

**SUNY BROOME COMMUNITY COLLEGE
Board of Trustees
Finance and Facilities Committee Minutes
January 14, 2014**

COMMITTEE MEMBERS PRESENT:

Chairperson Margaret Coffey, George Akel, Marc Newman, Nicholas Serafini

SUNY BROOME ADMINISTRATION PRESENT:

Regina Losinger, Debra Morello, Lynn Fedorchak, Phillip Testa, Jesse Wells

Chairperson Coffey called the meeting to order at 9:34 a.m.

1. ACTION ITEMS

1.1 RECOMMEND APPROVAL OF PAYROLL CERTIFICATION

Trustee Akel moved that the Finance and Facilities Committee approves the filing of the College payroll for November and December 2013. Trustee Newman seconded the motion, and it was unanimously approved.

1.2 RECOMMEND APPROVAL OF PETTY CASH

Trustee Newman moved that the Finance and Facilities Committee approves expenditures from petty cash accounts for November and December 2013 and reimburse the funds in the amounts designated. Trustee Akel seconded the motion, and it was unanimously approved.

1.3 RECOMMEND APPROVAL OF ENTREPRENEURIAL ASSISTANT PROGRAM GRANT

Trustee Newman moved that the Finance and Facilities Committee approves acceptance of this grant on behalf of the Board of Trustees in the amount of \$74,207 from June 1, 2013 to May 31, 2014. Trustee Akel seconded the motion, and it was unanimously approved.

1.4 RECOMMEND APPROVAL OF ANTICIPATED SUB-GRANT BETWEEN BROOME COUNTY URBAN LEAGUE AND SUNY BROOME

Trustee Akel moved that the Finance and Facilities Committee on behalf of the Board of Trustees approves acceptance of this anticipated sub-grant between Broome County Urban League and SUNY Broome not to exceed \$100,000. Trustee Serafini seconded the motion, and it was unanimously approved.

1.5 RECOMMEND APPROVAL OF FINAL PAYMENT INCLUDING RELEASE-OF-RETAINAGE TO ANDREW R. MANCINI ASSOCIATES, INC. FOR THEIR GENERAL CONSTRUCTION SERVICES ON THE LRC FLOOD RECOVERY PROJECT

Trustee Newman moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the final payment to include release-of-retainage to Andrew R. Mancini Associates, Inc. for their General Construction Services on the LRC Flood Recovery Project in the amount of \$27,937. Trustee Akel seconded the motion, and it was unanimously approved.

1.6 RECOMMEND APPROVAL OF FINAL PAYMENT TO INCLUDE RELEASE-OF-RETAINAGE TO NELCORP CONTRACTING CORPORATION FOR THEIR ELECTRICAL CONSTRUCTION SERVICES ON THE LRC FLOOD RECOVERY PROJECT

Trustee Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the final payment to include release-of-retainage to Nelcorp Electrical Contracting Corporation for their Electrical Construction Services on the LRC Flood Recovery Project in the amount of \$12,706.70. Trustee Newman seconded the motion, and it was unanimously approved.

1.7 RECOMMEND APPROVAL OF FINAL PAYMENT TO INCLUDE RELEASE-OF-RETAINAGE TO LOUIS N. PICCIANO & SON, INC. FOR HVAC CONSTRUCTION SERVICES ON THE LRC FLOOD RECOVERY PROJECT

Trustee Serafini moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the final payment to include release-of-retainage to Louis N. Picciano and Son, Inc. for their HVAC Construction Services on the LRC Flood Recovery Project in the amount of \$18,402.75. Trustee Akel seconded the motion, and it was unanimously approved.

1.8 RECOMMEND APPROVAL OF FINAL PAYMENT TO INCLUDE RELEASE-OF-RETAINAGE TO LOUIS N. PICCIANO & SON, INC. FOR PLUMBING SERVICES ON THE LRC FLOOD RECOVERY PROJECT

Trustee Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the final payment to include release-of-retainage to Louis N. Picciano and Son, Inc. for their Plumbing Services on the LRC Flood Recovery Project in the amount of \$4,849.35. Trustee Newman seconded the motion, and it was unanimously approved.

