

BROOME COMMUNITY COLLEGE

Board of Trustees Finance and Facilities Committee

February 15, 2011

MINUTES

TRUSTEES PRESENT: Chairperson Grippen, Joyce Majewski, Marc Newman, Margaret Coffey

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

Chairperson Grippen called the meeting to order at 7:34 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 January 2011. J. Majewski 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 January 2011 and reimburse the funds in the amounts designated. M. Newman seconded the motion, and it was unanimously approved.

1.3 RECOMMEND APPROVAL OF FINAL PAYMENT TO INCLUDE RELEASE-OF-RETAINAGE TO BEARSCH COMPEAU KNUDSON FOR THEIR CONTRACT WORK ON THE BOILER REPLACEMENT PHASE II PROJECT

M. Newman moved that the Finance and Facilities Committee recommends that the Board of Trustees approves final payment of \$9,357.79 to include Release-of-Retainage to Bearsch Compeau Knudson for their contract work on the Boiler Replacement Phase II Project. J. Majewski seconded the motion, and it was unanimously approved.

1.4 RECOMMEND APPROVAL OF A RESOLUTION FOR A NEW POSITION DESCRIPTION – ASSISTANT DIRECTOR OF ADMINISTRATIVE SYSTEMS

J. Majewski moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the new position description of Assistant Director of Administrative Systems. M. Newman seconded the motion, and it was unanimously approved.

1.5 RECOMMEND APPROVAL OF RESOLUTION RECOMMENDING CANDIDATES FOR TERM APPOINTMENT

M. Newman moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution for the candidates for term appointment effective September 1, 2011. J. Majewski seconded the motion, and it was unanimously approved.

1.6 RECOMMEND APPROVAL OF RESOLUTION RECOMMENDING CANDIDATES FOR CONTINUING APPOINTMENT

J. Majewski moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution for the candidates for continuing appointment effective September 1, 2011. M. Coffey seconded the motion, and it was unanimously approved.

2. INFORMATION ITEMS

2.1 President's Report

Dr. Drumm will give his report at the Board meeting on Thursday.

2.2 BCC Budget and Financial Developments

Regina Losinger reviewed Spring 2011 enrollment figures with the committee. There was discussion regarding the accelerated courses, which are being marketed in an attempt to further improve enrollment, and how financial aid impacts students who want to enroll in these courses.

She also let the committee know that on Monday, February 15th, the Vice Presidents met with Trustee Sandra Harper and the President of the Student Assembly regarding Financial Aid issues.

Regina also reviewed the preliminary 2011-12 budget with the committee, and the impact the Governor's proposed 10% state aid reduction would have on our budget. The budgets have been sent to campus with a goal of reducing their budgets by five percent (5%) which equals \$400,000.

Julie Peacock let the committee know that they were going to ascertain exactly what percentage of our students are getting which kinds of grants and loans to have an idea of the impact of tuition increase on the general student population. Regina has asked our Director of Financial Aid to give her information on what does it mean to our typical student when we increase tuition. There was further discussion regarding tuition increases and enrollments across the state.

There was discussion about housing some of our students at Binghamton University. Julie informed the committee that they are in discussion with Binghamton University also about co-admitting a population of students, and there was further conversation.

Trustee Majewski asked about the fringe benefits estimate with a ten percent (10%) increase in health rates. Regina responded that it is another opportunity to reduce costs and discussed further how this could affect the budget.

Reports for Board Information

2.2.1 BCC Facilities Update

Regina wanted the committee to know that the report has been divided into two sections the first being Capital Projects which are primarily Rick Armstrong's area of responsibility. The second is Facility Improvements which are projects Phil Testa is working on with the maintenance staff. Dr. Drumm has asked that the discussion for the capital needs be held at Thursday's Board meeting. Rick updated the committee on the progress of the Science and Technology Building.

Trustee Coffey asked about the units in Decker that failed last month. Regina and Rick gave a progress report to the committee.

2.2.2 Personnel Report

2.2.3 Budget Transfers

2.2.4 Grant Approvals

2.2.5 Investment Report

**2.2.6 Faculty-Student Association's Annual Report for Fiscal Year
Ending 2009-2010**

These reports were submitted to the committee for information.

Trustee Grippen is part of the Shared Governance Task Force and let the committee know they are making progress.

Regina also reported that there is a Facilities sub-committee of College Council that has been working with them for our facilities planning when communicating with the campus, for example, saving utilities. Her goal is to give them a long-term life through shared governance once the structure is in place.

Trustee Newman asked how long are we locked in with the county in terms of our capital project budget. Regina responded that it is a six-year plan of which only the current year is officially approved.

J. Majewski made a motion to adjourn the meeting. M. Coffey seconded the motion, which was unanimously approved. The meeting was adjourned at 8:15 a.m.

***The next Finance and Facilities Committee Meeting is scheduled for
March 15, 2011 at 7:30 a.m. in W107 Conference Room***