

**SUNY BROOME COMMUNITY COLLEGE
Board of Trustees**

**Finance and Facilities Committee
October 29, 2013**

COMMITTEE MEMBERS PRESENT:

Chairperson Margaret Coffey, George Akel, Anthony Paniccia, Nicholas Serafini

TRUSTEES PRESENT:

Aishia Mortenson

SUNY BROOME ADMINISTRATION PRESENT:

Regina Losinger, Debra Morello, Lynn Fedorchak, Jeanette Tillotson, Phillip Testa, Jesse Wells

Chairperson Coffey called the meeting to order at 7:35 a.m.

1. ACTION ITEMS

1.1 RECOMMEND APPROVAL OF PAYROLL CERTIFICATION

Trustee Akel moved that the Finance and Facilities Committee approves the filing of the College payroll for September 2013. Trustee Serafini seconded the motion, and it was unanimously approved.

1.2 RECOMMEND APPROVAL OF PETTY CASH

Trustee Serafini moved that the Finance and Facilities Committee approves expenditures from petty cash accounts for September and October 2013 and reimburse the funds in the amounts designated. Trustee Akel seconded the motion, and it was unanimously approved.

1.3 RECOMMEND APPROVAL OF DEPARTMENT OF SOCIAL SERVICES TRAINING GRANT 2013-2014

Trustee Akel moved that the Finance and Facilities Committee approves acceptance of this grant on behalf of the Board of Trustees in the amount of \$84,085 with a required match of 30% cost share from August 1, 2013 to July 31, 2014. Trustee Serafini seconded the motion, and it was unanimously approved.

1.4 RECOMMEND APPROVAL OF SUNY2020 CHALLENGE GRANT ROUND II – RETOOLING THE SOUTHERN TIER

Trustee Akel moved that the Finance and Facilities Committee approves acceptance of this grant on behalf of the Board of Trustees in the amount of \$2,812,580 with a required match of 1:1.26 ratio (\$3,532,277) from April 1, 2013 to March 31, 2023. Trustee Serafini seconded the motion, and it was unanimously approved.

1.5 RECOMMEND APPROVAL OF 2013-2014 SUNY CHILD CARE APPROPRIATION

Trustee Akel moved that the Finance and Facilities Committee approves acceptance of this grant on behalf of the Board of Trustees in the amount of \$67,700 with a required match of 35% - \$23,695 to be met through tuition and fees received from parents from July 1, 2013 to June 30, 2014. Trustee Paniccia seconded the motion, and it was unanimously approved.

1.6 RECOMMEND APPROVAL OF ECONOMIC PURCHASE OF ASBESTOS REMEDIATION TO T&M EXCAVATING

Trustee Serafini moved that the Finance and Facilities Committee approves the Economic Purchase for Asbestos Remediation to T&M Excavating in the amount of \$50,356. Trustee Akel seconded the motion, and it was approved with a vote of 3-0 and one trustee abstaining.

1.7 RECOMMEND APPROVAL OF FINAL PAYMENT TO INCLUDE RELEASE-OF-RETAINAGE TO HOMER C. GOW AND SONS, INC. FOR THEIR WORK ON THE STUDENT CENTER IMPROVEMENT PROJECTS

Trustee Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the final payment of \$7,273.45 to include Release-of-Retainage to Homer C. Gow and Sons, Inc. for their work on the Student Center Improvements Project. Trustee Paniccia seconded the motion, and it was unanimously approved.

1.8 RECOMMEND APPROVAL OF BID NO. 12-60 FOR GENERAL CONSTRUCTION ON THE ARTS ANNEX BUILDING RENOVATION PROJECT

Trustee Paniccia moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the low bid of \$108.500 from Fahs Construction Group for the Arts Annex Building Renovation Project. Trustee Akel seconded the motion, and it was unanimously approved.

1.9 RECOMMEND APPROVAL OF RESOLUTION INCREASING HOURLY RATES FOR TUTORS A, B, C AND SUPPLEMENTAL INSTRUCTORS

Trustee Serafini moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution increasing hourly rates for Tutors A from \$7.35 to \$8.10; Tutors B from \$7.85 to \$8.60; Tutors C from \$8.35 to \$9.10; and Supplemental Instructors from \$8.35 to \$9.10 effective January 1, 2014. Trustee Akel seconded the motion, and it was unanimously approved.

1.10 RECOMMEND APPROVAL OF RESOLUTION FOR NEW POSITION DESCRIPTION – STAFF ASSOCIATE FOR WEB AND GRAPHIC DESIGN

Trustee Serafini moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution for the new position description – Staff Associate for Web and Graphic Design. Trustee Paniccia seconded the motion, and it was unanimously approved.

1.11 RECOMMEND APPROVAL OF RESOLUTION FOR NEW POSITION DESCRIPTION – STAFF ASSOCIATE FOR SPECIAL EVENTS AND PRODUCTIONS

Trustee Paniccia moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution for the new position description – Staff Associate for Special Events and Productions. Trustee Akel seconded the motion, and it was unanimously approved.

1.12 RECOMMEND APPROVAL OF WRITE-OFFS OF STUDENT ACCOUNT RECEIVABLES

Trustee Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the write-offs of uncollectable accounts for receivables in the amount of \$954,929.21. Trustee Serafini seconded the motion, and it was unanimously approved.

1.13 RECOMMEND APPROVAL OF PARTIAL (75%) RELEASE-OF-RETAINAGE TO PICCIRILLI-SLAVIK AND VINCENT PLUMBING AND HEATING INC. FOR THEIR PLUMBING AND HVAC WORK ON THE NATURAL SCIENCE CENTER

Trustee Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the partial (75%) release of retainage payments to Piccirilli-Slavik and Vincent Plumbing and Heating Inc. for their work on the Natural Science Center Project in the amount of \$51,184.35 for the plumbing contract and \$68,483.90 for the HVAC contract. Trustee Serafini seconded the motion, and it was unanimously approved.

1.14 RECOMMEND APPROVAL OF RESOLUTION AMENDING THE CAPITAL IMPROVEMENT PROGRAM (RESOLUTION NO. 1246) PROPOSED FOR MUSIC SUITE RENOVATION FUNDED BY SUNY CAPITAL AND PRIVATE FUNDRAISING

Trustee Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution amending Resolution No. 1246 for the Capital Improvement Project proposed for Music Suite Renovation Funded by SUNY Capital and Private Fundraising. Trustee Paniccia seconded the motion, and it was unanimously approved.

1.15 RECOMMEND APPROVAL OF RESOLUTION INCREASING STUDENT CENTER IMPROVEMENTS CAPITAL PROJECT

This action item was incorrectly motioned and will go to the full Board of Trustees for action.

2. INFORMATION ITEMS

2.1 President's Report

Dr. Drumm is at the SUNY Critical Issues in Higher Education Conference and will give his report at Thursday's Board of Trustee meeting.

2.2 BCC Budget and Financial Developments

Regina will give her report at Thursday's Board of Trustee meeting. 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.

There was a discussion regarding changing the starting time of the meeting, and it was decided to change the starting time to 9:30 a.m.

Trustee Serafini made a motion to adjourn the meeting, and Trustee Paniccia seconded the motion which was unanimously approved. The meeting was adjourned at 8:23 a.m.

The next Finance and Facilities Committee Meeting is scheduled for December 3, 2013 at 9:30 a.m. in Science Building 205 Conference Room

10/31/13 Approved by the Board of Trustees