

**BROOME COMMUNITY COLLEGE
FINANCE & FACILITIES COMMITTEE
July 20, 2010**

MINUTES

TRUSTEES PRESENT: Chairperson Tim Grippen, George Akel, Joyce Majewski, Angelo Mastrangelo, Marc Newman, Nicholas Serafini

ALSO PRESENT: Dr. Drumm (via telephone), Martin Guzzi, Grant F. Newton, Richard Armstrong, Regina Losinger, Debra Morello, Jeanette Tillotson, Elizabeth A. Wood

Chairperson Grippen called the meeting to order at 7:28 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 June 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 June 2010 and reimburse the funds in the amounts designated. N. Serafini seconded the motion, and it was unanimously approved.

1.3 RECOMMEND APPROVAL OF FEDERAL COLLEGE WORK STUDY 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 July 1, 2010 to June 30, 2011 in the amount of \$161,381. G. Akel seconded the motion, and it was unanimously approved.

1.4 RECOMMEND APPROVAL OF ENTREPRENEURIAL ASSISTANCE PROGRAM 2011 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 June 1, 2010 to May 31, 2011 in the amount of \$73,500. G. Akel seconded the motion, and it was unanimously approved.

**1.5 RECOMMEND APPROVAL OF FINAL PAYMENT TO INCLUDE
RELEASE-OF-RETAINAGE TO GORICK CONSTRUCTION CO., INC.
FOR THEIR CONTRACT WORK ON THE ALMS BUILDING
DEMOLITION PROJECT**

J. Majewski moved that the Finance and Facilities Committee recommends that the Board of Trustees approves final payment to Gorick Construction Co., Inc. for their contract work on the Alms Building Demolition Project. J. Majewski seconded the motion, and it was unanimously approved.

**1.6 RECOMMEND APPROVAL OF RESOLUTION FOR ACTUAL SALARIES
FOR MANAGEMENT/CONFIDENTIAL PERSONNEL FOR 2010-2011**

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

**1.7 RECOMMEND APPROVAL OF RESOLUTION FOR MINIMUM
SALARIES FOR MANAGEMENT/CONFIDENTIAL PERSONNEL FOR
2010-2011**

G. Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the 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.

**1.8 RECOMMEND APPROVAL OF RESOLUTIONS ADOPTING 2010-11
TUITION AND FEES, OPERATING BUDGET, SPONSOR SERVICES,
AND FULL-TIME POSITIONS**

J. Majewski moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolutions adopting the 2010-2011 tuitions and fees, operating budget, sponsor services, and full-time positions. M. Newman seconded the motion, and it was unanimously approved.

2. INFORMATION ITEMS

2.1 President's Report

Dr. Drumm reported via telephone from the AACC's President's Academy Summer Institute that the Governor's budget is going to prevail. We have been making progress on our registration, which has been picking up substantially over the last few weeks. He met with the county legislative committees last week and spoke at the public hearing on the budget. The full legislature will vote on our budget Thursday, July 22nd.

2.2 BCC Budget and Financial Developments

Regina Losinger informed the committee that the budget report has been expanded to include financial developments. Dr. Drumm restructured, for at least the next six months, to have the finance departments report directly to him. Jeanette Tillotson will be discussing the financial information. She reported that they are working on the safety and security upgrades at the Student Accounts window. There has been some fraudulent activity on our bank accounts, and we are taking steps to implement steps that M&T offers. There was discussion regarding chargebacks from other counties. The report was 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**

These reports were submitted to the committee for information.

2.4 Banner Overload Compensation

Grant Newton prepared documentation for the Banner Overload Compensation for the Spring 2010 semester as this is the proposed payment for that semester. This is a different set of employees in different positions, and is recognition for their participation in this project. This is budgeted within the Banner budget.

2.5 Proposed Date of Annual Meeting and Schedule of Board of Trustees Meetings for 2010-11

The proposed dates were submitted to the committee for information. Trustees Newman, Serafini and Akel are on the Nominating Committee for the Board and will be meeting previous to the annual meeting.

N, Serafini made a motion to adjourn the meeting. M. Newman seconded the motion, which was unanimously approved. The meeting was adjourned at 7:59 a.m.

The next Finance and Facilities Committee Meeting is scheduled for September 14, 2010 at 7:30 a.m. in W107 Conference Room