

BROOME COMMUNITY COLLEGE

Board of Trustees Finance and Facilities Committee

September 18, 2012

MINUTES

TRUSTEES PRESENT: Chairperson James Orband, George Akel, Joyce Majewski, Marc Newman, Nicholas Serafini

ALSO PRESENT: Dr. Drumm, Francis Battisti, Regina Losinger, Phil Testa, Jeanette Tillotson, Elizabeth A. Wood

Chairperson Orband 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 2012. J. Majewski seconded the motion, and it was unanimously approved.

1.2 RECOMMEND APPROVAL OF PETTY CASH

N. Serafini moved that the Finance and Facilities Committee approves expenditures from petty cash accounts for the months July and August 2012 and reimburse the funds in the amounts designated. G. Akel seconded the motion, and it was unanimously approved.

1.3 RECOMMEND APPROVAL OF DEPARTMENT OF SOCIAL SERVICES TRAINING 2012-13 GRANT

M. Newman moved that the Finance and Facilities Committee on behalf of the Board of Trustees approves the Social Services Training Grant 2012-13 for the period of August 1, 2012 to July 31, 2013 in the amount of \$77,776 with a required match of 30% cost share. G. Akel seconded the motion, and it was unanimously approved.

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

J. Majewski moved that the Finance and Facilities Committee on behalf of the Board of Trustees approves the Federal Student Support Services Grant (SSS-Trio) for the period of September 1, 2012 to August 31, 2013 in the amount of \$257,077. M. Newman seconded the motion, and it was unanimously approved.

1.5 RECOMMEND APPROVAL OF BID #12-24 FOR WATER AND SEWER UPGRADES PROJECT

J. Majewsk moved that the Finance and Facilities Committee approves bid #12-24 to Wilkins Mechanical, Inc. in the amount of \$97,800 for the Water and Sewer Upgrades Project. G. Akel seconded the motion, and it was unanimously approved.

1.6 RECOMMEND APPROVAL OF AWARD PROFESSIONAL SERVICES CONTRACT TO KEYSTONE ASSOCIATES FOR THE WALES RENOVATION PROJECT

M. Newman moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the contract for professional services to Keystone Associates for the Wales Renovation project in the amount of \$345,000. G. Akel seconded the motion, and it was unanimously approved.

1.7 RECOMMEND APPROVAL OF WRITE-OFFS OF STUDENT ACCOUNT RECEIVABLES

J. Majewski moved that the Finance and Facilities Committee recommends that the Board of Trustees approve the write-offs of uncollectable accounts receivables in the amount of \$704,036.62. G. Akel seconded the motion, and it was unanimously approved.

1.8 RECOMMEND APPROVAL OF RESOLUTION OF CANDIDATES FOR PROMOTION

J. Majewski moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution for candidates for promotion effective September 1, 2012. G. Akel seconded the motion, and it was unanimously approved.

1.9 RECOMMEND APPROVAL OF RESOLUTION FOR REVISED POSITION DESCRIPTIONS – PROGRAMMER/ANALYST I AND PROGRAMMER ANALYST II

G. Akel recommends that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution for the revised position descriptions of Programmer/Analyst I and Programmer/Analyst II. N. Serafini seconded the motion, and it was unanimously approved.

1.10 RECOMMEND APPROVAL OF RESOLUTION FOR REVISED POSITION DESCRIPTION – ASSISTANT DIRECTOR OF FINANCIAL AID/OPERATIONS

G. Akel recommends that the Finance and Facilities Committee recommends that the Board of Trustees approves the resolution for the revised position description of Assistant Director of Financial Aid/Operations. J. Majewski seconded the motion, and it was unanimously approved.

2. INFORMATION ITEMS

2.1 President's Report

Dr. Drumm discussed how pending federal legislation in January for federal funding could have impact on us. He will give the rest of his report at Thursday's Board of Trustee meeting.

2.2 BCC Budget and Financial Developments

Regina discussed the fall student enrollment 5.5% to 6% enrollment decline, but our Fast Forward high school enrollments are not in yet. This report was submitted to the committee for information.

2.2 Reports for Board Information

2.2.1 BCC Facilities Update

Trustee Akel wanted to congratulate the BCC people for getting the Natural Science Building back on track. There was a discussion regarding the change orders for the Science Building.

Dr. Drumm sent a note to the County Executive this morning after his Monday meeting with the Chairman of the Legislature to talk about land for residence halls, and they were very helpful and very positive. The uncontrollable factor at this point is getting things ready to get a SEQRA done for the plot we are going to use, because the County cannot lease to us until the SEQRA is done. They are working to identify a plot now through an upgrade to the Master Plan with Saratoga Associates. There was a discussion regarding student housing.

Regina will add a regular update on student housing to the Facilities Update.

2.2.2 Personnel Report

2.2.3 Budget Transfers

2.2.4 Grant Approvals

2.2.5 Investment Report

These reports were submitted to the committee for information.

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

***The next Finance and Facilities Committee Meeting is scheduled for
December 11, 2012 at 7:30 a.m. in W107 Conference Room***