motion, and it was unanimously approved.

1.5 RECOMMEND APPROVAL OF RESOLUTION RECOMMENDING CANDIDATES FOR CONTINUING APPOINTMENT

Trustee Serafini moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution recommending the candidates for Continuing Appointment effective September 1, 2015. Trustee Akel seconded the motion, and it was unanimously approved.

1.6 RECOMMEND APPROVAL OF RELEASE-OF-RETAINAGE TO HOLT ARCHITECTS, PC FOR THEIR WORK ON THE NATURAL SCIENCE CENTER PROJECT

Trustee Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the release-of-retainage payment to HOLT Architects, PC for their work on the Natural Science Center Project in the amount of \$267.18. Trustee Paniccia seconded the motion, and it was unanimously approved.

1.7 RECOMMEND APPROVAL OF PURCHASES UP TO \$99,999 FOR COMPUTERS, MONITORS, AND PERIPHERALS FROM SENECA DATA DISTRIBUTORS, INC.

Trustee Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approves allowing purchases up to \$99,999 from Seneca Data Distributors, Inc. Trustee Serafini seconded the motion, and it was unanimously approved.

1.8 RECOMMEND APPROVAL OF CONTRACT WITH EXCELLUS BLUE CROSS BLUE SHIELD FOR DENTAL INSURANCE

Trustee Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the contract with Excellus Blue Cross Blue Shield for Dental Insurance over a ten-month period at an estimated cost of \$104,380.83. Trustee Paniccia seconded the motion, and it was unanimously approved.

2. INFORMATION ITEMS

2.1 President's Report

Dr. Drumm discussed the upcoming NYCCT Advocacy Day in Albany on March 4th which he will be attending with some of our students.

He also let the committee know that he will be video conferencing in to the Board meeting. He will be in Ohio as he was invited to the Kettering Foundation to attend a workshop that focuses on innovations in civic engagement to get more community colleges involved in civic engagement. Professors Doug Garnar and Kathleen McKenna will also be attending.

2.2 SUNY Broome Budget and Financial Developments

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 Akel made a motion to adjourn the meeting, and Trustee Serafini seconded the motion which was unanimously approved. The meeting was adjourned at 9:50 a.m.

***The next Finance and Facilities Committee Meeting is scheduled for
March 17, 2015 at 9:30 a.m. in the Wales 107 Conference Room***

2/26/15 Approved by the Board of Trustees