

BROOME COMMUNITY COLLEGE

Board of Trustees Finance and Facilities Committee

July 17, 2012

MINUTES

TRUSTEES PRESENT: Chairperson James Orband, George Akel, Joyce Majewski, Marc Newman, Nicholas Serafini

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

Chairperson Orband called the meeting to order at 7:32 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 month of June 2012. N Serafini seconded the motion, and it was unanimously approved.

1.2 RECOMMEND APPROVAL OF PETTY CASH

N. Serafini moved that the Finance and Facilities Committee approves expenditures from petty cash accounts for the month June 2012 and reimburse the funds in the amounts designated. M. Newman seconded the motion, and it was unanimously approved.

1.3 RECOMMEND APPROVAL OF FEDERAL PERKINS IV GRANT FUNDS

G. Akel moved that the Finance and Facilities Committee on behalf of the Board of Trustees approves the Federal Perkins IV Grant Funds from July 1, 2012 to June 30, 2013 in the amount of \$269,813. M. Newman seconded the motion, and it was unanimously approved.

1.4 RECOMMEND APPROVAL OF BID #12-20 TO ROCK BOULDER, INC. FOR DECKER SIDEWALK REPLACEMENT

G. Akel moved that the Finance and Facilities Committee recommends approval of Bid #12-20 to Rock Boulder, Inc. in the amount of \$89,214 for the Decker Sidewalk Replacement project. N. Serafini seconded the motion, and it was unanimously approved.

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

G. Akel moved that the Finance and Facilities Committee on behalf of the Board of Trustees approves the Scholarships for Education and Economic Development (Seed) Grant in the amount of \$604,800 with a 25% match (in-kind services) for the period of July 1, 2012 to July 30, 2014. M. Newman seconded the motion, and it was unanimously approved.

1.6 RECOMMEND APPROVAL OF RESOLUTION FOR REVISED POSITION DESCRIPTION – DIRECTOR OF CONTINUING EDUCATION AND WORKFORCE DEVELOPMENT

G. Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approve the resolution for the revised position description of Director of Continuing Education and Workforce Development. J. Majewski seconded the motion, and it was unanimously approved.

1.7 RECOMMEND APPROVAL OF RESOLUTION FOR REVISED POSITION DESCRIPTION – REGISTRAR

M. Newman moved that the Finance and Facilities Committee recommends that the Board of Trustees approve the resolution for the revised position description of Registrar. G. Akel seconded the motion, and it was unanimously approved.

1.8 RECOMMEND APPROVAL OF RESOLUTION FOR REVISED POSITION DESCRIPTION – DIRECTOR OF ADMISSIONS

G. Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approve the resolution for the revised position description of Director of Admissions. M. Newman seconded the motion, and it was unanimously approved.

1.9 RECOMMEND APPROVAL OF RESOLUTIONS ADOPTING 2012-13 TUITION AND FEES, OPERATING BUDGET, SPONSOR SERVICES, AND FULL-TIME POSITIONS

G. Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approve the 2012-13 budget, sponsor services, full-time positions, and tuition and fees resolutions. M. Newman seconded the motion, and it was unanimously approved.

2. INFORMATION ITEMS

2.1 President's Report

Dr. Drumm informed the committee that there will be more revised job descriptions as the temporary appointments duties are incorporated into the new job descriptions.

He announced two new acting deans: Elizabeth Mollen for Business and Public Services and Michael Kinney for Liberal Arts. Enrollment is improving with long steady improvements.

2.2 BCC Budget and Financial Developments

This report was submitted to the committee for information.

2.2 Reports for Board Information

2.2.1 BCC Facilities Update

Regina let the committee know that Grace Chiang has left HOLT Architects, but we will be staying with HOLT for the remainder of the project. There was a discussion regarding the Natural Science Center.

2.2.2 Personnel Report

2.2.3 Budget Transfers

2.2.4 Grant Approvals

2.2.5 Investment Report

These reports were submitted to the committee for information.

G. Akel made a motion to adjourn the meeting and M. Newman seconded the motion, and it was unanimously approved. The meeting was adjourned at 7:49 a.m.

The next Finance and Facilities Committee Meeting is tentatively scheduled for September 18, 2012 at 7:30 a.m. in W107 Conference Room

7/19/12 Approved by the Board of Trustees