

# **BROOME COMMUNITY COLLEGE**

## **Board of Trustees Finance and Facilities Committee December 11, 2012**

### **MINUTES**

**TRUSTEES PRESENT:** Chairperson James Orband, George Akel, Joyce Majewski, Marc Newman

**ALSO PRESENT:** Dr. Drumm, Francis Battisti, Regina Losinger, Debra Morello, Richard David, Phil Testa, Jeanette Tillotson, Elizabeth A. Wood

**Chairperson Orband called the meeting to order at 7:30 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 September, October and November 2012. J. Majewski seconded the motion, and it was unanimously approved.

##### **1.2 RECOMMEND APPROVAL OF PETTY CASH**

J. Majewski moved that the Finance and Facilities Committee approves expenditures from petty cash accounts for the months September, October and November 2012 and reimburse the funds in the amounts designated. G. Akel seconded the motion, and it was unanimously approved.

##### **1.3 RECOMMEND APPROVAL OF SUNY COMMUNITY COLLEGE CHILD CARE PROGRAM GRANT**

J. Majewski moved that the Finance and Facilities Committee on behalf of the Board of Trustees approves the SUNY Community College Child Care Program Grant in the amount of \$67,700 for the period of July 1, 2012 through June 30, 2013 with a required match of 35% (\$23,695) to be met through tuition and fees received from parents. G. Akel seconded the motion, and it was unanimously approved.

##### **1.4 RECOMMEND APPROVAL OF AN EMERGENCY PURCHASE TO CONTRACT WITH POSTLER & JAECKLE CORP. FOR REPLACING THE FAILING HEATING HOT WATER SUPPLY AND RETURN PIPING FOR THE STUDENT SERVICES BUILDING**

G. Akel moved that the Finance and Facilities Committee approves the emergency purchase to contract with Postler & Jaeckle Corp. in the amount of \$81,000 for replacing the failing heating hot water supply and return piping. J. Majewski seconded the motion, and it was unanimously approved.

**1.5 RECOMMEND APPROVAL OF EDUCATIONAL SERVICES TO XCL OVERSEAS FOR STUDY ABROAD PROGRAMS**

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

**1.6 RECOMMEND APPROVAL OF EDUCATIONAL SERVICES TO THE COLLEGE OF STATEN ISLAND FOR STUDY ABROAD PRORAMS**

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

**1.7 RECOMMEND APPROVAL OF FINAL PAYMENT TO INCLUDE RELEASE-OF-RETAINAGE TO EXCEL INSULATION CO., INC. FOR THEIR CONTRACT WORK ON THE SCIENCE BUILDING HAZARDOUS MATERIAL ABATEMENT FOR UTILITY ACCESS**

M. Newman moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the final payment of \$3,477.50 to include Release-of-Retainage to Excel Insulation Co., Inc. for their work on the Science Building hazardous material abatement for utility access. G. Akel seconded the motion, and it was unanimously approved.

**1.8 RECOMMEND APPROVAL OF RESOLUTION FOR UNPAID LEAVE OF ABSENCE FOR DEBRA MORELLO**

J. Majewski moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution for the leave of absence for Debra Morello, Dean of Continuing Education to serve in a promotional capacity as the Acting Vice President for Student & Community Engagement from January 1, 2013 to August 31, 2013. M. Newman seconded the motion, and it was unanimously approved.

**1.9 RECOMMEND APPROVAL OF RESOLUTION FOR A CHANGE IN MANAGEMENT/ CONFIDENTIAL BENEFITS**

G. Akel recommends that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution with the changes as specified in employee participation in the cost of prescription co-pays for management/confidential employees of the College. J. Majewski seconded the motion, and it was unanimously approved.

**1.10 RECOMMEND APPROVAL OF RESOLUTION APPROVING THE FACULTY ASSOCIATION LABOR CONTRACT**

This item was removed from the agenda as it was approved previously at the special meeting of the Finance and Facilities Committee on November 15, 2012, and it is an action item on the agenda for the December 13, 2012 Board of Trustee's meeting.

### **1.11 RECOMMEND APPROVAL OF RESOLUTION FOR AN ADJUSTMENT IN ADJUNCT COMPENSATION**

G. Akel recommends that the Finance and Facilities Committee recommends that the Board of Trustees approves the changes in adjunct compensation as specified effective January 1, 2013 per the resolution. 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 Trustee meeting.

### **2.2 BCC Budget and Financial Developments**

Regina will give a full update at Thursday's Board of Trustee Meeting. This report was submitted to the committee for information.

### **2.2 Reports for Board Information**

#### **2.2.1 BCC Facilities Update**

Phil Testa updated the committee about the Natural Science Center, and there were some concerns with the steel that were addressed.

Regina discussed the LRC flood recovery, and all of the FEMA funding has not been received. The Broome County Executive and her staff have been updated on the FEMA funding situation, and her staff is planning to be in contact with FEMA related agencies to see if the funds can be released. Even if all the FEMA funding does not come through, other funding will be sought, and the project will proceed.

#### **2.2.2 Personnel Report**

#### **2.2.3 Budget Transfers**

#### **2.2.4 Grant Approvals**

#### **2.2.5 Investment Report**

These reports were submitted to the committee for information.

**M. Newman made a motion to adjourn the meeting, and G. Akel seconded the motion which was unanimously approved. The meeting was adjourned at 7:42 a.m.**

***The next Finance and Facilities Committee Meeting is scheduled for  
January 15, 2013 at 7:30 a.m. in W107 Conference Room***