1.9 RECOMMEND APPROVAL OF RESOLUTION FOR REVISED POSITION DESCRIPTION – ASSISTANT TO DIRECTOR OF CAMPUS OPERATIONS FOR PHYSICAL PLANT

Trustee Serafini moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the revised position description of Assistant to Director of Campus Operations for Physical Plant. Trustee Akel seconded the motion, and it was unanimously approved.

1.10 RECOMMEND APPROVAL OF RESOLUTION FOR REVISED POSITION DESCRIPTION – ASSISTANT TO DIRECTOR OF CAMPUS OPERATIONS FOR TECHNICAL SERVICES

Trustee Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution for the revised position description of Assistant to Director of Campus Operations for Technical Services. Trustee Serafini seconded the motion, and it was unanimously approved.

1.11 RECOMMEND APPROVAL OF RESOLUTION FOR AN UNPAID LEAVE OF ABSENCE FOR LAWRENCE ALLEN

Trustee Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution for an unpaid leave of absence for Lawrence Allen, Accountant, in the Finance Department from January 20, 2014 to May 16, 2014 to serve in a promotional capacity as the Budget and Institutional Effectiveness Specialist. Trustee Newman seconded the motion, and it was unanimously approved.

1.12 RECOMMEND APPROVAL OF RESOLUTION AMENDING 2011 CAPITAL IMPROVEMENT PROGRAM TO ADD \$100,000 IN GRANT FUNDING TO WALES BUILDING UPGRADES PROJECT

Trustee Newman moved that the Finance and Facilities Committee recommends that the Board of Trustees approves a resolution amending Resolution No. 1245 for the Wales Building Upgrade Capital Improvement Project to add \$100,000 in grant funding. Trustee Serafini seconded the motion, and it was approved with a vote of 3-0 and one trustee abstaining.

2. INFORMATION ITEMS

2.1 President's Report

Ms. Losinger informed the committee that Dr. Drumm is in Albany attending the State of the University address with Dr. Battisti. The Chancellor is announcing Open SUNY which we are one of six campuses out of 64 SUNY colleges that has been selected to lead SUNY in elevating online education to the next level. Ms. Morello added that they put are using some of the best on-line programs and our Clinical Lab Technology (CLT) program is one of them. There is an article in the Binghamton Press today about the Chancellor's address and SUNY to expand online course offerings.

Trustee Serafini asked about Rich David's position since he was elected Mayor of Binghamton. Ms. Losinger responded that he has resigned his position. Jesse is currently in an acting position leading the area, and we are giving some consideration to meeting some other critical needs for the college. There was further discussion, and Trustee Akel asked that the Board be updated on this issue.

The president will give his report at Thursday's Board of Trustee meeting.

2.2 SUNY Broome Budget and Financial Developments

Ms. Losinger discussed Performance Based (job linkage) State Aid which is something new for community colleges. She is waiting to hear from the state regarding this aid and will update the committee when a final determination is made. This report was submitted to the committee for information.

2.3 Reports for Board Information

2.3.1 SUNY Broome Facilities Update

Mr. Testa went over the report for the committee. Trustee Akel asked when the Wales Renovation is expected to be done. Mr. Testa responded that substantial completion is scheduled for May 4th and then it is anticipated that the building will be turned over to us on June 4th. There was also a discussion regarding a backup transformer/ generator for the campus. The committee asked to be kept updated on this matter.

Trustee Newman discussed that they had asked about having security at the Board meetings, but he has not noticed them at the meetings recently. Ms. Morello will follow up with Public Safety regarding this.

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 10:14 a.m.

The next Finance and Facilities Committee Meeting is scheduled for February 18, 2014 at 9:30 a.m. in Science Building 205 Conference Room

January 16, 2014 – Approved by Board of Trustees