

**BROOME COMMUNITY COLLEGE
FINANCE & FACILITIES COMMITTEE
October 13, 2009**

MINUTES

TRUSTEES PRESENT: Chairperson Tim Grippen, George Akel, Joyce Majewski, Marc Newman, Nick Serafini, Zachariah Riley

ALSO PRESENT: Dr. John Deans, Martin Guzzi, Grant Newton, Julia Peacock, Richard Armstrong, Regina Losinger, Elizabeth Wood

Chair Grippen called the meeting to order at 7:30 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 the month of September 2009. G. Akel seconded the motion, and it was unanimously approved.

1.2 RECOMMEND APPROVAL OF PETTY CASH EXPENDITURES

J. Majewski moved that the Finance and Facilities Committee approves expenditures from petty cash accounts for the month of September 2009 and reimburse the funds in the amounts designated. G. Akel seconded the motion, and it was unanimously approved.

1.3 RECOMMEND APPROVAL OF BID #09-17 FOR PARKING MANAGEMENT SOFTWARE TO BOSS CONSULTING, INC.

G. Akel moved that the Finance and Facilities Committee approves the bid for Parking Management Software to Boss Consulting in the amount of \$51,385. M. Newman seconded the motion, and it was unanimously approved.

1.4 RECOMMEND APPROVAL OF BID #10-2 FOR EDUCATIONAL SERVICES TO COUNCIL ON OVERSEAS EDUCATION

M. Newman moved that the Finance and Facilities Committee approves the bid for educational services to the Council on Overseas Education in an amount not to exceed \$75,000. G. Akel seconded the motion, and it was unanimously approved.

1.5 RECOMMEND APPROVAL OF BID #10-1 FOR EDUCATIONAL SERVICES TO THE COLLEGE OF STATEN ISLAND

J. Majewski moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the bid for educational services to the College of Staten Island in an amount not to exceed \$1,000,000. N. Serafini seconded the motion, and it was unanimously approved.

1.6 RECOMMEND APPROVAL OF RESOLUTION GRANTING EMERITUS STATUS TO DR. DONALD WAGER

J. Majewski moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution granting emeritus status to Dr. Donald Wager. Z. Riley seconded the motion, and it was unanimously approved.

1.7 RECOMMEND APPROVAL OF RESOLUTION FOR AN UNPAID LEAVE OF ABSENCE FOR NANCY LABARE

M. Newman moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution for an unpaid leave of absence from 2/1/10 to 7/31/10 to Nancy LaBare, Associate Counselor-12 in Counseling, to serve in a promotional capacity as Vice President for Student Affairs. J. Majewski seconded the motion, and it was unanimously approved.

1.8 RECOMMEND APPROVAL OF RESOLUTION FOR AN UNPAID LEAVE OF ABSENCE FOR KELLI LIGEIKIS

G. Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution for unpaid leave of absence from 2/1/10 to 7/31/10 to Kelli Ligeikis, Associate Professor in Civil Engineering, to serve in a promotional capacity as Acting Dean. J. Majewski seconded the motion, and it was unanimously approved.

1.9 RECOMMEND APPROVAL OF RESOLUTION FOR AN UNPAID LEAVE OF ABSENCE FOR ANDREA WADE

G. Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution for unpaid leave of absence from 2/1/10 to 7/31/10 to Andrea Wade, Professor in Medical Laboratory Technology, to serve in a promotional capacity as Acting Dean. J. Majewski seconded the motion, and it was unanimously approved.

2. INFORMATION ITEMS

2.1 President's Report

Dr. Deans let the committee know that at the Trustee meeting on the 22nd, Martin Guzzi will give a brief report that BCC, as well as most colleges in the state, is going through a student health insurance audit. This audit is an initiative by Attorney General Cuomo.

There will also be an update by Julia Peacock on the Middle States report. The draft self-study is completed and has been submitted to Dr. Carol Eaton who will head the team coming to BCC.

Each year the college takes part in CCSSE (Community College Survey of Student Engagement), which is an assessment of student learning and student views of the learning process. Tim Millard, Director of Institutional Research, handles the study every year and he will give an overview at the Trustee meeting on the 22nd.

Grant Newton will be giving an update on the Science/Technology building.

2.2 BCC Budget Update

Regina Losinger updated the committee on the budget. This report was submitted to the committee for information.

2.3 Reports for Board Information

2.3.1 Update on BCC Campus Operations Activity/ Capital Project Change Orders

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.

2.4 Award of Bid #09-19 for e-Commerce Services to Nelnet

Grant Newton wanted to inform the committee about this bid for services as we needed to become more compliant with the credit card industry regulations and it is fully integrated with Banner. This will also move us forward for electronic bills which will have a savings on the budget and as part of our endeavor to become a green campus.

Z. Riley motioned to go into Executive Session to discuss personnel matters. M. Newman seconded the motion, and it was unanimously approved. At 8:06 a.m. the Committee went into Executive Session.

N. Serafini motioned to come out of Executive Session. G. Akel seconded the motion, and it was unanimously approved. At 8:40 a.m. the Committee came out of Executive Session.

Z. Riley made a motion to adjourn the meeting. J. Majewski seconded the motion, and it was unanimously approved. The meeting was adjourned at 8:41 a.m.

**The next Finance and Facilities Committee Meeting is scheduled for
December 1, 2009 at 7:30 a.m. in W107 Conference Room**