

NASSAU COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
FINANCE AND CAPITAL COMMITTEE MINUTES

Meeting of December 10, 2024

**Finance & Capital Committee Members**

**John Durso, Chair**

**Elliot S. Conway**

**John DeGrace**

**Wanda Jackson**

**George Siberón**

**Abel Cantillo, Erik Paulson and Antoinette Brown, College Liaisons**

The meeting of the Finance and Capital Committee of the Board of Trustees was called to order by Trustee Durso at 5:08 p.m.

Committee members present:           John Durso, Chair  
  Elliot S. Conway  
  John DeGrace  
  Kathy Weiss (appointed ad hoc)

Other Trustees in attendance:       Lynne D'Agostino  
  Jorge Gardyn  
  Donna Tuman  
  Jordon Groom, Student Trustee

Also in attendance:                    Chief Administrative Officer Conzatti  
  Antoinette Brown, Comptroller  
  Abel Cantillo, Assistant VP, Finance & Administration  
  Phillip Cappello, Associate VP, Facilities Management  
  Beatriz Castaño, Director of Procurement  
  Erik Paulson, Consulting VP, Finance & Administration

1. **Minutes** – The minutes of the November 12, 2024 meeting were approved. Trustee DeGrace made the motion; seconded by Trustee Conway. Motion carried 4-0.

**Pending College Procurement Amendment – Spark451**

Beatriz Castaño, Director of Procurement, presented the Procurement Proposals. Trustee Weiss thanked Ms. Castaño for how impressive the packet was, as it included all of the steps that took place as part of the RFP process. Chair Durso also thanked Ms. Castaño for the extra effort she put into this very comprehensive package. Ms. Castaño thanked Trustees Weiss and Durso for their kind words and explained that the Procurement office is looking at the various processes. She explained that the construction contracts process is different from the Requests for Proposals and she would hopefully like to establish some consistency each time a contract is presented for Board approval, by including the memos that provide an overview of the entire procurement process.

Trustee Conway inquired as to how the winner of each award was chosen and if it was always the low bidder. Ms. Castaño affirmed that the award is given to the responsible low bidder but that there is also a vetting process. She explained that there are minimum qualifications that must be satisfied, and oftentimes pre-award meetings are set up with the selected firms. Their work history is requested and their background is looked into, and if they are shown to be non-responsive or non-responsible, then they will be disqualified.

Trustee Weiss inquired about the construction contracts, using the example of the pending agreements for electrical construction, where there were awards given to five different companies. She asked if the statement 'not to exceed 3 million dollars' for the annual expenditure could actually mean three times five and if it could eventually come to 15 million. Ms. Castaño replied that it could, but also stated that not all of the companies are going to get work assignments. She explained that the College will share the specifications and drawings with the firms and ask them to submit proposals for each project. The Procurement Office will put together a full mini-bid. Ms. Castaño further

## Finance and Capital Committee Meeting Minutes – December 10, 2024

explained that it is actually good for us, as it creates a second tier of competition and that some companies will bid, and some will not. The County requires us to have at least three proposals for each project.

Trustee Weiss asked Chair Durso if we have ever looked at employing plumbers and electricians. Trustee Durso asked AVP Cappello to respond. Mr. Cappello explained that we have two departments, the Capital Department and Physical Plant. The Capital Department hires companies to do the work, and at Physical Plant we have electricians and plumbers that work there, but with having 1.5 million square feet and 47 buildings, they spend all of their time doing anything from repairing an outlet to fixing various other things on campus.

Ms. Castaño presented the first resolution.

**RESOLVED**, that the pending College Procurement Agreement with Spark451 in the annual amount of \$600,000, as requested by Joseph Jankowski, Acting Vice President for Institutional Advancement, 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)

asked if there were any questions or comments. There being none, a motion was requested to forward the resolution to the full Board of Trustees for approval. Trustee Conway made the motion; seconded by Trustee Weiss. Motion carried 4-0.

### 2. Pending College Procurement Amendments – Construction Contracts/On-Call Electrical Construction

**RESOLVED**, that the pending College Procurement Agreements with Polaris Electrical Construction Corp., Hink Electrical Contractor Inc., JP Daly & Sons Inc., L.E.B. Electric Limited and Northgate Electric Corp.-WBE, in the not to exceed amount of \$3,000,000 for the contract term, as requested by Phillip Cappello, Associate Vice President for Facilities Management, 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 and Capital)

Chair Durso asked if there were any questions or comments. There being none, a motion was requested to forward the resolution to the full Board of Trustees for approval. Trustee Conway made the motion; seconded by Trustee Weiss. Motion carried 4-0.

### 3. Pending College Procurement Amendments – Construction Contracts/On-Call General Construction

**RESOLVED**, that the pending College Procurement Agreements with WEB Construction Corp., Belfor Long Island LLC, Milcon Construction Corp., Preferred Construction Inc. and Saracino Construction Corp. in the not to exceed amount of \$5,000,000 for the contract term, as requested by Phillip Cappello, Associate Vice President for Facilities Management, 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 & Capital)

Chair Durso asked if there were any questions or comments. There being none, a motion was requested to forward the resolution to the full Board of Trustees for approval. Trustee Conway made the motion; seconded by Trustee Weiss. Motion carried 4-0.

