

**BROOME COMMUNITY COLLEGE  
FINANCE & FACILITIES COMMITTEE  
September 14, 2010**

**MINUTES**

**TRUSTEES PRESENT:** Chairperson Tim Grippen, George Akel, Joyce Majewski, Nicholas Serafini, Sandra Harper

**ALSO PRESENT:** Dr. Drumm, Martin Guzzi, Grant F. Newton, Julia E. Peacock, Richard David, Richard Armstrong, Elizabeth A. Wood

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

**1. ACTION ITEMS**

**1.1 RECOMMEND APPROVAL OF PAYROLL CERTIFICATION**

G. Akel moved that the Finance and Facilities Committee approves the filing of the College payroll for the months of July and August 2010. J. Majewski 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 months of July and August 2010 and reimburse the funds in the amounts designated. G. Akel seconded the motion, and it was unanimously approved.

**1.3 RECOMMEND APPROVAL OF CHILD CARE & DEVELOPMENT BLOCK 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 July 1, 2010 to June 30, 2011 in the amount of \$51,200. 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 September 1, 2010 to August 31, 2011 in the amount of \$265,301. N. Serafini seconded the motion, and it was unanimously approved.

**1.5 RECOMMEND APPROVAL OF BID #11-2 FOR EDUCATIONAL SERVICES TO THE COUNCIL ON OVERSEAS EDUCATION**

J. Majewski moved that the Finance and Facilities Committee approves the bid for Educational Services from the Council on Overseas Education in an amount not to exceed \$75,000. G. Akel seconded the motion, and it was unanimously approved.

**1.6 RECOMMEND APPROVAL OF BID #11-1 FOR EDUCATIONAL SERVICES TO THE COLLEGE OF STATEN ISLAND**

G. Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approve the bid for educational services from the College of Staten Island in an amount not to exceed \$900,000. J. Majewski seconded the motion, and it was unanimously approved.

**1.7 RECOMMEND APPROVAL OF FINAL PAYMENT TO INCLUDE RELEASE-OF-RETAINAGE TO POSTLER AND JAECKLE CORP. FOR THEIR CONTRACT WORK ON THE BOILER REPLACEMENT PHASE II PROJECT**

G. Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the final payment of \$23,515.60 to include Release-of-Retainage to Postler and Jaeckle Corp. for their contract work on the Boiler Replacement Phase II Project. N. Serafini seconded the motion, and it was unanimously approved.

**1.8 RECOMMEND APPROVAL TO ESTABLISH A CONTRACT FOR PROFESSIONAL SERVICES WITH A CONSULTANT FOR THE SCIENCE/TECHNOLOGY BUILDING**

G. Akel moved that the Finance and Facilities Committee recommends to the Board of Trustees that the college enter into a contract with HOLT Architects, PC for Professional Services related to the Science/Technology Building project. N. Serafini seconded the motion, and it was unanimously approved.

**1.9 RECOMMEND APPROVAL OF WRITE-OFFS OF STUDENT ACCOUNTS RECEIVABLES**

J. Majewski 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 \$534,831.11. G. Akel seconded the motion, and it was unanimously approved.

## **2. INFORMATION ITEMS**

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

Dr. Drumm, Grant, and Rick met Monday, September 13<sup>th</sup> with the Public Works Committee of the County Legislature as they had asked for an update on the Science/Technology Building.

He has asked the architects to look into locating the building by Titchener Hall instead of the Decker Health Center. It could provide the campus with an architectural signature.

We are also working with the Town of Dickinson on the pump house on campus. The town wants direct access to the pump house in order to provide power and fence it in. They are being asked to address this by the EPA. The expenses will be paid for by the town.

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

Dr. Drumm updated the committee on the budget. Trustee Akel thought that everyone did a great job closing the gap on enrollment and asked how it compared with other campuses. Dr. Drumm has only heard from Jefferson Community College, and they were up 8 to 9%. He has not heard from other schools, but he did see a report right before school started that Monroe was projecting to be flat. 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.

**G. Akel made a motion to adjourn the meeting. J. Majewski seconded the motion, which was unanimously approved. The meeting was adjourned at 8:00 a.m.**

***The next Finance and Facilities Committee Meeting is scheduled for  
October 26, 2010 at 7:30 a.m. in W107 Conference Room***