

FINANCE COMMITTEE  
BOARD OF TRUSTEES  
MINUTES

Meeting of April 12, 2022

**Finance & Capital Committee members 2021-2022:**

**John DeGrace, Chair**

**John Durso**

**Wanda Jackson**

The meeting of the Finance Section of the Finance and Capital Committee of the Board of Trustees was called to order by Trustee Durso via Zoom meeting at 5:00p.m.

Committee members present: John Durso

Committee members absent: John DeGrace  
Wanda Jackson

Other Trustees in attendance: Donna Tuman (ad hoc)  
George Siberón (ad hoc)  
Kathy Weiss (ad hoc)  
Carl Henry Denaud, Student Trustee (ad hoc)

Also in attendance: Officer-In-Charge Donna Haugen  
VP's Conzatti, Izquierdo, Lausch  
AVP's Cappello, Friedman, Hahn, Kerrigan  
Abel Cantillo

**AGENDA ITEMS**

**1. Minutes** - Minutes of the March 8, 2022 meeting were approved. Motion was made by Trustee Weiss and seconded by Trustee Siberón. Motion carried.

**2. Pending College Procurement Agreements**  
None

**3. Office of the Comptroller's Report** – presented by Abel Cantillo

- a. The Office of the Comptroller performed an examination of OTPS (Other than Personal Services) expenditures based on the reports generated by the Banner system for February 2022. All OTPS expenditures were subjected to selection, and 21 expenditures were selected. The expenditures were audited for appropriateness in accordance with the Code of Rules and Regulations for Community Colleges as promulgated by the State University of New York, proper departmental authorization, accurate departmental coding, evidence of receipt of goods or services and utilization of appropriate purchasing practices based on the amount of purchase and state and local requirements. The 21 expenditures ranged from approximately \$432 to \$266,177 and averaged \$26,629. The cumulative value of the 21 expenditures was \$559,205 and represented 56.5% of this month's total OTPS expenditures which included paper and UniMarket invoices.
- b. There were no personal service expenditures.

- c. The Accounts Receivable (A/R) Aging Report shows we are at approximately 87.6% for fiscal 2022.
- d. Nassau County Audit shows 44.90% collection ongoing for ten years.

#### **4. Capital Projects/Design and Construction Presentation – Presented by Phillip Cappello**

##### **a. Planned Expenditures**

A list of Planned Expenditures was presented. The largest expenditure listed is for the Culinary Program at 108 Duncan. This project is moving forward, it has been bid, and we are waiting for the County to award it. Once they award it, it is a one-year project to have the new building running. Trustee Durso asked for the status with the County, and was told we just finished the PLA with the contractor and the timing is fine.

##### **b. SUNY Capital Project Reimbursement Submittals**

A list of the SUNY Capital Project Reimbursement Submittals was presented. These are all capital projects that are funded by the capital program of the County. This is not from operating funds and there are only seven pending reimbursements. The County reimburses 50% of each project listed. Trustee Siberón asked if these are MWBE programs and does the College fall under that jurisdiction? We do not fall under that law, but the contractors are supposed to provide us with an MWBE program when we send it over to the County for their review and approval. NSC is the official bidder and we ask them for their MWBE program.

##### **c. Phillip Cappello provided some photos and the status of the following:**

- 228-HTHW Pipe Replacement and System Assessment - RFP to On Call AE firms have been issued and proposals have been received. The Proposal Rating Committee has selected a firm and is in the process of routing the Contract Advise ment through the County.
- 168-College Solar Project / NYPA: Ongoing discussions with Nassau County and NYPA to utilize County Contract to execute Solar installation on Library.
- 226-Exterior Door Replacement PH1 - Project to replace the exterior doors in the Clusters Buildings with the intention of a physical security system. Awarded to H2M, Contract has been approved and encumbered by the County. Project Kick off meeting has been held.
- 212-College Union Exterior Stairs & Door and Window Package - Replace Exterior Emergency Exit Stairs on EXT of College Union Building, South Elevation. Door and Window Package Added. DDC is awaiting final Bid documents and estimate prior to bidding project.
- 230-North Hall Signage - Room signage has been awarded and shop drawings reviewed. An additional Signage package has been bid and is in the processed of receiving a Capital PO.
- 224-Lab Reno F131 & F135 - Project bids to the On-Call Contractors have been received. Bids have been reviewed and the County approval and encumbrance has begun.
- 135-Reno at 108 - The Public Bids were received for the Hospitality department. The Architect and Contractor Manager have performed a bid evaluation. A Contractor has been recommended and the County approval and encumbrance has begun.
- 120-Cluster C - Project is moving forward with a July 1st, 2022, Substantial Completion Date. An additional Environment Graphics Package has been added to the scope to assist with wayfinding both on the exterior and interior of the building.
- 209-Door Access Control - Add access control in phase one to G Building, North Hall, and partial B Cluster. Awaiting PO to JCI.
- 204-Blue Light Phone PH 4 - Install 6 additional Blue Light Phones in new campus locations. Awaiting PO to be issued for implementation to begin.

