

NASSAU COMMUNITY COLLEGE  
Garden City, New York 11530

FINANCE AND CAPITAL COMMITTEE AGENDA (*Finance Section*)– October 13, 2020 at 5:00 p.m.  
Meeting will be held via ZOOM Video Conference

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**Finance & Capital Committee members 2020-2021:**

**John DeGrace, Chair**

**John Durso**

**Linda Green**

**Wanda Jackson**

**Edward Powers**

Call of the roll for attendance for the purpose of establishing a quorum: Present: \_\_\_\_\_

The following items and/or reports are submitted for the consideration of the Committee.

1. Review and approval of prior meeting minutes – September 8, 2020

Motion carried – For \_\_\_\_\_ Against \_\_\_\_\_ Abstention \_\_\_\_\_

2. Audit Plan – RSM

3. Pending College Procurement Agreements for Board Approval—

<b>Category of Contract /Procurement Type</b>	<b>Threshold for Board of Trustees' Approval</b>	<b>Listed As</b>	<b>Contractor</b>	<b>Anticipated Annual Expenditure</b>	<b>Term of Agreement</b>
Professional Service Contract – Gear Up	\$50,000	A	Xcalibur	\$53,400 Grant Funded	One (1) year with the option of two (2) additional one (1) year renewals.
Insurance Brokerage Services	\$50,000	B	Marshall & Sterling Upstate	\$250,000	One (1) year with four (4) additional one (1) year extensions. Plus

**A. Professional Service Contract – Gear-Up**

The College seeks to establish a contract with a firm proficient in External Evaluator Services for Grants as well as experienced in working with educational institutions. The College does not have the capability to provide and monitor an internet-based platform which would house and track all activities/expenditures and generate reports to meet the Federal reporting requirement. The Center for Excellence & Innovation Department is confident that Xcalibur will be able to effectively meet the College's needs to evaluate the Gear Up Program.

The firm will provide the College's Center for Excellence & Innovation Department with evaluation services of the Gear Up Program which includes, but is not limited to: assess the strength and

weakness of the Gear Up Program; meet all funder requirements for the period of performance; serve as a member of the Grant evaluation team for at least 2 years with the possibility of a third year; obtain recommendations for program improvement; develop program reports semi-annually; provide training and technical support for the data platform; provide an internet-based platform to house and perform all program activity data, match expenditure information, generate on-demand reporting; and, interview program staff and stakeholders, students, parents/guardians.

B. Insurance Brokerage Services:

The College relies on an insurance brokerage and consulting firm to provide new and renewal of insurance policies. Marshall & Sterling Upstate, which is the firm chosen by the College's selection committee, has extensive experience in providing insurance brokerage services to institutions of higher education. The Selection Committee is confident that Marshall & Sterling Upstate will be able to effectively meet the services needed to identify and select insurance coverage and is well positioned to provide Nassau Community College with competitive overall insurance coverage quotations. At this time, this contract should be extended one additional year due to the COVID-19 pandemic restrictions which would impact the transition of services to a new firm. As the College is working mostly remotely, it would require additional time and cost to familiarize a new firm with the College's current policies and needs.

The selected firm will provide the College with insurance brokerage and consulting services by researching the insurance marketplace for coverage of annual policy renewals as well as on an "as needed" basis. The service will include preparation of insurance coverage specifications, market analysis and recommendations, Underwriter quotations and commissions, and placement of insurance coverage with the Underwriters chosen by the College all of which are essential if the College is to mitigate risk.

*The resolutions reads as follows: (The Chair reads the resolutions as printed below.)*

- A. **RESOLVED**, that the pending college procurement agreement with Xcalibur in the amount of \$53,400 as requested by VP Academic Student Services Conzatti is approved by The Nassau Community College Board of Trustees finance and capital committee and will be recommended to the full board of trustees for approval. (Funding Source: Grant)

Motion carried – For \_\_\_\_\_ Against \_\_\_\_\_ Abstention \_\_\_\_\_

(Recommended to full BOT for approval: Yes \_\_\_\_\_ No \_\_\_\_\_)

- B. **RESOLVED**, that the pending college procurement agreement extension with Marshall & Sterling Upstate in the amount of \$250,000 as requested by VP Finance Izquierdo is approved by the Nassau Community College Board of Trustees finance and capital committee and will be recommended to the full board of trustees for approval. (Funding Source: Operating)

Motion carried – For \_\_\_\_\_ Against \_\_\_\_\_ Abstention \_\_\_\_\_

(Recommended to full BOT for approval: Yes \_\_\_\_\_ No \_\_\_\_\_)

4. Comptroller's Report.

5. Donation

**WHEREAS**, Nassau Community College Professor Susan Sobolewski has offered to donate a Baldwin Grand Piano to the NCC Music Department, and

**WHEREAS**, the estimated value of the donation is eighteen thousand dollars (\$18,000.00),  
and

**WHEREAS**, the department of Music has determined that this donation will benefit the students who take piano offered by the department, and greatly appreciate this donation, and

**WHEREAS**, there is no cost to Nassau Community College,

**RESOLVED**, that the Nassau Community College Board of Trustees Finance and Capital Committee recommends that the full Board of Trustees accepts the donation of a Baldwin Grand Piano from Professor Susan Sobolewski and expresses their appreciation for this gift.

Motion carried – For \_\_\_\_\_ Against \_\_\_\_\_ Abstention \_\_\_\_\_

(Recommended to full BOT for approval: Yes \_\_\_\_\_ No \_\_\_\_\_)

6. Update - Bookstore