

**BROOME COMMUNITY COLLEGE
FINANCE & FACILITIES COMMITTEE
October 26, 2010**

MINUTES

TRUSTEES PRESENT: Chairperson Mastrangelo, Margaret Coffey,
Joyce Majewski, James Orband, Sandra Harper

ALSO PRESENT: Dr. Drumm, Martin Guzzi, Grant F. Newton,
Richard Armstrong

Chairperson Mastrangelo called the meeting to order at 7:30 a.m.

1. ACTION ITEMS

1.1 RECOMMEND APPROVAL OF PAYROLL CERTIFICATION

J. Majewski moved that the Finance and Facilities Committee approves the filing of the College payroll for the month of September 2010. M. Coffey seconded the motion, and it was unanimously approved.

1.2 RECOMMEND APPROVAL OF PETTY CASH EXPENDITURES

M. Coffey moved that the Finance and Facilities Committee approves expenditures from petty cash accounts for the month of September 2010 and reimburse the funds in the amounts designated. J. Orband seconded the motion, and it was unanimously approved.

1.3 RECOMMEND APPROVAL OF A SUB AWARD TO THE PERKINS TITLE II GRANT

J. Orband moved that the Finance and Facilities Committee on behalf of the Board of Trustees approves acceptance of this grant for the period of July 1, 2010 to June 30, 2011 in the amount of \$65,169. J. Majewski seconded the motion, and it was unanimously approved.

1.4 RECOMMEND APPROVAL OF THE WORKFORCE DEVELOPMENT LEADERSHIP AND PROCESS SKILLS CONSORTIA 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 October 1, 2010 to August 31, 2011 in the amount of \$61,524. J. Orband seconded the motion, and it was unanimously approved.

1.5 RECOMMEND APPROVAL BROOME COUNTY DSS TRAINING PROGRAM GRANT

J. Orband moved that the Finance and Facilities Committee on behalf of the Board of Trustees approves acceptance of this grant for the period of August 1, 2010 to July 31, 2011 in the amount of \$57,663 with 30% cost share of total project cost of \$82,376. M. Coffey seconded the motion, and it was unanimously approved.

1.6 RECOMMEND APPROVAL FINAL PAYMENT TO INCLUDE RELEASE-OF-RETAINAGE TO WILKINS MECHANICAL INC. FOR THEIR CONTRACT WORK ON THE GAS LINE REPLACEMENT PROJECT

J. Majewski moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the final payment of \$38,914.00 to include Release-of-Retainage to Wilkins Mechanical Inc. for their contract work on the Gas Line Replacement Project. J. Orband seconded the motion, and it was unanimously approved.

1.7 RECOMMEND APPROVAL OF FINAL PAYMENT TO INCLUDE RELEASE-OF-RETAINAGE TO SHUMAKER CONSULTING ENGINEERING AND LAND SURVEYING FOR THEIR CONTRACT WORK ON THE ALMS BUILDING DEMOLITION PROJECT

J. Majewski moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the final payment of \$2,941.25 to include Release-of-Retainage to Shumaker Consulting Engineering and Land Surveying for their contract work on the Alms Building Demolition Project. J. Orband seconded the motion, and it was unanimously approved.

2. INFORMATION ITEMS

2.1 President's Report

Dr. Drumm reported that the budget has been balanced to date and is proud of everyone involved. College Council is putting together a list of recommendations of operating efficiencies and savings.

We have started registration for Spring semester. Mr. Guzzi reported that we have registered over 400 students Monday. Trustee Coffey asked how long a student has to remain in classes in order to be eligible for financial aid. Mr. Guzzi responded that they have until November 3rd to withdraw with a "W".

They had a nice discussion with the senior staff at Binghamton University regarding a formal and substantial partnership. They will be meeting again in a few weeks; and as the discussion goes forward, he will be able to provide more details.

The search committee is interviewing candidates for the Vice President for Student and Community Engagement. He will be meeting with Fran Battisti on Thursday to get an update.

2.2 BCC Budget and Financial Developments

Regina Losinger will update the Board at Thursday's meeting. This report was submitted to the committee for their information.

2.3 Reports for Board Information

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

Mr. Armstrong reported that a contract was signed on Monday with HOLT for professional services for the Science and Technology Building. He also updated them on the campus's electrical service. Mr. Newton will see that the Board members get the link to *BCC's Maintenance and Facilities Update* page that will be updated every couple weeks with photos and what we have accomplished--
<http://sunybroome.edu/custom/facilitiesupdate>.

- 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 motioned to go into Executive Session to discuss personnel matters. J. Orband seconded the motion, and it was unanimously approved. At 7:50 a.m. the Committee went into Executive Session.

M. Coffey motioned to come out of Executive Session. J. Orband seconded the motion, and it was unanimously approved. At 8:00 a.m. the Committee came out of Executive Session.

J. Orband made a motion to adjourn the meeting. J. Majewski seconded the motion, which was unanimously approved. The meeting was adjourned at 8:01 a.m.

***The next Finance and Facilities Committee Meeting is scheduled for
November 30, 2010 at 7:30 a.m. in W107 Conference Room***