

BROOME COMMUNITY COLLEGE
Board of Trustees
Finance and Facilities Committee
February 19, 2013
MINUTES

TRUSTEES PRESENT: Chairperson James Orband, Joyce Majewski, Marc Newman, Nicholas Serafini

ALSO PRESENT: Dr. Drumm, Francis Battisti, Regina Losinger, Debra Morello, Elizabeth A. Wood, Phil Testa

Chairperson Orband called the meeting to order at 7:29 a.m.

1. ACTION ITEMS

1.1 RECOMMEND APPROVAL OF PAYROLL CERTIFICATION

N. Serafini moved that the Finance and Facilities Committee approves the filing of the College payroll for January 2013. M. Newman 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 January 2013 and reimburse the funds in the amounts designated. N. Serafini seconded the motion, and it was unanimously approved.

1.3 RECOMMEND APPROVAL OF VERIZON NEXT STEP CONTRACT FOR SPRING 2013

J. Majewski moved that the Finance and Facilities Committee on behalf of the Board of Trustees approves the Verizon Next Step Contract for Spring 2013 in the amount of \$90,918 for the period of January 1, 2013 through June 30, 2013. M. Newman seconded the motion, and it was unanimously approved.

1.4 RECOMMEND APPROVAL OF VERIZON NEXT STEP CONTRACT FOR FALL 2013

J. Majewski moved that the Finance and Facilities Committee on behalf of the Board of Trustees approves the Verizon Next Step Contract for Fall 2013 in the amount of \$60,570 for the period of July 1, 2013 through December 31, 2013. N. Serafini seconded the motion, and it was unanimously approved.

1.5 RECOMMEND APPROVAL OF PARTNER AGREEMENT WITH MONROE COMMUNITY COLLEGE FOR TAA-CCCT T.E.A.M. GRANT PROJECT

M. Newman moved that the Finance and Facilities Committee on behalf of the Board of Trustees approves the partner agreement with Monroe Community College for TAA-CCCT T.E.A.M. Grant Project in the amount of \$89,700 for the period of October 1, 2012 through September 30, 2016. J. Majewski seconded the motion, and it was unanimously approved.

1.6 RECOMMEND APPROVAL TO RENEW TIME WARNER TELECOM CONTRACT

This item was held over. The committee asked for more information on this item.

1.7 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, 2013. J. Majewski seconded the motion, and it was unanimously approved.

1.8 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, 2013. N. Serafini seconded the motion, and it was unanimously approved.

1.9 RECOMMEND APPROVAL TO AMEND THE PROFESSIONAL SERVICES CONTRACT WITH DELTA ENGINEERS TO INCLUDE CONSTRUCTION MANAGEMENT SERVICES FOR THE FLOOD RECOVERY PROJECT

J. Majewski moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the amendment of DELTA's Professional Services Contract to include Construction Management Services for the Flood Recovery Project at a total cost not to exceed \$119,581. N. Serafini seconded the motion, and it passed with 3 trustees voting yes and with a trustee abstaining.

1.10 RECOMMEND APPROVAL TO AMEND THE EMERGENCY PURCHASE TO CONTRACT WITH POSTLER & JAECKLE CORP. FOR REPLACING THE FAILING HEATING HOT WATER SUPPLY AND RETURN PIPING FOR THE STUDENT SERVICES BUILDING

M. Newman moved that the Finance and Facilities Committee recommends that the Board of Trustees approves amending the emergency purchase to contract with Postler & Jaeckle Corp. in the amount of \$104,000 for replacing the failing heating hot water supply and return piping for the Student Services Building. J. Majewski seconded the motion and it was unanimously approved.

1.11 RECOMMEND APPROVAL OF RESOLUTION FOR NEW POSITION DESCRIPTION – DIRECTOR OF MARKETING AND COMMUNICATIONS

N. Serafini moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the new position description of Director of Marketing and Communications. M. Newman seconded the motion and it was unanimously approved.

1.12 RECOMMEND APPROVAL TO PURCHASE SUPPLIES/EQUIPMENT FOR THE NATURAL SCIENCE CENTER FROM FISHER SCIENTIFIC AND THERMO ELECTRONIC NORTH AMERICA, LLC

J. Majewski moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the purchases to Fisher Scientific in the amount of \$169,280.16 and Thermo Electronic North America, LLC in the amount of \$290,742.91. M. Newman 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. He indicated that the audit was wrapping up and Regina would update the committee.

This is our first year with Bonadio & Co., our new auditing firm. It is anticipated that it will be a clean audit, and the details will be presented at the full board meeting on Thursday. Trustee Orband asked if we are satisfied that we were getting minimum standards for an audit, and Regina replied yes. The President indicated that they audit 5 or 6 SUNY schools, and they came well recommended.

2.2 BCC Budget and Financial Developments

Regina 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.

M. Newman made a motion to adjourn the meeting, and J. Majewski seconded the motion which was unanimously approved. The meeting was adjourned at 7:46 a.m.

The next Finance and Facilities Committee Meeting is scheduled for March 19, 2013 at 7:30 a.m. in W107 Conference Room

2/21/13 Approved by the Board of Trustees