

BROOME COMMUNITY COLLEGE
Board of Trustees
Finance and Facilities Committee
April 23, 2013

TRUSTEES PRESENT: Chairperson James Orband, Nicholas Serafini, Anthony Paniccia

ALSO PRESENT: Regina Losinger, Jeanette Tillotson, Elizabeth A. Wood, Phillip Testa

Chairperson Orband called the meeting to order at 7:32 a.m.

1. ACTION ITEMS

1.1 RECOMMEND APPROVAL OF PAYROLL CERTIFICATION

A. Paniccia moved that the Finance and Facilities Committee approves the filing of the College payroll for March 2013. N. Serafini seconded the motion, and it was unanimously approved.

1.2 RECOMMEND APPROVAL OF PETTY CASH

A. Paniccia moved that the Finance and Facilities Committee approves expenditures from petty cash accounts for March 2013 and reimburse the funds in the amounts designated. N. Serafini seconded the motion, and it was unanimously approved.

1.3 RECOMMEND APPROVAL OF BUDGET TRANSFERS SHIFTING UP TO \$593,000 FOR VOLUNTARY SEPARATION INCENTIVE, ADJUNCT INSTRUCTION, AND THE FACULTY CONTRACT

A. Paniccia moved that the Finance and Facilities Committee approves budget transfers into personnel up to \$593,000 to fund the Voluntary Separation Incentive Program, additional adjunct instruction costs, and the Faculty Contract. N. Serafini seconded the motion, and it was unanimously approved.

1.4 RECOMMEND APPROVAL OF RESOLUTION FOR REVISED POSITION DESCRIPTION – HUMAN RESOURCES

N. Serafini moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the revised position description for Human Resources Officer. A. Paniccia seconded the motion, and it was unanimously approved.

1.5 RECOMMEND APPROVAL OF RESOLUTION FOR REVISED POSITION DESCRIPTION – DIRECTOR OF SPONSORED PROGRAMS

A. Paniccia moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the position revised position description for Director of Sponsored Programs. N. Serafini seconded the motion, and it was unanimously approved.

1.6 RECOMMEND APPROVAL OF RESOLUTION FOR SABBATICAL LEAVES

N. Serafini moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution and applications for sabbatical leaves.

A. Paniccia seconded the motion, and it was unanimously approved.

1.7 RECOMMEND APPROVAL OF PURCHASE OF CNC TOOL ROOM LATHE FROM HAAS FACTORY OUTLET

N. Serafini moved that the Finance and Facilities Committee approves the purchase of the CNC Tool Room Lathe from HAAS Factory Outlet in the amount of \$84,723.

A. Paniccia seconded the motion, and it was unanimously approved.

2. INFORMATION ITEMS

2.1 President's Report

Dr. Drumm is attending the AACC 93rd Annual Convention, and he will give his report at Thursday's Board of Trustee meeting.

2.2 BCC Budget and Financial Developments

There was discussion regarding the 2013-14 budget which will be discussed further 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.

N. Serafini made a motion to adjourn the meeting, and A. Paniccia seconded the motion which was unanimously approved. The meeting was adjourned at 7:41 a.m.

***The next Finance and Facilities Committee Meeting is scheduled for
May 14, 2013 at 7:30 a.m. in W107 Conference Room***

April 25, 2013 -- Approved by the Board of Trustees