

NASSAU COMMUNITY COLLEGE  
Garden City, New York 11530

FINANCE AND CAPITAL COMMITTEE CALENDAR (*Finance Section*)—December 8, 2015 at 5:00 p.m.  
Location: 11<sup>th</sup> Floor Conference Room, Tower Building

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AGENDA

*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** – October 13, 2015 & November 10, 2015. (#1 in the package)

*Chair: Do I have a motion to approve the minutes of October 13, 2015?*

*Trustee:* \_\_\_\_\_ *I make a motion that the minutes be approved.*

*Chair: Is there a second?*

*Trustee B* \_\_\_\_\_ *I second the motion.*

*Chair: Is there any discussion? (If so, the discussion proceeds.) If not, all in favor say “aye,” all opposed say, “nay.” Any abstentions?*

*Motion carried - For* \_\_\_\_\_ *Against* \_\_\_\_\_ *Abstention* \_\_\_\_\_

*Chair: Do I have a motion to approve the minutes of November 10, 2015?*

*Trustee:* \_\_\_\_\_ *I make a motion that the minutes be approved.*

*Chair: Is there a second?*

*Trustee B* \_\_\_\_\_ *I second the motion.*

*Chair: Is there any discussion? (If so, the discussion proceeds.) If not, all in favor say “aye,” all opposed say, “nay.” Any abstentions?*

*Motion carried - For* \_\_\_\_\_ *Against* \_\_\_\_\_ *Abstention* \_\_\_\_\_

2. Pending College Procurement Agreement for Board Approval:

Category of Contract /Procurement Type	Threshold as per Procurement Policy	Listed As	Contractor	Anticipated Annual Expenditure	Term of Agreement
Purchase Order/ Pricing Agreement	\$100,000.00	n/a	n/a	\$	One (1) year with an additional four (4) and one (1) year renewal

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FINANCE AND CAPITAL COMMITTEE CALENDAR (*Finance Section*)–December 8, 2015

Page 2

Professional Service	\$ 50,000.00	A	Furman Roth Advertising	\$250,000	One (1) year with an additional four (4) and one (1) year renewal
Personal Service	\$30,000.00	n/a	n/a	n/a	n/a

A. To provide the College with a full service “agency of record” for marketing. The services will include traditional and digital marketing, both of which are essential if the College is to be able to effectively communicate with the variety of target audiences necessary to support its recruitment and retention efforts as well as to reinforce the College’s presence in the community among decision-makers and others for whom the College relies on for financial support.

**Chair:** *Do I have a motion to consider a resolution relating to the approval of Pending College Procurement Agreement, as stated above?*

**Trustee A** \_\_\_\_\_ *I make a motion to consider the resolution.*

**Chair:** *Is there a second?*

**Trustee B** \_\_\_\_\_ *I second the motion.*

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

**RESOLVED**, that the following Pending College Procurement Agreement is approved and authorized:

Department	Description	Amount
A) General Counsel for Governmental & Media Relations/Marketing & Communications Dept.	To provide the College with a full service “agency of record” for marketing, including traditional and digital marketing. ( <b>Funding Source: Operating Budget</b> )	\$250,000.00
	Total	\$250,000.00

**Chair:** *Is there any discussion? (If so, the discussion proceeds.) If not, all in favor say “aye,” all opposed say, “nay.” Any abstentions?*

*Motion carried – For \_\_\_\_\_ Against \_\_\_\_\_ Abstention \_\_\_\_\_  
(Recommended to full BOT for approval: Yes \_\_\_\_\_ No \_\_\_\_\_)*

3. **Comptroller’s Report:** October, 2015.

4. **Travel Requests:** There are five (5) travel requests in the amount of \$12,560.00 to be submitted, reviewed, and if appropriate, approved at the December 8, 2015 Finance & Capital Committee meeting.

*Chair: Do I have a motion to approve the travel requests of December 8, 2015?*

*Trustee: \_\_\_\_\_ I make a motion that the travel requests be approved.*

*Chair: Is there a second?*

*Trustee B \_\_\_\_\_ I second the motion.*

*Chair: Is there any discussion? (If so, the discussion proceeds.) If not, all in favor say “aye,” all opposed say, “nay.” Any abstentions?*

*Motion carried - For \_\_\_\_\_ Against \_\_\_\_\_ Abstention \_\_\_\_\_*

5. **Discussion:** FY 2015 Annual Report Presentation.

Respectfully submitted,

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Inna Reznik  
Vice President Finance