

# **BROOME COMMUNITY COLLEGE**

## **Board of Trustees Finance and Facilities Committee**

**September 13, 2011**

### **MINUTES**

**TRUSTEES PRESENT:** Chairperson Timothy Grippen, George Akel,  
Joyce Majewski, Nicholas Serafini, Willie Murray, Jr.

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

**The committee convened at 7:32 a.m.**

**Dr. Drumm gave his President's Report to the committee.**

He updated the committee on how the campus was affected by the flooding. There were three (3) classrooms in the basement of the Learning Resources Center (LRC) that were lost which was 32 classes that had to be reassigned around the campus. The classes from the downtown center were also relocated on campus. Binghamton University had offered to help us relocate those displaced classes on their campus if necessary. We do not have serious environmental issues in the basement of the LRC, but testing and monitoring in the basement will continue.

Regina Losinger shared pictures of the damage with the committee. There was a team on campus starting Friday that began removing items from the Learning Assistance Center (LAC). Decisions were made as to where to relocate the LAC because these services are critical since many of these students are our most at risk students.

The campus was a staging area for emergency equipment and first responders are being housed on campus also. There was further discussion about the flooding, cleanup process, and relocation of classes. Everyone pulled together, and we are in good shape for reopening Tuesday.

Debra Morello wanted to thank Trustee Grippen for his help in locating class room space in western Broome for the Owego relocation.

**Chairperson Grippen arrived at 7:56 a.m. and chaired the meeting**

## **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 July and August 2011. 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 July 2011 and reimburse the funds in the amounts designated. There was no activity for the month of August 2011. N. Serafini seconded the motion, and it was unanimously approved.

**1.3 RECOMMEND APPROVAL OF DEPARTMENT OF SOCIAL SERVICES 2011-2012 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 8/1/11 to 7/31/12 in the amount of \$97,925, with a required match of 30% cost share of the total project cost of \$139,892. G. Akel seconded the motion, and it was unanimously approved.

**1.4 RECOMMEND APPROVAL OF FEDERAL STUDENT SUPPORT SERVICES GRANT**

G. Akel moved that the Finance and Facilities Committee on behalf of the Board of Trustees approves acceptance of this grant for the period of 9/1/11 to 8/31/12 in the amount of \$257,077. N. Serafini seconded the motion, and it was unanimously approved.

**1.5 RECOMMEND APPROVAL OF FINAL PAYMENT TO INCLUDE RELEASE-OF-RETAINAGE TO WEATHERMASTER ROOFING CO., INC. FOR THEIR CONTRACT WORK ON THE ROOF REPLACEMENTS PHASE II AND III PROJECT**

J. Majewski moved that the Finance and Facilities Committee recommends that the Board of Trustees approves Final Payment of \$76,607.00 to include Release of Retainage to Weathermaster Roofing Co., Inc. for their contract work on the Roof Replacements Phase II and III Project. G. Akel seconded the motion, and it was unanimously approved.

**1.6 RECOMMEND APPROVAL OF RESOLUTION FOR UNPAID LEAVE OF ABSENCE FOR JILL REID**

G. Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution for an unpaid leave of absence for Jill Reid, Publication Assistant, to serve in a promotional capacity as the Acting Director of Publications from 8/22/11 to 1/31/12. N. Serafini seconded the motion, and it was unanimously approved.

**1.7 RECOMMEND APPROVAL OF RESOLUTION FOR UNPAID LEAVE OF ABSENCE FOR DEBRA MORELLO**

G. Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution for an unpaid leave of absence for Debra Morello, Dean of Continuing Education, to serve in a promotional capacity as the Acting Vice President for Student and Community Engagement from 9/1/11 to 12/31/11. N. Serafini seconded the motion, and it was unanimously approved.

**1.8 RECOMMEND APPROVAL OF RESOLUTION FOR UNPAID LEAVE OF ABSENCE FOR REGINA LOSINGER**

G. Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution for an unpaid leave of absence for Regina Losinger, Budget Officer, to serve in a promotional capacity as the Acting Vice President for Administrative and Financial Affairs from 9/1/11 to 12/31/11. N. Serafini seconded the motion, and it was unanimously approved.

**1.9 RECOMMEND APPROVAL OF RESOLUTION FOR WAIVER OF RESIDENCY REQUIREMENT FOR JASON ZBOCK**

The president modified his request for the waiver of residency for Jason Zbock to be only for the position of Institutional Effectiveness Officer.

J. Majewski motioned that the resolution be amended to grant a permanent waiver of the residency requirement to Jason Zbock while employed by the College in his current position as Institutional Effectiveness Officer.

N. Serafini seconded the motion, and it was unanimously approved as amended.

**1.10 RECOMMEND APPROVAL OF WRITE-OFFS OF STUDENT ACCOUNT RECEIVABLES**

G. Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the write-offs of uncollectable accounts for receivables in the amount of \$557,659.96. J. Majewski seconded the motion, and it was unanimously approved.

**2. INFORMATION ITEMS**

**2.1 President's Report**

Dr. Drumm gave his report at the start of the meeting.

## **2.2 BCC Budget and Financial Developments**

Regina Losinger updated the committee on fall enrollment. There was a discussion regarding the tuition increase, enrollment management, the impact of the flood on student enrollment, and the budget. This report was submitted to the committee for information.

## **2.3 Reports for Board Information**

### **2.3.1 BCC Facilities Update**

Regina wanted the committee to know what an outstanding job the facilities staff did when the water started rising in the library. Their quick thinking minimized the damage to the building. There was further discussion. She also informed the committee that the Science Building is on schedule and designed to be within budget.

### **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.

**N. Serafini made a motion to adjourn the meeting. G. Akel seconded the motion, which was unanimously approved. The meeting was adjourned at 8:51 a.m.**

***The next Finance and Facilities Committee Meeting is scheduled for  
October 25, 2011 at 7:30 a.m. in W107 Conference Room***