### 4. Pending College Procurement Amendments – Construction Contracts/On-Call Mechanical Construction

**RESOLVED**, that the pending College Procurement Agreements with Hi-Tech Air Conditioning Service Inc., AKS International Inc., AWL Industries Inc., Best Climate Control Corp., and Botto Mechanical Corp. in the not to exceed amount of \$3,000,000 for the contract term, as requested by Phillip Cappello, Associate Vice President for Facilities Management, 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 and Capital)

## Finance and Capital Committee Meeting Minutes – December 10, 2024

Chair Durso asked if there were any questions or comments. There being none, a motion was requested to forward the resolution to the full Board of Trustees for approval. Trustee Conway made the motion; seconded by Trustee Weiss. Motion carried 4-0.

### 5. Pending College Procurement Amendments – Construction Contracts/On-Call Plumbing Construction

**RESOLVED**, that the pending College Procurement Agreements with Seaford Ave Corp., Botto Mechanical Corp., and Maccarone Plumbing in the not to exceed amount of \$3,000,000 for the contract term, as requested by Phillip Cappello, Associate Vice President for Facilities Management, 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 and Capital)

Chair Durso asked if there were any questions or comments. There being none, a motion was requested to forward the resolution to the full Board of Trustees for approval. Trustee Conway made the motion; seconded by Trustee Weiss. Motion carried 4-0.

### 6. NCC Capital Plan – presented by Phillip Cappello

Associate Vice President of Facilities Management, Phillip Cappello, gave a PowerPoint presentation of campus projects, describing their various phases, including planning, design, bidding, and construction and stated that there are over sixty capital projects going on right now, and highlighted a portion of them to present. He began by presenting a Stakeholder Analysis of the Capital Projects on campus.

Mr. Cappello provided photos and the status of the following:

#### **STAGE: PLANNING**

- West Campus Electrical Replacement – Study of capacity and condition of electrical distribution on west campus. Consultant selected, awaiting County encumbrance.
- Building V Masonry Restoration – Repairs to exterior masonry and window replacement in first phase. Interior modifications in second phase. Awaiting County encumbrance. A citation was given to the College by the Fire Marshal for the masonry and windows so this project was made a priority.
- NYU Langone Coordination – Planning for and coordinating with NYU LANGONE for property transfer. Includes roadway and parking modifications and relocation of Public Safety. Awaiting County encumbrance.
- Army Theater Building – Property acquisition pending negotiations with the County.

#### **STAGE: DESIGN**

- Culinary Arts Building K Renovation – Complete gut renovation to include new classrooms, culinary laboratories, commons, dining and food storage, exterior dining. Turnkey delivery including IT and solar roof panels.
- Tunnel Replacement – Complete replacement of the tunnels connecting the Library and Clusters A, C, E, F.
- Cluster D Renovation – Complete renovation to provide for Workforce Development program through funding from a SUNY EI Grant in the amount of 5.4-million-dollar grant. Includes relocation of Materials Testing equipment to Cluster C.
- Tower Restack – Complete interior renovation of all floors. Includes relocation of Radio Station to 12<sup>th</sup> Floor.
- TV Studio – Complete renovation including elevator installation.
- Exterior Door Replacement Phase 2 – Replacement of exterior doors including hardware and security. Bradley Hall, CCB, G, Library, Life Science, M, Tower, V. Doors will be equipped with scanners for ID entry.
- Residence Improvements – Complete renovation of residences 354, 362, 363. Provides ADA accessible convertible residence/office space on first floor and residential spaces above. Upgrade and code compliance of all systems. Exterior repairs and ADA ramps.
- Campus Wide Roof Replacements – Replacement of all roofs on campus. Physical Plant Building at 100% design stage. Tower, E, F, V, Z at 90% design stage.

## **Finance and Capital Committee Meeting Minutes – December 10, 2024**

- Campus Wayfinding – Clarification and modernization of all interior and exterior signage. Creation of new graphics and landmarks across campus.
- College Solar – Turnkey installation administered by the NY Power Authority of new solar panels on campus. First project of 516 panels on the Library roof is at 60% design. Studies for Physical Plant and Tower are starting.
- Cybersecurity Suite Cluster B – Conversion of five rooms on the first floor to a suite for Cybersecurity study and training. Funded by SUNY EI Grant.
- Concrete Repairs – Repairs to deteriorated concrete throughout campus. Clusters A and B are at Schematic Design. Specific repairs required immediately at Phys Ed Boiler Room and G, and are about to start design.
- HVAC Analysis – Analysis and optimization of all ventilation systems on campus for compliance with code, and specifically CDC/ASHRAE SARS-COVID19 design standards. Revisions to operating procedures being developed by consultant.
- Mechanical Ventilation Improvements – Modifications and additions to multiple building ventilation systems to meet code. Greenhouse and Bookstore to be bid first.

