

**SUNY BROOME COMMUNITY COLLEGE  
Board of Trustees**

**Finance and Facilities Committee  
July 23, 2013**

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

**ALSO PRESENT:** Francis Battisti, Regina Losinger, Lynn Fedorchak, Jeanette Tillotson,  
Phillip Testa, Paige Sedlacek

**Chairperson Orband called the meeting to order at 7:30 a.m.**

**1. ACTION ITEMS**

**1.1 RECOMMEND APPROVAL OF PAYROLL CERTIFICATION**

Trustee Newman moved that the Finance and Facilities Committee approves the filing of the College payroll for June 2013. Trustee Serafini seconded the motion, and it was unanimously approved.

**1.2 RECOMMEND APPROVAL OF PETTY CASH**

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

**1.3 RECOMMEND APPROVAL OF RESOLUTIONS FOR FACULTY HIRING RANGES FOR 2012-13 AND 2013-14**

Trustee Paniccia moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution establishing faculty hiring ranges for academic years 2012-13 and 2013-14. Trustee Serafini seconded the motion, and it was unanimously approved.

**1.4 RECOMMEND APPROVAL TO AWARD PRIME CONTRACTS FOR BID #13-6 FOR THE WALES RENOVATION PROJECT**

Trustee Newman moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the low bids of the prime contractors for the Wales Renovation Project. Trustee Akel seconded the motion, and it was approved with four trustees voting yes and a trustee abstaining.

**1.5 RECOMMEND APPROVAL OF RESOLUTION FOR WAIVER OF RESIDENCY REQUIREMENT**

Trustee Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution to grant a permanent waiver of the residency requirement to Jason Zbock, Dean of Institutional Effectiveness and Enrollment Planning. Trustee Newman seconded the motion, and it was unanimously approved.

**1.6 RECOMMEND APPROVAL OF RESOLUTION FOR REVISED POSITION DESCRIPTION – DIRECTOR OF INFORMATION TECHNOLOGY SERVICES**

Trustee Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approves revised position description of Director of Information Technology Services. Trustee Newman seconded the motion, and it was unanimously approved.

**1.7 RECOMMEND APPROVAL OF RESOLUTION FOR NEW POSITION DESCRIPTION – VICE PRESIDENT FOR STUDENT & ECONOMIC DEVELOPMENT**

Trustee Serafini moved that the Finance and Facilities Committee recommends that the Board of Trustees approves resolution for the new position description of Vice President for Student & Economic Development. Trustee Newman seconded the motion, and it was unanimously approved.

**1.8 RECOMMEND APPROVAL OF RESOLUTION FOR AN UNPAID LEAVE OF ABSENCE FOR JESSE E. WELLS**

Trustee Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution for an unpaid leave of absence to Jesse E. Wells, Director of Marketing and Communications, Marketing and Communications Department, from August 5, 2013 to November 30, 2013 to serve in a promotional capacity as Acting Director of Marketing Communications and Public Information. Trustee Paniccia seconded the motion, and it was unanimously approved.

**1.9 RECOMMEND APPROVAL OF RESOLUTION FOR THE ADMINISTRATIVE GUILD LABOR AGREEMENT**

Regina informed the trustees that Exhibit A for Article 12 - Bereavement Leave needs to be amended to include brother-in-law or sister-in-law of the employee. Trustee Paniccia 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 Administrative Guild. Trustee Neman seconded the motion, and it was unanimously approved.

## **2. INFORMATION ITEMS**

### **2.1 President's Report**

Dr. Drumm is in Baltimore attending the President's Academy Summer Institute meeting, and he 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

These reports were submitted to the committee for information.

### **2.4 Proposed Date of Annual Meeting and Schedule of Finance & Facilities Committee and Board of Trustee Meetings for 2013-14.**

**Trustee Newman made a motion to adjourn the meeting, and Trustee Paniccia seconded the motion which was unanimously approved. The meeting was adjourned at 7:43 a.m.**

***The next Finance and Facilities Committee Meeting is scheduled for  
September 10, 2013 at 7:30 a.m. in W107 Conference Room***

***7/25/13 Approved by the Board of Trustees***