

BROOME COMMUNITY COLLEGE

Board of Trustees Finance and Facilities Committee

December 6, 2011

MINUTES

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

ALSO PRESENT: Dr. Drumm, Regina Losinger, Debra Morello, Richard David, Richard Armstrong, 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 month of October 2011. M. Newman seconded the motion, and it was unanimously approved.

1.2 RECOMMEND APPROVAL OF PETTY CASH EXPENDITURES

M. Newman moved that the Finance and Facilities Committee approves expenditures from petty cash accounts for the month of October 2011 reimburse the funds in the amounts designated. G. Akel seconded the motion, and it was unanimously approved.

1.3 RECOMMEND APPROVAL OF SUNY WORKFORCE DEVELOPMENT LEAN MANUFACTURING CONSORTIA GRANT

M. Newman moved that the Finance and Facilities Committee on behalf of the Board of Trustees approves acceptance of this grant for the period of October 5, 2011 to August 31, 2012 in the amount of \$57,642 with a required match of \$9,607. G. Akel seconded the motion, and it was unanimously approved.

1.4 RECOMMEND APPROVAL OF RESOLUTION FOR AN UNPAID LEAVE OF ABSENCE FOR CHERYL L. HEATH

N. Serafini moved that the Finance and Facilities Committee recommends that the Board of Trustees approves granting a mandatory, unpaid leave of absence under Civil Service rules to Cheryl L. Heath, Recorder, Office of the Registrar, from December 1, 2011 to May 31, 2012 to serve in her promotional appointment as Senior Recorder, Office of the Registrar. G. Akel seconded the motion, and it was unanimously approved.

1.5 RECOMMEND APPROVAL OF RESOLUTION FOR AN UNPAID LEAVE OF ABSENCE FOR DEBRA MORELLO

N. Serafini moved that the Finance and Facilities Committee recommends that the Board of Trustees grant an unpaid leave of absence to Debra Morello, Dean of Continuing Education, from January 1, 2012 to May 31, 2012 to serve in a promotional capacity as the Acting Vice President of Student and Community Engagement. G. Akel seconded the motion, and it was unanimously approved.

1.6 RECOMMEND APPROVAL OF RESOLUTION FOR NEW POSITION DESCRIPTION – ASSOCIATE VICE PRESIDENT AND DEAN

G. Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approves the new position description of Associate Vice President and Dean. M. Newman seconded the motion, and it was unanimously approved.

2. INFORMATION ITEMS

2.1 President's Report

Dr. Drumm informed the committee that the campus presidents had their second meeting with the Chancellor on Thursday, December 1st. The budget and shared services were some of the items that were discussed. There was discussion regarding the management confidential employees at the state operated campuses taking a temporary pay cut.

2.2 BCC Budget and Financial Developments

Regina Losinger updated the committee on the enrollment, which is currently at 12% less than last spring. There has been discussion as to the cause of the current enrollment decline. It is expected that enrollment will improve as students are getting advised. They are ready to attend to it from a budget perspective if we need to reduce costs to match those revenues. This report was submitted to the committee for information.

2.3 Reports for Board Information

2.3.1 BCC Facilities Update

Regina had a discussion with the committee regarding a resolution that needs to go to the Board next month to amend the CIP for the flood recovery capital project which requires Broome County Legislative approval also.

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.

M. Newman motioned to go into Executive Session at 7:46 a.m. to discuss personnel matters and G. Akel seconded the motion, and it was unanimously approved.

G. Akel motioned to come out of Executive Session at 8:25 a.m. and Nick Serafini seconded the motion, and it was unanimously approved.

N. Serafini made a motion to adjourn the meeting and G. Akel seconded the motion, and it was unanimously approved. The meeting was adjourned at 8:26 a.m.

***The next Finance and Facilities Committee Meeting is scheduled for
January 17, 2012 at 7:30 a.m. in W107 Conference Room***

Approved by the Board of Trustees 12/8/11