- 191-Library Roofing and Sealant Replacement - Project is 95% complete. Awaiting warmer weather for final completion.
- 211-Campus Fan Coil Unit Thermostatic Controls - Thermostats are being installed in all Cluster Offices. The project entails removing the existing fan selection switch and replacing it with a user-controlled thermostat. The new thermostat will allow the occupant to control the unit fan speed, outside air damper, and select a temperature for the office. A mockup has been approved and contractors have begun installing the units in the F Cluster Admin Wing 2nd Floor.
- 213-Bradley Hall Windows Replacement - Windows have been delivered and installation has begun throughout Bradley Hall. A door package is currently being proposed as an addition to the base scope.
- 128-DataCenter - Project is complete. Waiting for Marshal signoff prior to reoccupying the space.
- 217-CDC and ASHRAE HVAC Analysis and Reports - Canon Design has completed their Phase 1 assessment. Phase 2 has been awarded which entails providing mechanical ventilation to all spaced that relied on operable windows. Scope documents have been received and are being reviewed prior to issuing task ordered to execute the scopes outlined. Phase 3 proposal for retro commissioning campus wide has been accepted and the County approval and encumbrance has begun.

Trustee Weiss commented that this has been on our plate for a long time. She would hope that we could share the actual timeline for Phase 3 at our next meeting. Recognizing that these are old issues that should have been taken care of long before Phillip Cappello took over. We have 47 buildings and this may take two years, recognizing that there will be issues obtaining parts.

- 172-Parking Phase 3 West Lots - Project is in Closeout. DDC is reviewing document provided to ensure all information has been submitted.
- 215-Tower Fire Pump Controllers - Project is in Closeout. DDC is reviewing document provided to ensure all information has been submitted.
- 158-Tower Restrooms, Mechanical Room, and Unit Ventilator Replacement - Project has been restarted. A/E firm is performing site visits to perform their assessment and complete Construction Documents.
- Power Outage – Power cable replacement on westside of campus.

Student Trustee Denaud asked what will be done regarding the ventilation for the Fall semester. As of completion of Phase I all systems were brought back to their original design standards and are operating. Most of the West campus does not have mechanical systems because the windows can be opened. These became the Phase II project, to design ventilation for those buildings. We have the designs for Phase II and we are looking at 1 – 1 ½ years. There will continue to be maintenance as needed.

## 5. Updates – Presented by VP Izquierdo

- a. Budget 2023 - we are reviewing the OTPS department budgets and will present the budget at the next meeting.
  - Budget Timeline
    - March 8 - 2023 Preliminary budget review
    - April 12 - Tuition and Fees Schedule approved (passed in March)
    - May 10 - BOT review and approval of budget
    - May 11 -Approved budget sent to County Exec

- May 11 - 31 - Meetings with county legislators
- May 11 - 31 - Review with county offices as requested
- June 8 - Presentation to Legislative Budget Committee
- June 27 - Presentation to full legislature
- June 28 - Submit budget to SUNY
- 2022 Projected
  - Showing a projected loss of \$13.6M.
  - Student revenues are down by -9.3%, as are student fees as we are collecting as much for parking since students are remote.
  - We are doing well with Revenue in Lieu of Sponsor Share.
  - The Revenue Offset to Expenses (Continuing Education and Workforce Development) is still low, now that we're coming back face-to-face we'll see some improvement.
  - Rents & Recoveries – these are rents that we get from the bookstore and food service. We are not charging the food service right now, but that should do well once we're back to face-to-face.
  - Investment Income is based on the market.
  - State Aid is right on target. For 2023 state aid we will have \$38.4M
  - Property Taxes have been maintained the same from the county.
  - Expenses haven't moved much from last month.
  - Reimbursement from HEERF Grants \$17,000,000 were originally \$12,000,000.

b. HEERF & TOH Grants

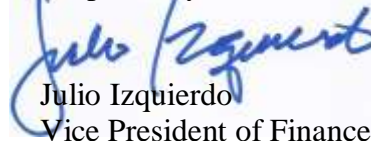
- This hasn't changed since last month, but will change dramatically next month.
- Institutional funds will be drawn down by \$8.4M
- Next week the Student funds will be drawn down by \$9.2M
- Leaving \$1M to distribute to students that may not fit within the guidelines that SUNY has set. We are bringing in a firm that will do it in an equitable way.

c. County Audit

The audit is ongoing, they have not discussed anything with VP Izquierdo in terms of their findings.

The meeting adjourned at approximately 5:37 p.m.

Respectfully submitted,



Julio Izquierdo  
Vice President of Finance