

FINANCE COMMITTEE
BOARD OF TRUSTEES
MINUTES

Meeting of June 22, 2016

Finance & Capital Committee members 2015-2016:

Donna Tuman, Chair

Anthony Cornachio

Linda Green

Wanda Jackson

The meeting of the Finance Section of the Finance and Capital Committee of the Board of Trustees was called to order by Vice Chair Weiss on the eleventh floor of the Administrative Tower at approximately 5:05 p.m.

Trustees Present: Jorge Gardyn, Chair
 Kathy Weiss, Vice Chair
 Anthony Cornachio
 John DeGrace
 Edward Powers
 Michael Hilt, Student Trustee

Also in attendance: Interim President Dolan
 Executive VP Saunders
 VPs, Muscarella, Reznik
 AVPs Friedman-C, Friedman-S
 Acting General Counsel/Government & Media Relations Murray
 RSM Audit Staff

*Vice Chair Weiss is the Chair of the Finance & Capital Committee meeting for the June 22, 2016 meeting. Vice Chair Weiss appointed Trustees Powers and Hilt ad hoc to the Finance & Capital Committee for the June 22, 2016 meeting.

*VP Reznik asked that the RSM Audit Staff give their presentation at the beginning of the meeting.

AGENDA ITEMS

1. Minutes of the Finance Section of the Finance & Capital Committee meeting of May 10, 2016 were presented for approval. The minutes could not be approved as members who were present at the May meeting were not present at the June meeting. The May 10, 2016 minutes will need to be presented for approval at a later date.

7. Discussion—Audited Financial Statements for the Year Ended August 31, 2015—Independent Auditors' presentation and required audit communication. VP Reznik introduced Mr. Daniel Bonnette, Partner RSM along with Jennifer Katz, Senior Manager RSM, who gave the audit presentation. Mr. Bonnette presented an overview of the required communications to Board members. He added that the audit was done according to the generally accepted auditing standards; it is the opinion of RSM that the NCC financial statements are presented fairly in accordance with GAAP.

RSM is also required to audit using additional standards (or yellow book) required because NCC receives and expends federal dollars – which is a greater level of accountability. Additional testing is also required; RSM did not find any findings relating to the administration and expenditures of federal dollars.

A significant accounting standard was adopted for this year's audit regarding defined benefit pension plans. In past audits, pension related information was found in disclosures; however, starting with this fiscal year, pension plan data is recorded and can be found on the face of the financial statements. RSM noted that TRS (Teachers' Retirement System) is recorded, very well-funded and the net impact was under \$1 million.

Also, as part of the audit process RSM is required to share any adjustments that were identified and posted as well as not posted. Senior Manager Katz indicated that no uncorrected misstatements were identified. There were two audit adjustments which were recorded by management. There was also an adjustment for the write-off of the New York State Tuition Assistance Program (an old balance in the system).

RSM received full cooperation from NCC management and staff as well as full access to materials.

Short discussion followed. Vice Chair Weiss had one question regarding the W4 forms. VP Reznik advised that dual relationship is involved between Nassau County and NCC; the County maintains all NCC payroll records. VP Reznik advised that to rectify this situation, NCC should also retain copies of NCC personnel files which will include the W4 forms.

Vice Chair Weiss questioned (exhibit A) computer security for NCC in the Banner System; the password doesn't expire. Vice Chair Weiss advised that this is something to address. Short discussion followed. VP Reznik advised that no one from IT Department is present at the June 22, 2016 meeting. NCC will have an answer for the Board. Board members would like to have the IT Department present at the September 2016 meeting.

2. Pending College Procurement Agreement—There were no pending college procurement agreements to be submitted at the June 22, 2016 meeting.

3. Comptroller's Report of Expenditures—April, 2016. VP Reznik advised the Comptroller Izquierdo is at a conference so she will present the Comptroller's Report. This report pertains to April, 2016. Comptroller's Department looked at approximately \$1.3 million of Other than Personnel Service (OTPS) disbursements.

There were 20 selections that were examined for all criteria listed for review. The results of review are that there are no recommendations to report. Regarding personal Service Contracts (PSC) 11 contracts were reviewed for a total of \$33,000 with no findings.

Regarding the Accounts Receivable Report (page 5), the progress of A/R balance for spring 2016 semester reflects a balance of approximately \$2.3 million collected from a total of \$37 million billed. Old receivables collected about \$1.7 million. Once collected, these old receivables are recorded as revenue for the year it was collected.

Vice Chair Weiss commented this is very impressive – from 2007 significant money has been collected (94%).

4. Travel Requests—VP Reznik advised that there is an amended travel agenda as one travel request was removed. There is one travel request in the amount of \$2,506.00 to be presented at the June 22, 2016 Finance & Capital Committee meeting. VP Reznik, item #24, Carol Friedman originally scheduled to attend conference; however, another person will be attending the conference. All Trustees were in favor of the travel except for Trustee Cornachio.

5. Resolution—Minimum Wage Increase. Trustee Powers made a motion seconded by Student Trustee Hilton. All were in favor of presenting the resolution to the full Board of Trustees for approval.

6. Resolution—Waiver of Admissions Application Processing Fee for Dowling College Students. Trustee Powers made a motion seconded by Trustee Cornachio. All were in favor of presenting the resolution to the full Board of Trustees for approval. Short discussion followed with Board members inquiring if it is known at this time the number of Dowling students who applied to NCC; however, at this juncture, this information is not known.

The meeting adjourned at 5:45 p.m.

Respectfully submitted,

Inna Reznik
Vice President Finance