

**BROOME COMMUNITY COLLEGE
FINANCE & FACILITIES COMMITTEE
June 22, 2010**

MINUTES

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

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

Acting Chairperson Mastrangelo called the meeting to order at 7:29 a.m.

1. ACTION ITEMS

1.1 RECOMMEND APPROVAL OF PAYROLL CERTIFICATION

N. Serafini moved that the Finance and Facilities Committee approves the filing of the College payroll for the month of May 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 May 2010 and reimburse the funds in the amounts designated. M. Newman seconded the motion, and it was unanimously approved.

1.3 RECOMMEND APPROVAL OF SCHOLARSHIPS FOR EDUCATION AND ECONOMIC DEVELOPMENT (SEED) GRANT

M. Newman moved that the Finance and Facilities Committee on behalf of the Board of Trustees approves acceptance of this grant for the period of May 1, 2010 to July 31, 2012 in the amount of \$698,134. J. Majewski seconded the motion, and it was unanimously approved.

1.4 RECOMMEND APPROVAL TO ESTABLISH A CONTRACT WITH NIRAM, INC. FOR WORK ON THE WALES CORRIDOR ENVIRONMENTAL REMEDIATION AND INCIDENTAL REMEDIATION PROJECT

J. Majewski moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the establishment of a contract with NIRAM, 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.

1.5 RECOMMEND APPROVAL OF RESOLUTION FOR CONTRACTS FOR COLLEGE FOOD COURT SERVICES

J. Majewski moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution to contract with Matruski Food Corp., Pizza Systems, Inc., and Subway Real Estate Corp. for the college food services. N. Serafini seconded the motion, and it was unanimously approved.

1.6 RECOMMEND APPROVAL OF RESOLUTION TO ESTABLISH A CONTRACT WITH WEATHERMASTER ROOFING COMPANY, INC. FOR ROOF REPLACEMENTS PHASES II & III

G. Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution to establish a contract with Weathermaster Roofing Company, Inc. contingent on their providing the necessary insurance and bonding as required in the bid document and meeting all other pre-contract terms. J. Majewski seconded the motion, and it was unanimously

1.7 RECOMMEND APPROVAL OF RESOLUTION FOR UNPAID LEAVE OF ABSENCE FOR MARTIN J. GUZZI

G. Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution for an unpaid leave of absence for Martin J. Guzzi, Registrar, from August 1, 2010 to January 1, 2011 to serve in a promotional capacity as the Acting Vice President of Student Affairs. J. Majewski seconded the motion, and it was unanimously approved.

1.8 RECOMMEND APPROVAL OF RESOLUTION FOR AN UNPAID LEAVE OF ABSENCE FOR CYNTHIA MOWRY

G. Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution for an unpaid leave of absence for Cynthia Mowry, Assistant Registrar, from August 1, 2010 to January 1, 2011 to serve in a promotional capacity as the Acting Registrar. N. Serafini seconded the motion, and it was unanimously approved

1.9 RECOMMEND APPROVAL OF RESOLUTION FOR FACULTY HIRING RANGES FOR 2010-2011

J. Majewski moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution for faculty hiring ranges for 2010-2011. G. Akel seconded the motion, and it was unanimously approved.

2. INFORMATION ITEMS

2.1 President's Report

Dr. Drumm let the committee know that we are in the process of creating the search committee for the Vice President for Student and Community Engagement and would like to have someone in the position by January 1st.

Dr. Drumm reported that summer enrollment was up 15% and admissions are running well ahead of last year.

Trustee Majewski asked about having staggered work hours for students who work full time. The President informed the committee that we have evening hours this summer for the first time and are opened until 6 pm Monday through Thursday.

Trustee Serafini asked Regina Losinger if our enrollment was up 10% what would that add to our revenue. She responded that every percentage increase would be equal to a little over \$200,000 in next year's budget.

2.2 BCC Budget Update

Regina Losinger discussed the 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.

J. Majewski motioned to go into Executive Session to discuss personnel matters. G. Akel seconded the motion, and it was unanimously approved. At 8:04 a.m. the Committee went into Executive Session.

J. Majewski motioned to come out of Executive Session. N. Serafini seconded the motion, and it was unanimously approved. At 8:06 a.m. the Committee came out of Executive Session.

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 July 20, 2010 at 7:30 a.m. in W107 Conference Room