

**BROOME COMMUNITY COLLEGE
FINANCE & FACILITIES COMMITTEE
May 25, 2010**

MINUTES

TRUSTEES PRESENT: Angelo Mastrangelo (Acting Chairperson), George Akel, Sandra Harper, Joyce Majewski, Marc Newman, Nicholas Serafini

ALSO PRESENT: Dr. Drumm, Martin Guzzi, Grant F. Newton, Julia E Peacock, Richard Armstrong, Regina Losinger, Jeanette Tillotson, Elizabeth A. Wood

Acting Chairperson Mastrangelo called the meeting to order at 7:30 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 April 2010. G. Akel 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 April 2010 and reimburse the funds in the amounts designated. M. Newman seconded the motion, and it was unanimously approved.

1.3 RECOMMEND APPROVAL OF ENTREPRENEURIAL ASSISTANCE PROGRAM 2010 GRANT

J. Majewski moved that the Finance and Facilities Committee on behalf of the Board of Trustees approves acceptance of this grant for the period of August 1, 2009 to July 31, 2010 in the amount of \$73,500. G. Akel seconded the motion, and it was unanimously approved.

1.4 RECOMMEND APPROVAL TO ESTABLISH A CONTRACT WITH WILKINS MECHANICAL INC. FOR REPLACING CAMPUS NATURAL GAS LINES

J. Majewski moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the establishment of a contract with Wilkins Mechanical Inc. contingent on their providing the necessary Insurance and Bonding as required in the Bid Document and completing all pre-contract requirements. G. Akel seconded the motion, and it was unanimously approved. Trustee Newman asked if they would be posting a performance bond, and Richard Armstrong will check on this and respond by Thursday's Board meeting.

1.5 RECOMMEND APPROVAL OF RESOLUTION FOR CANDIDATES FOR PROMOTION

N. Serafini moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution for candidates for promotion. M. Newman seconded the motion, and it was unanimously approved.

1.6 RECOMMEND APPROVAL OF RESOLUTION FOR THE EDUCATIONAL SUPPORT PERSONNEL ASSOCIATION (ESPA) LABOR CONTRACT

G. Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution for the terms of the tentative labor agreement with the Educational Support Personnel Association (ESPA). M. Newman seconded the motion, and it was unanimously approved contingent upon the union vote.

1.7 RECOMMEND APPROVAL OF RESOLUTION ESTABLISHING OPEN PERIOD FOR EARLY RETIREMENT INCENTIVE

J. Majewski moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution specifying the 90-day open period commencing October 3, 2010 and ending on December 31, 2010. N. Serafini seconded the motion, and it was unanimously approved.

1.8 RECOMMEND APPROVAL OF RESOLUTION FOR AN INCREASE IN AUTHORIZED VACATION CARRYOVER

G. Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution to increase by ten (10) the number of vacation days a listed employee would otherwise be entitled to carry over beyond August 31, 2010 into budget year 2010-2011. J. Majewski seconded the motion, and it was unanimously approved.

1.9 RECOMMEND APPROVAL OF AMENDED RESOLUTION FOR ACTUAL SALARIES FOR MANAGEMENT/CONFIDENTIAL PERSONNEL FOR 2009-2010

J. Majewski moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the amended resolution for the 3% increase in actual salaries for management/confidential personnel effective September 1, 2010. M. Newman seconded the motion, and it was unanimously approved.

1.10 RECOMMEND APPROVAL OF AMENDED RESOLUTION FOR MINIMUM SALARIES FOR MANAGEMENT/CONFIDENTIAL PERSONNEL FOR 2009-2010

G. Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the amended resolution for the 3% increase in minimum salaries for management/confidential personnel effective September 1, 2010. M. Newman seconded the motion, and it was unanimously approved.

1.11 RECOMMEND APPROVAL TO PURCHASE AN UPGRADE OF EXISTING NEC TELEPHONE SWITCH

J. Majewski moved that the Finance and Facilities Committee recommends the purchase of an upgrade of the existing NEC telephone switch at a cost of \$97,254. M. Newman seconded the motion. The motion was tabled until the Board of Trustees' meeting as the committee requested information on the cost of leasing instead of purchasing the switch.

1.12 RECOMMEND APPROVAL OF A BUDGET TRANSFER TO PURCHASE AN UPGRADE OF EXISTING NEC TELEPHONE SWITCH

This item was tabled until the Board of Trustees' meeting.

1.13 RECOMMEND APPROVAL TO NEGOTIATE A CONTRACT FOR PROFESSIONAL SERVICES WITH A CONSULTANT

J. Majewski moved that the Finance and Facilities Committee recommends that the Board of Trustees allows the college to enter into negotiations with HOLT Architects, PC for Professional Services related to the Science/Technology Building project. N. Serafini seconded the motion, and it was unanimously approved.

2. INFORMATION ITEMS

2.1 President's Report

Dr. Drumm let the committee know that on Friday, May 21st, 77 volunteers planted four gardens and did a terrific job landscaping the perimeter of the college. The president will give the rest of his report at Thursday's Board meeting.

2.2 BCC Budget Update

Regina Losinger discussed her handout—"If governor prevails" 2010 budget with the committee. The budget report was also submitted to the committee for information.

2.3 Reports for Board Information

- 2.3.1 Update on BCC Campus Operations Activity/
Capital Project Change Orders**
- 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 Appointments - Fall 2010**

These reports were submitted to the committee for information.

M. Newman made a motion to adjourn the meeting. N. Serafini seconded the motion, which was unanimously approved. The meeting was adjourned at 8:25 a.m.

***The next Finance and Facilities Committee Meeting is scheduled for
June 22, 2010 at 7:30 a.m. in W107 Conference Room***

Approved at 5/27/2010 Board of Trustees Meeting