

NASSAU COMMUNITY COLLEGE
FINANCE AND CAPITAL COMMITTEE MINUTES

Meeting of December 9, 2025

The meeting of the Finance and Capital Committee of the Board of Trustees was held in the College Center Building room 252-253. The meeting was called to order by Trustee Durso at 5:11 p.m.

Committee members present: John Durso, Chair
 Elliot Conway (via videoconference)
 John DeGrace
 Wanda Jackson (via videoconference)
 George Siberón
 Joshua Hammer, Student Trustee

Other Trustees in attendance: Lynne D'Agostino

Also in attendance: Maria Conzatti, Chief Administrative Officer
 Antoinette Brown, Comptroller
 Abel Cantillo, Assistant VP, Finance & Administration
 Phillip Cappello, AVP, Facilities Management

1. **Minutes** – The minutes of the November 13, 2025 meeting were approved. Trustee DeGrace made the motion; seconded by Student Trustee Hammer. Motion carried 6-0.
2. **NCC Capital Plan Update – Phillip Cappello**

AVP Cappello presented the NCC Capital Plan Update, highlighting projects in various phases, including the finalized Facilities Master Plan (available on the NCC website), the Campus Security Master Plan, relocation studies, multiple campus renovations and upgrades, and infrastructure improvements.

AVP Cappello also highlighted the recently renovated H Building (swing space), which is temporarily housing administrators and their departments during the Tower Building renovation.

The Trustees requested clarification regarding the timelines for the presented projects. Mr. Cappello advised that the timelines are largely contingent upon County funding and outlined the process for the Board.

Comptroller's Report – Antoinette Brown

- a. For the month of November, the Comptroller's Office examined 13 OTPS (Other than Personal Services) expenditures, totaling \$938,763. Those 13 expenditures ranged from approximately \$2,848 to \$312,940 and averaged \$72,213. All 13 expenditures were found to be in conformity with the Code of Rules and Regulations of the State University of New York, proper departmental authorization, accurate departmental coding, evidence of receipt of goods or services and utilization of appropriate purchasing practices based on the amount of purchase, and state and local requirements.
- b. There were two Personal Services expenditures for the month of November, totaling \$2,430.00.

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- c. New to the current cycle are two purchase agreements previously approved by the Board whose contract amounts have exceeded 10% of the original approval amount.
- Micro Optics Precision Instruments, Inc. – On October 14, 2025, the Board approved the purchase of 88 microscopes, totaling \$124,250 to replace outdated equipment currently used in the Anatomy and Physiology and Medical Microbiology courses. An additional 20 microscopes were purchased for \$20,000, with an annual maintenance cost of \$928 for these supplemental units. This additional purchase was funded through the FY2026 Perkins Grant.
- Via Evaluation – Professional Services Contract Amendment – In November of 2022, the Board approved a professional services contract with Via Evaluation to evaluate the external state grant **21st Century Community Learning Centers (CCLC) Program**. The original annual contract amount was \$95,031 and included an annual 4% fee increase. As part of the final amendment, the contract was extended through December 5, 2026, increasing the annual fee to \$106,897.
- d. For the Accounts Receivable Report, through November of 2025 we have collected 78% of our receivables, which is slightly lower than the 80% collected in the prior year.

3. Updates – Abel Cantillo

There were no further updates.

The meeting adjourned at 5:26 p.m.

Respectfully submitted,
/s/ Alexandra Cruz
Alexandra Cruz
Vice President for Finance & Administration