

# **BROOME COMMUNITY COLLEGE**

## **Board of Trustees Finance and Facilities Committee**

**March 27, 2012**

### **MINUTES**

**TRUSTEES PRESENT:** Chairperson James Orband, George Akel, Nicholas Serafini

**ALSO PRESENT:** Dr. Drumm, Regina Losinger, Debra Morello, Julie Peacock, Phil Testa, Elizabeth A. Wood

**Chairperson Orband called the meeting to order at 7:32 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 month of February 2012. N. Serafini seconded the motion, and it was unanimously approved.

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

G. Akel moved that the Finance and Facilities Committee approves expenditures from petty cash accounts for the months of February and March 2012 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 PROGRAM GRANT FOR FALL 2012**

G. Akel 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, 2012 to December 31, 2012 in the amount of \$102,140. N. Serafini seconded the motion, and it was unanimously approved.

##### **1.4 RECOMMEND APPROVAL TO ESTABLISH A CONTRACT FOR PROFESSIONAL SERVICES WITH DELTA ENGINEERS, ARCHITECTS, & LAND SURVEYORS FOR THE LIBRARY RENOVATION FLOOD PROJECT**

G. Akel moved that the Finance and Facilities Committee approves the establishment of a contract with Delta Engineers, Architects, & Land Surveyors for Professional Services for the Library Renovation Flood Project not to exceed \$73,884. N. Serafini seconded the motion, and it was unanimously approved.

**1.5 RECOMMEND APPROVAL OF A RESOLUTION FOR A SIX-YEAR CAPITAL IMPROVEMENT PROGRAM REQUEST FOR YEARS 2013-2018**

N. Serafini moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution for the Six-Year Capital Improvement Program. G. Akel seconded the motion, and it was unanimously approved.

**1.6 RECOMMEND APPROVAL OF A RESOLUTION FOR A NEW POSITION DESCRIPTION – ASSOCIATE VICE PRESIDENT AND CONTROLLER**

G. Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution for a new position description of Associate Vice President and Controller. N. Serafini seconded the motion, and it was unanimously approved.

**1.7 RECOMMEND APPROVAL OF A RESOLUTION FOR AN UNPAID LEAVE OF ABSENCE FOR KARAN J. DRUM**

G. Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution for an unpaid leave of absence to Karan J. Drum, Personnel Clerk in Human Resources to serve in a promotional capacity as the Personnel Specialist from April 2, 2012 to April 1, 2013. N. Serafini seconded the motion, and it was unanimously approved.

**1.8 RECOMMEND APPROVAL OF A CHANGE ORDER TO CONTRACT CA 15-1260 WITH HOLT ARCHITECTS, PC TO PROVIDE CONSTRUCTION MANAGEMENT SERVICES FOR THE NATURAL SCIENCE CENTER PROJECT**

N. Serafini moved that the Finance and Facilities Committee recommends that the Board of Trustees approves a change order to contract CA 15-1260 with HOLT Architects, PC to provide Construction Management Services at a cost not to exceed \$600,000. G. Akel 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's meeting.

**2.2 BCC Budget and Financial Developments**

There was a discussion regarding the budget with the committee. Regina Losinger handed out two documents an additional 2012-13 Simulated Operating Budget Scenario and a report of BCC Unreserved Fund Balance Trends. This report was submitted to the committee for information.

**2.3 Reports for Board Information**

**2.3.1 BCC Facilities Update**

There was a discussion regarding construction management for the Natural Science Center.

**2.3.2 Personnel Report**

**2.3.3 Budget Transfers**

**2.3.4 Grant Approvals**

**2.3.5 Investment Report**

**2.3.6 2012 Candidates for Professional Development Recognition Increment**

These reports were submitted to the committee for information.

**G. Akel made a motion to adjourn the meeting and N. Serafini seconded the motion, and it was unanimously approved. The meeting was adjourned at 8:10 a.m.**

***The next Finance and Facilities Committee Meeting is scheduled for  
April 17, 2012 at 7:30 a.m. in W107 Conference Room***

***Approved 3/29/12 by the Board of Trustees***