

**BROOME COMMUNITY COLLEGE
Board of Trustees**

**Finance and Facilities Committee
January 15, 2013**

MINUTES

TRUSTEES PRESENT: Chairperson James Orband, George Akel, Joyce Majewski, Marc Newman, Nicholas Serafini

ALSO PRESENT: Francis Battisti, Regina Losinger, Debra Morello, Phil Testa, Jeanette Tillotson, Elizabeth A. Wood

Chairperson Orband called the meeting to order at 7:29 a.m.

1. ACTION ITEMS

1.1 RECOMMEND APPROVAL OF PAYROLL CERTIFICATION

M. Newman moved that the Finance and Facilities Committee approves the filing of the College payroll for December 2012. N. Serafini seconded the motion, and it was unanimously approved.

1.2 RECOMMEND APPROVAL OF PETTY CASH

J. Majewski moved that the Finance and Facilities Committee approves expenditures from petty cash accounts for December 2012 and reimburse the funds in the amounts designated. N. Serafini seconded the motion, and it was unanimously approved.

1.3 RECOMMEND APPROVAL OF SUNY COMMUNITY COLLEGE CHILD CARE PROGRAM GRANT

J. Majewski moved that the Finance and Facilities Committee on behalf of the Board of Trustees approves the Entrepreneurial Assistance Program Grant in the amount of \$99,593 for the period of June 1, 2012 through May 31, 2013 with a required match of 100%, at least 50% in cash. Match requirement is met through salaries of BCC and BLDC personnel, BCC room rental, cash and in-kind donations. M. Newman seconded the motion, and it was unanimously approved.

1.4 RECOMMEND APPROVAL OF RESOLUTION FOR REVISED POSITION DESCRIPTION – ASSISTANT DIRECTOR OF NETWORKING/TELECOMMUNICATIONS

G. Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the revised position description of Assistant Director of Networking/Telecommunications. M. Newman seconded the motion, and it was unanimously approved.

1.5 RECOMMEND APPROVAL OF RESOLUTION FOR NEW POSITION DESCRIPTION – ASSISTANT DIRECTOR FOR TECHNOLOGY SERVICES

J. Majewski moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the new position description of Assistant Director of Technology Services. N. Serafini seconded the motion, and it was unanimously approved.

1.6 RECOMMEND APPROVAL TO AWARD PRIME CONTRACTS FOR THE FLOOD RECOVERY PROJECT AND FUNDING PLAN

G. Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the low bids of the four prime contractors for the Flood Recovery Construction Project and approves the funding plan and operating budget transfers of up to \$700,000. M. Newman seconded the motion, and it was approved with 4 trustees voting yes and with a trustee abstaining.

2. INFORMATION ITEMS

2.1 President's Report

Dr. Drumm was in Albany to attend Chancellor Zimpher's State of the University Address, and he will give his report at the Board meeting on Thursday.

2.2 BCC Budget and Financial Developments

Regina let the committee know that the budget development process for 2013-14 will be getting underway soon. The 2012-13 budget year is currently quiet. They are waiting to see how spring enrollment develops and will know more after registration next week. This report was submitted to the committee for information.

2.3 Reports for Board Information

2.3.1 BCC Facilities Update

Regina updated the committee on the Wales Renovation Project. The architects have refined the design for the exterior façade to complement the Natural Science Center, and she will bring in the architect's rendering to the Board meeting on Thursday.

She also discussed the renaming of the Mechanical Building. There was a survey done last year on campus, they have been brainstorming and the short list currently includes: Da Vinci Hall and Technologies & Arts. There is also the possibility of naming opportunities. This discussion will be brought to the full board in the future.

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.

J. Majewski made a motion to adjourn the meeting, and M. Newman seconded the motion which was unanimously approved. The meeting was adjourned at 7:45 a.m.

***The next Finance and Facilities Committee Meeting is scheduled for
February 19, 2013 at 7:30 a.m. in W107 Conference Room***