

FINANCE COMMITTEE  
BOARD OF TRUSTEES  
MINUTES

Meeting of September 10, 2019

**Finance & Capital Committee members 2018-2019:**

**John DeGrace, Chair**

**John Durso**

**Linda Green**

**Wanda Jackson**

**Edward Powers**

The meeting of the Finance Section of the Finance and Capital Committee of the Board of Trustees was called to order by Chair Gardyn on the eleventh floor of the Administrative Tower at approximately 5:00 p.m.

Committee members present: Chair Gardyn  
John Durso – appointed Chair ad hoc  
Linda Green  
Edward Powers  
George Siberon – appointed ad hoc  
Donna Tuman – appointed ad hoc  
Bridget Russell, Student Trustee

Committee members absent: John DeGrace  
Wanda Jackson  
Kathy Weiss

Also in attendance: President Williams, VPs Conzatti and Muscarella, Acting VP Hahn, AVP Friedman, Director Cappello, Accounting Executive Gutman

**AGENDA ITEMS**

1. **Minutes** of the Finance section of the Finance & Capital Committee meeting of June 11, 2019 were presented for approval. Trustee Siberon made a motion, seconded by Trustee Green. The minutes were approved.

2. **Pending College Procurement Agreements for Board approval**—Acting VP Hahn indicated that the two procurement agreements are over the \$100,000.00 threshold and require Board approval. Both items are for Joe Muscarella's area. Item A is for Brightview Landscaping service for \$900,000 and Item B is for Best Climate Control for \$550,000 and a one-time expense of \$300,000. These are typical expenses for maintenance of the grounds.

VP Muscarella advised that Item A – is the yearly renewal for grounds maintenance and Item B – Best Climate is the reissuance of the ongoing contract for HVAC maintenance. Trustees questioned the one-time cost of \$300,000.00 for Item B. VP Muscarella advised that this item was awarded to them in the execution of the contract. Student Trustee Russell made a motion, seconded by Trustee Siberon. All are in favor of presenting Items A & B to the full Board of Trustees for approval.

**3. Comptroller's Report—May, June & July, 2019.**

Acting VP Hahn advised that the College is in the process of doing a search to fill the Comptroller position. She presented the report for the months of May, June and July, 2019. The standard 20 items were tested and reviewed for appropriateness with no findings.

The Accounts Receivable Aging Report indicates that NCC continues to collect on the Aged Accounts Receivable balance from the Nassau County Audit. Since inception 44% of balance was collected. The current balance is \$6,250,309.00. NCC continues to collect on these items. Added on the bottom of this report is the total amount invoiced each year since 2012. NCC consistently collects approximately 98% of tuition invoiced to students.

**4. Resolution—Residents of Puerto Rico & the U.S. Virgin Islands.**

Acting VP Hahn advised that the Finance Committee passed a resolution in 2018. The SUNY Board of Trustees has adopted a resolution again for the 2019-2020 year to give resident tuition to the hurricane victims of Puerto Rico & the U.S. Virgin Islands. The Finance Committee must also adopt this resolution in order for NCC to give this same right to the hurricane victims of Puerto Rico & the U.S. Virgin Islands. Trustee Siberon made a motion, seconded by Chair Gardyn. The resolution will be recommended to the full Board of Trustees for approval.

Acting VP Hahn advised the Board that year-end close is now complete, and additional information will be available at the October meeting.

The meeting adjourned at 5:15 p.m.

Respectfully submitted,

Lisa Hahn  
Acting Vice President Finance