

**SUNY BROOME COMMUNITY COLLEGE**  
**Board of Trustees**  
**Finance and Facilities Committee**  
**June 25, 2013**

**TRUSTEES PRESENT:** George Akel, Marc Newman, Nicholas Serafini, Anthony Paniccia, Nancy LaBare

**ALSO PRESENT:** Dr. Drumm, Francis Battisti, Regina Losinger, Jeanette Tillotson, Phillip Testa, Paige Sedlacek

**Chairperson Orband was unable to attend the meeting, and Trustee Newman served as Chairperson. He called the meeting to order at 7:27 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 May 2013. Trustee Paniccia seconded the motion, and it was unanimously approved.

**1.2 RECOMMEND APPROVAL OF PETTY CASH**

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

**1.3 RECOMMEND APPROVAL OF FEDERAL COLLEGE WORK STUDY ALLOCATION**

Trustee Paniccia moved that the Finance and Facilities Committee approves this grant on behalf of the Board of Trustees in the amount of \$106,799 for the period of July 1, 2013 to June 30, 2014 with no cash match required. The college has requested and received a waiver of the required 25% cash match through meeting Title III waiver eligibility requirements. Trustee Serafini seconded the motion, and it was unanimously approved.

**1.4 RECOMMEND APPROVAL TO BID #12-30 TO AWARD THE GENERAL CONSTRUCTION CONTRACT FOR THE STUDENT CENTER IMPROVEMENTS PROJECT TO HOMER C. GOW & SONS, INC.**

Trustee Serafini moved that the Finance and Facilities Committee recommends that the Board of Trustees approves Bid #12-30 to award the general construction contract for the Student Center Improvements Project to Homer C. Gow & Sons Inc. in the amount of \$136,410. Trustee Paniccia seconded the motion, and it was unanimously approved.

**1.5 RECOMMEND APPROVAL OF RESOLUTION FOR NEW POSITION DESCRIPTION – DEAN OF INSTITUTIONAL EFFECTIVENESS AND ENROLLMENT PLANNING**

Trustee Serafini moved that the Finance and Facilities Committee recommends that the Board of Trustees approves new position description of Dean of Institutional Effectiveness and Enrollment Planning. Trustee Akel seconded the motion, and it was unanimously approved.

**1.6 RECOMMEND APPROVAL OF RESOLUTION FOR NEW POSITION DESCRIPTION – DIRECTOR OF MARKETING, COMMUNICATIONS AND PUBLIC INFORMATION**

Trustee Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approves new position description of Director of Marketing, Communications and Public Information. Trustee Serafini seconded the motion, and it was unanimously approved.

**1.7 RECOMMEND APPROVAL OF RESOLUTIONS ADOPTING 2013-14 TUITION AND FEES, OPERATING BUDGET, SPONSOR SERVICES, AND FULL-TIME POSITIONS**

Trustee Serafini moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the 2013-14 budget, sponsor services, full-time positions, and tuition and fees resolutions. Trustee Akel seconded the motion, and it was unanimously approved.

**Action Item 1.8 was called for a vote and Trustee Akel motioned to go into Executive Session at 7:47 a.m. to discuss the ESPA Labor Agreement, and Trustee Paniccia seconded the motion. Trustee Akel motioned to come out of Executive Session at 8:32 a.m., and Trustee Serafini seconded the motion. Action Item 1.8 was voted on after Executive Session ended.**

**1.8 RECOMMEND APPROVAL OF RESOLUTION FOR THE ESPA LABOR AGREEMENT**

Trustee Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution with the terms of the tentative labor agreement with the Educational Support Personnel Association (ESPA). Trustee Serafini seconded the motion, and it was unanimously approved.

**2. INFORMATION ITEMS**

**2.1 President's Report**

Dr. Drumm will give his report at Thursday's Board of Trustee meeting.

## **2.2 BCC Budget and Financial Developments**

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 (Revised) – Fall 2013

These reports were submitted to the committee for information.

**Trustee Serafini made a motion to adjourn the meeting, and Trustee Newman seconded the motion which was unanimously approved. The meeting was adjourned at 8:33 a.m.**

***The next Finance and Facilities Committee Meeting is scheduled for  
July 23, 2013 at 7:30 a.m. in W107 Conference Room***

***6/27/13 Approved by the Board of Trustees***