

FINANCE COMMITTEE  
BOARD OF TRUSTEES  
MINUTES

Meeting of September 8, 2020

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

**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 Trustee DeGrace via Zoom meeting at 5:00 p.m.

Committee members present:           Chair Gardyn  
  John DeGrace  
  Linda Green  
  Wanda Jackson  
  Edward Powers  
  Kathy Weiss  
  G. Siberon

Committee members absent:           John Durso  
  Donna Tuman

Also in attendance:                    President Williams, VP's Izquierdo, Kerrigan, and Muscarella,  
  AVP's Zamore, Friedman, and Wright  
  Director Cappello, Treasurer Hahn,

**AGENDA ITEMS**

**1. Minutes**—Minutes of the June 9, 2020 meeting were approved. Motion was made by Trustee Jackson and seconded by Trustee Powers. Motion carried.

**2. Procurement Agreements-** Extension of the annual audit contract for one year was presented by VP Izquierdo. Capital improvement contracts were presented by VP Muscarella. Trustee Weiss asked if any new Contractors are included. Trustee Weiss also inquired about outreach for diversity to include Minority/Women-Owned Business Enterprises (MWBE). Discussion followed. Motion to approve procurement agreements was made by Trustee Jackson, second by Trustee Powers. Motion carried.

**3. Office of the Comptroller's Report-** AVP Zamore advised that the Comptroller's Office reviewed selected OTPS (Other than Personal Services) expenditures for the months of May, June, and July 2020. The items reviewed were generally in conformity with the appropriate criteria. Selected PSC (Personal Service Contract) were reviewed with no errors and were in conformity with procurement policies. AVP Zamore presented the Accounts Receivable (A/R) Aging Report. As of August 31, 2020 the College collected 95.5%, compared to 95.35% in the prior year, a slight increase. The College continues to collect on the "Nassau County audit" from 2011 which is now at a total of 44.5% collected of the \$22 million.

**4. Update on Books on Day One Initiative-** VP Izquierdo stated that an evaluation of the issues that occurred during the fall roll out of the program is being performed to improve the process going forward. Considerations may include changing the opt out requirement to an opt in model. Trustee Siberon inquired about when the opt out/opt in decision will be made. A discussion followed.

The meeting adjourned at approximately 5:20 p.m.

Respectfully submitted,

Julio Izquierdo  
Vice President of Finance