

BROOME COMMUNITY COLLEGE

Board of Trustees Finance and Facilities Committee

January 17, 2012

MINUTES

TRUSTEES PRESENT: Chairperson James Orband, George Akel, Joyce Majewski, Marc Newman, Nicholas Serafini, Willie Murray, Jr.

ALSO PRESENT: Dr. Drumm, Regina Losinger, Debra Morello, Julia E. Peacock, Richard David, Richard Armstrong, Jeanette Tillotson, Elizabeth A. Wood

Chairperson Orband called the meeting to order at 7:32 a.m.

1. ACTION ITEMS

1.1 RECOMMEND APPROVAL OF PAYROLL CERTIFICATION

G. Akel moved that the Finance and Facilities Committee approves the filing of the College payroll for the months of November and December 2011. J. Majewski seconded the motion, and it was unanimously approved.

1.2 RECOMMEND APPROVAL OF PETTY CASH EXPENDITURES

M. Newman moved that the Finance and Facilities Committee approves expenditures from petty cash accounts for the months of November and December 2011 reimburse the funds in the amounts designated. G. Akel seconded the motion, and it was unanimously approved.

1.3 RECOMMEND APPROVAL OF EDUCATIONAL OPPORTUNITY PROGRAM GRANT

J. Majewski moved that the Finance and Facilities Committee on behalf of the Board of Trustees approves acceptance of this grant for the period of September 1, 2011 to August 31, 2016 in the amount of \$214,357. W. Murray seconded the motion, and it was unanimously approved.

1.4 RECOMMEND APPROVAL OF RESOLUTION FOR LEAD AGENCY STATUS FOR THE NEW YORK STATE ENVIRONMENTAL QUALITY REVIEW ACT (SEQRA) FOR THE SCIENCE BUILDING PROJECT

J. Majewski moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution and assumes Lead Agency Status for the coordinated environmental review necessary for the Science Building Project. G. Akel seconded the motion, and it was unanimously approved.

1.5 RECOMMEND APPROVAL OF RESOLUTION ESTABLISHING A STANDARD WORK DAY FOR NYS RETIREMENT REPORTING PURPOSES FOR FACULTY AND GUILD BARGAINING UNIT EMPLOYEES

G. Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution establishing a standard workday for NYS Retirement for reporting purposes for the Faculty and Guild bargaining unit employees. M. Newman seconded the motion, and it was unanimously approved.

1.6 RECOMMEND APPROVAL OF RESOLUTION FOR NEW POSITION DESCRIPTION – EXECUTIVE VICE PRESIDENT AND CHIEF ACADEMIC OFFICER

N. Serafini moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the new position description of Executive Vice President and Chief Academic Officer. J. Majewski seconded the motion, and it was unanimously approved.

1.7 RECOMMEND APPROVAL OF RESOLUTION REVISING THE SIX-YEAR CAPITAL IMPROVEMENT PROGRAM REQUEST FOR YEARS 2012-2017

G. Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution for the revised Six-Year Capital Improvement Program. M. Newman seconded the motion, and it was unanimously approved.

M. Newman motioned to go into Executive Session at 7:38 a.m. to discuss collective bargaining and G. Akel seconded the motion, and it was unanimously approved.

N. Serafini motioned to come out of Executive Session at 8:08 a.m. and J. Majewski seconded the motion, and it was unanimously approved.

2. INFORMATION ITEMS

2.1 President's Report

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

2.2 BCC Budget and Financial Developments

Regina Losinger updated the committee on the enrollment, which is currently at 4% less than last spring. This report was submitted to the committee for information.

2.3 Reports for Board Information

2.3.1 BCC Facilities Update

There was a discussion with the committee regarding construction management for the campus.

2.3.2 Personnel Report

2.3.3 Budget Transfers

2.3.4 Grant Approvals

2.3.5 Investment Report

2.4 NYS Community College Administration Expense Analysis – 2009-10

2.5 NYS Community College Plant Operation and Maintenance Expense Analysis – 2009-10

2.6 Office of the NYS Comptroller Letter – Results of the Audit Fall of 2011

These reports were submitted to the committee for information.

J. Orband made a motion to adjourn the meeting and J. Majewski seconded the motion, and it was unanimously approved. The meeting was adjourned at 8:24 a.m.

The next Finance and Facilities Committee Meeting is scheduled for February 14, 2012 at 7:30 a.m. in W107 Conference Room

Approved by the Board of Trustees 1/19/12