### **STAGE: BIDDING/AWARD**

- HTHW Pipe Replacement – Study and repair of High Temperature Hot Water heating underground distribution on the West Campus. Contract bid and award encumbrance has begun.
- Culinary Arts 108 Duncan – Complete gut renovation to include new classrooms, culinary laboratories, commons, dining and food storage, exterior dining. Turnkey delivery including IT and solar roof panels. On hold, pending resumption of construction by bonding company's new contractor.

### **STAGE: CONSTRUCTION**

- Tower Restrooms, Mechanical Rooms, Unit Ventilator Replacement – Renovation of all restrooms for ADA compliance, plumbing repairs. Repairs to heating piping throughout.
- Building H Swing Space – renovation of first floor to provide swing space for occupants of the Tower while Tower is renovated. Future use as swing space for other projects.
- Exterior Door Replacement Phase 1 – Replacement of exterior doors including hardware and security. Clusters A – F, North Hall. ID scanners being installed to aid Public Safety in the security of the campus.
- Public Furniture – Renovation of furniture in Public Rooms. Currently working in CCB, G and Theater.
- Site Beautification – New exterior furnishings and fountain renovations.
- ITS Classroom AV Upgrades – Upgrade of AV/IT equipment in 11 classrooms to start, others to be added.
- Life Science HTHW (High Temperature Hot Water) Pump Upgrades – Necessary improvements to pump performance. Expected completion - January 2025.
- Library Heat Exchanger – Replacement of existing equipment. Expected completion – January 2025.
- Field House Curtains – Installation of new drop-down room-dividing curtains. Will make the whole space usable for several classes at once.

### **STAGE: CLOSEOUT**

- T-154 Faculty Development – Complete renovation to provide new Faculty Development Center.
- College Union Windows and Stairs – Replacement of windows and fire stairs to meet code requirements. There was an additional Fire Marshal warning that the fire stairs needed work.
- Bradley Hall Windows and Masonry – Replacement of existing windows for weatherization and energy efficiency. Repairs to deteriorated masonry.
- Wesco LED Lighting Upgrades – Campus wide lighting replacement for energy savings and operating cost reductions.

AVP Cappello also presented two charts, one being the NCC Department of Design & Construction Planned Expenditures Report and the other listing SUNY Capital Project Reimbursement Submittals for the 2024-25 Academic Year. These two charts were not included in the Trustees' packages and Mr. Cappello said he would make sure the Board receives a copy.

## Finance and Capital Committee Meeting Minutes – December 10, 2024

Trustee D'Agostino inquired if there is a timeline for these projects. Mr. Cappello said the College is in the process of creating a Master Plan. He stated that SUNY only requires us to have a five-year plan but this one will be for ten years and will list all of the proposed projects and include a timeline.

Student Trustee Groom asked if the Library is considered a common area, and if so, if furniture will be updated there. Mr. Cappello responded yes, it is a common area, but furniture will not be updated in the Library at this time.

Trustee Conway inquired if the College has a third-party inspector who looks at the progress of our projects against the drawings. AVP Cappello responded that we hired JC Broderick as an environmental consultant, as shown in the PowerPoint on the screen. We have not done commissioning and are considering doing it in the future. We sometimes use construction managers to look at architectural drawings, evaluate design and cost estimates, monitor the work, and make recommendations. We are in the process of evaluating the design of a project right now.

Trustee Conway further inquired if there is someone to inspect the progress of work. Mr. Cappello stated that these are field services. We use a company (like Material Testing) to do physical testing. As an example, if we pour concrete, they will do a lump test. In addition, we will hire the architect who did the design. If the project is large enough, we will include field services. This means they go on-site during construction to monitor that the work is built as designed. We also have architects and engineers to help us monitor the work.

### 7. Comptroller's Report – presented by Antoinette Brown

- a. For the month of November, the Comptroller's Office examined 19 OTPS (Other than Personal Services) expenditures. The expenditures ranged from approximately \$41 to \$292,373 and averaged \$35,376. All 19 expenditures were found to be in conformity with the Codes and Regulations of the State University of New York.
- b. For Personal Services, there were three transactions totaling \$1,650.

In response to Trustee Weiss' inquiry during the last board meeting regarding the costs associated with the Lunar art exhibit, Ms. Brown explained that the fees for the exhibit included site visits to the gallery in preparation for the exhibit, design, layout and advertising efforts, and loan and installation costs for the artwork.

The fees also included two full-day interactive sessions with students and visitors, which featured a lecture and presentation for high school groups, and the deinstallation of the exhibit.

The expenses for the Lunar exhibit are consistent with those typically associated with exhibits of this nature.

- c. For the Accounts Receivable Report, through November of 2024 we have collected 80% of our receivables, which is lower than the 87% we collected last year at this time.

Trustee Conway inquired as to the variance in percentage collected between the years 2024 and 2025. Ms. Brown stated that the variance is due to early disbursement of Financial Aid. In 2024, aid was disbursed in November, whereas, in 2025 aid was disbursed in December.

### 8. Updates – presented by Abel Cantillo

There are no further updates at this time.

The meeting adjourned at 5:58 p.m.

Respectfully submitted,

/s/ Abel Cantillo

Assistant Vice President for Finance & Administration