

BROOME COMMUNITY COLLEGE
Board of Trustees
Finance and Facilities Committee
May 14, 2013

TRUSTEES PRESENT: Chairperson James Orband, George Akel, M. Newman, Nicholas Serafini, Anthony Paniccia, Nancy LeBare

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

Chairperson Orband called the meeting to order at 7:30 a.m.

1. ACTION ITEMS

1.1 RECOMMEND APPROVAL OF PAYROLL CERTIFICATION

Trustee Serafini moved that the Finance and Facilities Committee approves the filing of the College payroll for April 2013. Trustee Akel seconded the motion, and it was unanimously approved.

1.2 RECOMMEND APPROVAL OF PETTY CASH

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

1.3 RECOMMEND APPROVAL OF ONLINE CLT/HT PROGRAM EXPANSION GRANT

Trustee Paniccia moved that the Finance and Facilities Committee approves this grant on behalf of the Board of Trustees in the amount of \$191,301 for the period of July 1, 2013 to June 30, 2016. Trustee Akel asked if the grant was a three (3) or four (4) year grant as the date on the action item indicated ending June 30, 2017. It was clarified that it was a three (3) year grant ending June 30, 2016. Trustee Serafini seconded the motion, and it was unanimously approved.

1.4 RECOMMEND APPROVAL TO CONTRACT WITH LECHASE CONSTRUCTION SERVICES, LLC FOR CONSTRUCTION MANAGEMENT FOR THE WALES BUILDING RENOVATION PROJECT

Trustee Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approves allowing the college to enter into an agreement with LeChase Construction Services, LLC for construction management for the Wales Building Renovation Project for \$248,000. Paniccia seconded the motion, and it was unanimously approved.

1.5 RECOMMEND APPROVAL OF ADDITIONAL MECHANICAL CONSTRUCTION WORK TO WILKINS MECHANICAL, INC. FOR THE WATER AND SEWER UPGRADES PROJECT

Trustee Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the change order to Wilkins Mechanical, Inc. in the amount of \$65,926.22 making the new contract amount of \$163,726.22 for the Water and Sewer Upgrades Project. Trustee Serafini seconded the motion, and it was unanimously approved.

1.6 RECOMMEND APPROVAL OF RESOLUTION FOR AN UNPAID LEAVE OF ABSENCE FOR RICHARD DAVID

Trustee Serafini moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution for an unpaid leave of absence for Richard David, Public Affairs Officer, from 7/31/13 to 11/29/13. Trustee Akel seconded the motion, and it was unanimously approved.

1.7 RECOMMEND APPROVAL OF RESOLUTION FOR CANDIDATES FOR PROMOTION

Trustee Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution for candidates for promotion. Trustee Paniccia seconded the motion, and it was unanimously approved.

1.8 RECOMMEND APPROVAL OF RESOLUTION TO GRANT NEW YORK STATE ELECTRIC AND GAS AN EASEMENT TO INSTALL NATURAL GAS SERVICE FOR THE STUDENT HOUSING

Trustee Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution granting an easement to New York State Electric and Gas for the installation of a natural gas line for the student housing project. NYSEG will also guarantee perpetual care and maintenance of the gas line, contingent upon NYSEG meeting County, College, and any regulatory agency and required State University of New York approval. Trustee Newman seconded the motion, and it passed with four (4) trustees voting yes and two (2) trustees abstaining.

2. INFORMATION ITEMS

2.1 President's Report

Dr. Drumm let the committee know that we are interviewing food service vendors for the two (2) companies that responded to the Request for Proposals. Food service has been moved to the Faculty-Student Association (FSA). Due to student housing, it is not unusual for food service to be under FSA. Both of the vendors have promised funding for major renovations to the cafeteria as part of their proposals.

We have turned around the FSA this year financially, and we should have a surplus this year. The outsourcing on the bookstore has worked out extremely well. By expanding the bookstore and bringing the books to the store so all the retail is centrally in one place with the merchandise will create more traffic. We are looking at a very healthy FSA going forward.

He met with the IDA last Friday and in a 5 to 4 vote they agreed to support an engineering study for educational use in the old library in order that we can have at least a rough idea of the space use for the four (4) core programs that would go into the library and what else we would be able to do there as well.

There was discussion regarding the electrical interruption at the college on Monday.

He will give the rest of his report at Thursday's Board of Trustee meeting.

2.2 BCC Budget and Financial Developments

There was discussion regarding the Affordable Care Act (ACA). Ms. Losinger will discuss this and budget update 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
- 2.3.6** Faculty Eligible for Initial II Appointment – Fall 2013

These reports were submitted to the committee for information.

After the Information Items were reviewed, there was a discussion regarding enrollment.

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
June 24, 2013 at 7:30 a.m. in W107 Conference Room***

April 16, 2013 Approved by the Board of Trustees