

**SUNY BROOME COMMUNITY COLLEGE**  
**Board of Trustees**  
**Finance and Facilities Committee**  
**September 10, 2013**

**TRUSTEES PRESENT:** Chairperson James Orband, Nancy LaBare, Aishia Mortenson, Anthony Paniccia, Nicholas Serafini

**ALSO PRESENT:** Dr. Drumm, Francis Battisti, Regina Losinger, Debra Morello, Lynn Fedorchak, Jeanette Tillotson, Phillip Testa

**Chairperson Orband called the meeting to order at 7:31 a.m.**

**Chairperson Orband appointed Nancy LaBare and Aishia Mortenson to the Committee as voting members for this meeting only, and they both accepted.**

**1. ACTION ITEMS**

**1.1 RECOMMEND APPROVAL OF PAYROLL CERTIFICATION**

Trustee Paniccia moved that the Finance and Facilities Committee approves the filing of the College payroll for July and August 2013. Trustee Mortensen seconded the motion, and it was unanimously approved.

**1.2 RECOMMEND APPROVAL OF PETTY CASH**

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

**1.3 RECOMMEND APPROVAL OF FEDERAL STUDENT SUPPORT SERVICES GRANT (SSS-TRIO)**

Trustee Mortensen moved that the Finance and Facilities Committee approves acceptance of this grant on behalf of the Board of Trustees in the amount of \$243,632 from September 1, 2013 to August 31, 2014. Trustee LaBare seconded the motion, and it was unanimously approved.

**1.4 RECOMMEND APPROVAL OF VETERANS' RESOURCE CENTER GRANT**

Trustee Paniccia moved that the Finance and Facilities Committee approves acceptance of this grant on behalf of the Board of Trustees in the amount of \$50,000 beginning July 19, 2013 and is open ended as per Clerk of the Broome County Legislature. Trustee Serafini seconded the motion, and it was unanimously approved.

**1.5 RECOMMEND APPROVAL OF FEDERAL PERKINS IV GRANT FUNDS**

Trustee Serafini moved that the Finance and Facilities Committee approves acceptance of this grant on behalf of the Board of Trustees in the amount of \$253,392 from July 1, 2013 to June 30, 2014. Trustee LaBare seconded the motion, and it was unanimously approved.

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

Trustee Paniccia moved that the Finance and Facilities Committee approves acceptance of this grant on behalf of the Board of Trustees in an amount up to \$638,400 from July 1, 2013 to July 31, 2015 with a required match of 34% (in-kind services). Trustee Serafini seconded the motion, and it was unanimously approved.

**1.7 RECOMMEND APPROVAL OF BID #12-40 TO MATCO ELECTRIC CORPORATION FOR THE ELECTRICAL INFRASTRUCTURE PROJECT**

Trustee Serafini moved that the Finance and Facilities Committee approves Bid #12-40 to Matco Electric Corporation as the electrical prime contractor for our Electrical Infrastructure Project in the amount of \$87,800. Trustee Mortensen seconded the motion, and it was approved with three (3) trustees voting yes and two (2) trustees abstaining.

**1.8 RECOMMEND APPROVAL OF FINAL PAYMENT TO INCLUDE RELEASE-OF-RETAINAGE TO WILKINS MECHANICAL, INC. FOR THEIR WORK ON THE WATER AND SEWER UPGRADES PROJECT**

Trustee LaBare moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the final payment of \$27,512.07 to include Release-of-Retainage to Wilkins Mechanical, Inc. for their work on the Water and Sewer Upgrades Project. Trustee Paniccia seconded the motion, and it was unanimously approved.

**1.9 RECOMMEND APPROVAL OF CONTINUING APPOINTMENT FOR LESLIE JONES**

Trustee Serafini moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution for continuing appointment for Leslie Jones effective September 1, 2013. Trustee Mortensen seconded the motion, and it was unanimously approved.

