

BROOME COMMUNITY COLLEGE

Board of Trustees Finance and Facilities Committee

July 26, 2011

MINUTES

TRUSTEES PRESENT: Chairperson Timothy Grippen, George Akel, Joyce Majewski, Nicholas Serafini

ALSO PRESENT: Dr. Drumm, Regina Losinger, Debra Morello, Richard Armstrong

Chairperson Grippen called the meeting to order at 7:31 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 2011. J. Majewski seconded the motion, and it was unanimously approved.

1.2 RECOMMEND APPROVAL OF PETTY CASH EXPENDITURES

G. Akel moved that the Finance and Facilities Committee approves expenditures from petty cash accounts for the month of June 2011 and reimburse the funds in the amounts designated. N. Serafini seconded the motion, and it was unanimously approved.

1.3 RECOMMEND APPROVAL OF RESOLUTIONS ADOPTING 2011-12 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 2011-12 budget, sponsor services, full-time positions, and tuition and fees resolutions. N. Serafini seconded the motion, and it was unanimously approved.

1.4 RECOMMEND APPROVAL OF RESOLUTION FOR NEW POSITION DESCRIPTION – ASSISTANT DIRECTOR OF ADMISSIONS/ INTERNATIONAL STUDENT SERVICES

G. Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approve the new position description of Assistant Director of Admissions/International Student Services. J. Majewski seconded the motion, and it was unanimously approved.

1.5 RECOMMEND APPROVAL OF RESOLUTION FOR MINIMUM SALARIES FOR MANAGEMENT/CONFIDENTIAL PERSONNEL FOR 2011-12

J. Majewski moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution for a two percent (2%) increase in minimum salaries for confidential clerical personnel. Further, that the minimum salaries for listed management personnel will increase by two percent (2%). These increases will be effective September 1, 2011. N. Serafini seconded the motion, and it was unanimously approved.

1.6 RECOMMEND APPROVAL OF RESOLUTION FOR ACTUAL SALARIES FOR MANAGEMENT/CONFIDENTIAL PERSONNEL FOR 2011-12

G. Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution for the three percent (3%) increase in the actual salaries for the confidential clerical personnel; and that the College add \$220 to the base salary after the general wage increase of three percent (3%). The management personnel will receive a two percent (2%) general wage increase in actual salary according to the schedule listed, contingent on fall 2011 student enrollment FTEs at the census date being at least as much as the prior year at the same time. These increases are effective September 1, 2011 subject to contingency listed above. J. Majewski seconded the motion, and it was unanimously approved.

1.7 RECOMMEND APPROVAL TO EXTEND CONTRACT FOR ASBESTOS ABATEMENT SERVICES IN THE STUDENT SERVICES BUILDING WITH JENNINGS ENVIRONMENTAL MANAGEMENT, INC.

N. Serafini moved that the Finance and Facilities committee approves the extension of the County Time and Material contract with Jennings Environmental Management Inc. to provide abatement related services associated with the Design, Monitoring, Inspection, Sampling and Analysis associated with replacing window air conditioners. J. Majewski seconded the motion, and it was unanimously approved.

1.8 RECOMMEND APPROVAL TO EXTEND CONTRACT FOR ASBESTOS ABATEMENT SERVICES IN THE STUDENT SERVICES BUILDING WITH ACTION TECHNICAL SERVICES INC.

G. Akel moved that the Finance and Facilities committee approves the extension of the County Time and Material contract with Action Technical Services to provide abatement services associated with the material removal associated with replacing window air conditioners. J. Majewski seconded the motion, and it was unanimously approved.

1.9 RECOMMEND APPROVAL OF RESOLUTION FOR UNPAID LEAVE OF ABSENCE – BRETT CARTER

J. Majewski moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution for an unpaid leave of absence to Brett D. Carter, Staff Assistant, Ice Center, from September 1, 2011 to May 31, 2012 to serve in a promotional capacity as Acting Director of Athletics. G. Akel seconded the motion, and it was unanimously approved.

2. INFORMATION ITEMS

2.1 President's Report

Dr. Drumm updated the committee on the cost savings measures that have been taken, on the current enrollment figures and on the major marketing push for August. The Enrollment Management Team is now meeting twice a week. Noel Levitz, an enrollment management company, will be on campus in August to discuss enrollment management. There was further discussion with the committee regarding enrollment and marketing.

2.2 BCC Budget and Financial Developments

Regina Losinger updated the committee on the budget and there was further discussion. 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 Board of Trustee Meetings for 2011-2012

N. Serafini made a motion to adjourn the meeting. J. Majewski seconded the motion, which was unanimously approved. The meeting was adjourned at 8:15 a.m.

The next Finance and Facilities Committee Meeting is scheduled for September 13, 2011 at 7:30 a.m. in W107 Conference Room