

**BROOME COMMUNITY COLLEGE
FINANCE & FACILITIES COMMITTEE
September 15, 2009**

MINUTES

TRUSTEES PRESENT: Chairperson Angelo Mastrangelo, George Akel, Tim Grippen, Joyce Majewski, Marc Newman, Zachariah Riley

ALSO PRESENT: Nancy LaBare, Grant Newton, Julia Peacock, Richard Armstrong, Regina Losinger, Jeanette Tillotson, Elizabeth Wood

Chair Mastrangelo called the meeting to order at 7:30 a.m.

1. ACTION ITEMS

1.1 RECOMMEND APPROVAL OF PAYROLL CERTIFICATION

M. Newman moved that the Finance and Facilities Committee approves the filing of the College payroll for the months of July and August 2009. G. Akel 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 months of July and August 2009 and reimburse the funds in the amounts designated. T. Grippen seconded the motion, and it was unanimously approved.

1.3 RECOMMEND APPROVAL OF CHILD CARE AND DEVELOPMENT BLOCK GRANT

G. Akel moved that the Finance and Facilities Committee approves acceptance of this grant on behalf of the Board of Trustees for the period of 8/1/09 to 7/31/10 in the amount of \$72,900. M. Newman seconded the motion, and it was unanimously approved.

1.4 RECOMMEND APPROVAL OF VERIZON NEXT STEP GRANT

G. Akel moved that the Finance and Facilities Committee approves acceptance of this grant on behalf of the Board of Trustees for the period of 9/1/09 to 12/31/09 in the amount of \$89,697. T. Grippen seconded the motion, and it was unanimously approved.

1.5 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 \$351,997.41. G. Akel seconded the motion, and it was unanimously approved.

Items 1.6 and 1.7 were voted on after coming out of Executive Session.

1.6 RECOMMEND APPROVAL OF RESOLUTION FOR AN UNPAID LEAVE OF ABSENCE FOR MARTIN J. GUZZI

T. Grippen moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution for an unpaid leave of absence from 10/1/09 to 1/1/10 to Martin J. Guzzi, Registrar, to serve in a promotional capacity as the Acting Vice President of Student Affairs. G. Akel seconded the motion, and it was unanimously approved.

1.7 RECOMMEND APPROVAL OF RESOLUTION FOR AN UNPAID LEAVE OF ABSENCE FOR CYNTHIA MOWRY

G. Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution for unpaid leave of absence from 10/1/09 to 1/1/10 to Cynthia Mowry, Assistant Registrar to serve in a promotional capacity as Registrar. M. Newman seconded the motion, and it was unanimously approved.

1.8 RECOMMEND APPROVAL OF RESOLUTION FOR AN UNPAID LEAVE OF ABSENCE FOR JULIA PEACOCK

G. Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution for unpaid leave of absence from 2/1/10 to 7/31/10 Julia Peacock, Dean of Health Sciences and Science, Technology, Engineering and Mathematics (STEM) to serve in a promotional capacity as Interim Vice President for Academic Affairs. J. Majewski seconded the motion, and it was unanimously approved.

2. INFORMATION ITEMS

2.1 President's Report

Dr. Deans was at the SUNY Board of Trustees meeting in New York City for his confirmation as Interim President. He will give his President's report at the Board meeting on Thursday.

2.2 BCC Budget Update

The budget update was submitted to the committee for information. Regina Losinger reported to the committee that this year's budget was based on a 5% increase. Currently we are at approximately a 7% enrollment increase over the previous year. At Thursday's Board meeting Regina is going to discuss BCC Recent Budget Developments and one of the items she will be discussing is "Operating Budget Rules of Thumb", which was passed out to the committee.

Grant informed the committee that we had cooperation from the Department of Transportation (DOT) and the Broome County Sheriff's office for traffic control. The DOT workers stood by Manley's and controlled the lights Monday through Thursday the first week of classes. We were very appreciative of their help as things went very smoothly.

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 motioned to go into Executive Session to discuss personnel matters. M. Newman seconded the motion, and it was unanimously approved. At 7:55 a.m. the Committee went into Executive Session.

M. Newman motioned to come out of Executive Session. G. Akel seconded the motion, and it was unanimously approved. At 8:20 a.m. the Committee came out of Executive Session and voted on action items 1.6 and 1.7.

The Finance and Facilities meeting was proposed for October 20th, but at the request of the committee members will be changed to October 13th. At the Board of Trustees meeting Thursday, the Board will be voting on the full schedule of meetings for 2009-2010.

Z. Riley made a motion to adjourn the meeting. M. Newman seconded the motion, and it was unanimously approved. The meeting was adjourned at 8:25 a.m.

**The next Finance and Facilities Committee Meeting is scheduled for
October 13, 2009 at 7:30 a.m. in W107 Conference Room**