**1.10 RECOMMEND APPROVAL OF RESOLUTION REVISING RESOLUTION NO. 1276 THE ADOPTED 2013-14 SUNY BROOME COMMUNITY COLLEGE TUITION AND FEES**

Trustee Paniccia moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution revising the adopted 2013-14 SUNY Broome Community College tuition and fees. Trustee LaBare seconded the motion, and it was unanimously approved.

**1.11 RECOMMEND APPROVAL OF EDUCATIONAL SERVICES TO XCL OVERSEAS FOR STUDY ABROAD PROGRAMS**

Trustee Serafini moved that the Finance and Facilities Committee approves Educational Services from the XCL Overseas Council for Study Abroad Programs in an amount not to exceed \$75,000. Trustee Mortensen seconded the motion, and it was unanimously approved.

**1.12 RECOMMEND APPROVAL OF EDUCATIONAL SERVICES TO THE COLLEGE OF STATEN ISLAND FOR STUDY ABROAD PROGRAMS**

Trustee Serafini moved that the Finance and Facilities Committee recommends that the Board of Trustees approves Educational Services from the College of Staten Island for Study Abroad Programs in an amount not to exceed \$750,000. Trustee Mortensen seconded the motion, and it was unanimously approved.

**1.13 RECOMMEND APPROVAL OF RESOLUTION FOR REVISED POSITION DESCRIPTION – ASSISTANT TO DIRECTOR OF CAMPUS OPERATIONS FOR TECHNICAL SERVICES**

Trustee LaBare moved that the Finance and Facilities Committee recommends that the Board of Trustees approve the revised position description of Assistant to Director of Campus Operations for Technical Services. Trustee Serafini seconded the motion, and it was unanimously approved.

**1.14 RECOMMEND APPROVAL OF RESOLUTION FOR REVISED POSITION DESCRIPTION – DIRECTOR OF THE LEARNING RESOURCES CENTER AND LEARNING ASSISTANCE CENTER**

Trustee Serafini moved that the Finance and Facilities Committee recommends that the Board of Trustees approve the revised position description of Director of the Learning Resources Center and Learning Assistance Center. Trustee LaBare 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**

Regina Losinger let the committee know that enrollment is up which is the first increase in four (4) years. Trustee LaBare asked if it was an increase in traditional or non-traditional students. President Drumm responded that it is due to traditional students, and our part-time students are down. He said that we are upside down with the rest of the country on average in this regard. He feels we are getting more

students who are choosing to go to community colleges based on the whole national conversation which is good because there are less and less of those students out there.

We have also got 15 students from Cartagena, Colombia which the trips we have been doing are paying off. We had 12 presidents here on Friday, September 6<sup>th</sup> from South America who would like to get on board with what we have been doing with Colombia. This is a tremendous opportunity. We also have the Binghamton Advantage students who are traditional students, and the Cartagena students are traditional. Any growth we have had in any category over the last few years has been from partnerships and from new programs.

Trustee Mortensen asked as enrollment increases, what are our plans to accommodate student parking. She understands that Lot 14 has been allocated to staff only. The president responded when the construction barriers in Lot #1 are removed, those parking spaces will be restored. There was further discussion regarding parking.

Regina will give the rest of her report at Thursday's Board meeting. 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.

**Trustee Serafini motioned to go into Executive Session to discuss Management Confidential salaries and fringe benefits at 7:58 a.m. and Trustee Paniccia seconded the motion.**

**Trustee Serafini motioned to come out of Executive Session at 8:09 a.m. and Trustee Paniccia seconded the motion.**

**Trustee Orband made a motion to adjourn the meeting, and Trustee Paniccia seconded the motion which was unanimously approved. The meeting was adjourned at 8:10 a.m.**

***The next Finance and Facilities Committee Meeting is scheduled for October 15, 2013 at 7:30 a.m. in Science Building 205 Conference Room***

***9/12/13 Approved by the Board of Trustees***