

BROOME COMMUNITY COLLEGE

Board of Trustees Finance and Facilities Committee

June 19, 2012

MINUTES

TRUSTEES PRESENT: Chairperson James Orband, George Akel, Joyce Majewski

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

Chairperson Orband called the meeting to order at 7:30 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 months of April and May 2012. J. Majewski 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 the months of April and May 2012 and reimburse the funds in the amounts designated. G. Akel seconded the motion, and it was unanimously approved.

1.3 RECOMMEND APPROVAL OF A RESOLUTION FOR AN UNPAID LEAVE OF ABSENCE AN UNPAID LEAVE OF ABSENCE FOR JASON STEVENS

J. Majewski moved that the Finance and Facilities Committee recommends that the Board of Trustees approves an unpaid leave of absence to Jason Stevens, Campus Safety Officer (part-time) in the Office of Public Safety, from March 14, 2012 to March 13, 2013 to serve in a promotional capacity as Campus Peace Officer (full-time) in the Office of Public Safety. G. Akel seconded the motion, and it was unanimously approved.

1.4 RECOMMEND APPROVAL OF A RESOLUTION FOR AN UNPAID LEAVE OF ABSENCE FOR PEGGY J. HOLMES

G. Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approves an unpaid leave of absence to Peggy J. Holmes, Senior Account Clerk in the Finance Office, from June 18, 2012 to June 17, 2013 to serve in a promotional capacity as a the Payroll Supervisor. J. Majewski seconded the motion, and it was unanimously approved.

1.5 RECOMMEND APPROVAL OF A RESOLUTION FOR AN UNPAID LEAVE OF ABSENCE FOR KRISTOPHER LANS

J. Majewski moved that the Finance and Facilities Committee recommends that the Board of Trustees approves an unpaid leave of absence to Kristopher Lans, Account Clerk in Financial Aid, from June 18, 2012 to June 17, 2013 to serve in a promotional capacity as a Student Records Specialist in Admissions. G. Akel seconded the motion, and it was unanimously approved.

1.6 RECOMMEND APPROVAL OF A RESOLUTION FOR AN UNPAID LEAVE OF ABSENCE FOR FRANCIS L. BATTISTI

G. Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution to grant an unpaid leave of absence to Francis L. Battisti, Professor in Psychology and Human Services, from September 1, 2012 to August 31, 2013 to serve in a promotional capacity as the Acting Executive Vice President and Chief Academic Officer. J. Majewski seconded the motion, and it was unanimously approved.

1.7 RECOMMEND APPROVAL OF FEDERAL COLLEGE WORK STUDY ALLOCATION

J. Majewski moved that the Finance and Facilities Committee on behalf of the Board of Trustees approves the Federal College Work Study Allocation from July 1, 2012 to June 30, 2013 in the amount of \$112,169. No cash match required, however the college has requested and received a waiver of the required 25% cash match through meeting Title III waiver eligibility requirements. G. Akel seconded the motion, and it was unanimously approved.

2. INFORMATION ITEMS

2.1 President's Report

Dr. Drumm reported that Gary Finch, Executive Director of FSA is taking the separation incentive and his last day will be June 30th. Debra Morello will be overseeing the area for the time being. The FSA Board did vote to outsource the bookstore to Follett. They will continue to study our auxiliary services.

He also reported that Elizabeth Mollen will be the Acting Dean of Business and Public Services after Greg Talley retires. He is meeting with a candidate for the Acting Dean of Liberal Arts this week.

Lastly, he let the committee know that he will be on vacation the last week in June and return July 2nd.

2.2 BCC Budget and Financial Developments

Regina Losinger reported that the Voluntary Separation Incentive Program will break even in one year which is half the time of our two-year goal. Regina and Dr. Drumm discussed the current enrollment and the impact on the budget.

Trustee Orband asked about the facilities. Phil Testa discussed repairs to the erosion underneath the sidewalk area between the Annex and Decker. Trustee Akel indicated they used to be advised of all extras, add-ons of contracts if that would be continued? Phil indicated absolutely. Trustee Akel also asked if there has been any yet? Phil indicated no there haven't been but there could be one coming but it could be a deduct. Trustee Akel asked if the building was on schedule? Phil responded it was on schedule and no issues so far.

Regina also discussed restoration of the Library from the flood. We are getting some concerns as FEMA came through with some financial numbers that we were expecting and once it reached the state level they indicated we need to deduct for anticipated flood insurance which does not exist. There has been a brief discussion with Senator Schumer who has been assisting others with flood issues and another conversation with Marie Kalka, County Budget Director. We are proceeding as if the funds will come in and will be having further discussions. Trustee Akel asked what the difference between what we were expecting and what they were offering? Regina responded the first stage, Emergency Response and Protective Measures is a \$90,000 claim which they should have given us three-quarters, and they took \$38,000 right off the top. The second stage was for the contents and that was \$82,000, and they took the whole thing out indicating we have insurance for that, but we do not. We have not had a response on the bigger claim.

Dr. Drumm, along with Judy Siggins and Cathy Williams of the Foundation, had a very positive visit on the fundraising for the Wales renovation project that could help fund everything we want to do with the building including the HVAC and elevator. He will have more information in the future in this. 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.

G. Akel made a motion to adjourn the meeting and J. Majewski seconded the motion, and it was unanimously approved. The meeting was adjourned at 7:46 a.m.

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