

BROOME COMMUNITY COLLEGE

Board of Trustees Finance and Facilities Committee

October 25, 2011

MINUTES

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

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

Chairperson Orband called the meeting to order at 7:35 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 month of September 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 July and October 2011 reimburse the funds in the amounts designated. G. Akel seconded the motion, and it was unanimously approved.

1.3 RECOMMEND APPROVAL OF ENTREPRENEURIAL ASSISTANT 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 6/1/11 to 5/31/12 in the amount of \$73,500. M. Newman seconded the motion, and it was unanimously approved.

1.4 RECOMMEND APPROVAL OF PERKINS IV ALLOCATION GRANT

M. Newman moved that the Finance and Facilities Committee on behalf of the Board of Trustees approves acceptance of this grant for the period of 7/1/11 to 6/30/12 in the amount of \$340,047. J. Majewski seconded the motion, and it was unanimously approved.

1.5 RECOMMEND APPROVAL OF FINAL PAYMENT TO INCLUDE RELEASE-OF-RETAINAGE TO BEARSCH COMPEAU KNUDSON FOR THEIR CONTRACT WORK ON THE ROOF REPLACEMENTS PHASE II AND III PROJECT

J. Majewski moved that the Finance and Facilities Committee approves the Final Payment of \$2,939.36 to include Release of Retainage to Bearsch Compeau Knudson for their contract work on the Roof Replacements Phase II and III Project. G. Akel seconded the motion, and it was unanimously approved.

1.6 RECOMMEND APPROVAL OF BID #12-2 FOR EDUCATIONAL SERVICES TO THE XCL OVERSEAS COUNCIL

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

1.7 RECOMMEND APPROVAL OF BID #12-1 FOR EDUCATIONAL SERVICES TO THE COLLEGE OF STATEN ISLAND

M. Newman moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the bid for Educational Services from the College of Staten Island in an amount not to exceed \$750,000. J. Majewski seconded the motion, and it was unanimously approved.

1.8 RECOMMEND APPROVAL OF RESOLUTION REVISING POLICY 1.4 OF THE BCC POLICY AND PROCEDURE MANUAL – NON-DISCRIMINATION STATEMENT

J. Majewski moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution revising the Broome Community College Policy No. 1.4, Non-Discrimination Statement. G. Akel seconded the motion, and it was unanimously approved.

1.9 RECOMMEND APPROVAL TO PAY DAMAGE CONTROL, INC. FOR EMERGENCY FLOOD MITIGATION SERVICES

J. Majewski moved that the Finance and Facilities Committee approves the payment of \$66,911.92 to Damage Control, Inc. for emergency flood mitigation services. G. Akel seconded the motion, and it was unanimously approved as amended.

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

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

2. INFORMATION ITEMS

2.1 President's Report

Dr. Drumm informed the committee that there is a legislative hearing tomorrow in Albany on Funding for Higher Education. The Chancellor's Office has proposed a \$205 increase per FTE for each of the next five years, but it has not been proposed to the SUNY Board for its approval. There was further discussion regarding this proposal. He met with Donna Lupardo, and she is very supportive of the concept. On Monday, he has a meeting with Senator Libous, and they will discuss this also. At Thursday's Board meeting, he will have more updates for the committee.

Chairperson Orband asked if there was any update on the study for the student housing. Debra Morello let the committee know that Craig Levin, from Brailsford and Dunlavey was on campus last week. She said that meetings were held over two (2) days across the campus with different constituencies. Craig will be having a conference call with Dr. Drumm in the next few days, and he plans to come back in about three (3) weeks. The study will be wrapped up in December.

Dr. Drumm discussed his conversations with Binghamton University now that the Binghamton Advantage Program is up and running but there is a lack of housing for a few years. He said that the issue for us in the long run is what size project do we need to build based on the level of growth we could project when it opens.

2.2 BCC Budget and Financial Developments

Regina Losinger updated the committee with the first comprehensive budget for the 2011-12 year. Although we have a two percent (2%) enrollment decline, due to vacancies we are in balance with two (2) critical assumptions that she wants to keep an eye on. The first is spring enrollment which we are assuming will decline by two percent (2%). The second one she is more concerned about at this point, is the 2012 health insurance rates. They are currently on the county's proposed budget as not increasing next year. There is a discussion in the legislature right now about whether that is realistic.

The item that has hit us really hard this year and is making this forecast so tight is an increase in the New York State Employees Retirement System (NYSERS) rates. This is the second year in a row they have gone up very significantly; this year they went up 46%. This report was submitted to the committee for information.

2.3 Reports for Board Information

2.3.1 BCC 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.

G. Akel made a motion to adjourn the meeting. J. Majewski seconded the motion, which was unanimously approved. The meeting was adjourned at 7:50 a.m.

The next Finance and Facilities Committee Meeting is scheduled for December 6, 2011 at 7:30 a.m. in W107 Conference Room