

FINANCE COMMITTEE
BOARD OF TRUSTEES
MINUTES

Meeting of January 10, 2017

Finance & Capital Committee members 2016-2017:

Linda Green, Chair

John DeGrace

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 5:40 p.m.

Trustees Present: Dr. Jorge Gardyn, Chair
Kathy Weiss, Vice Chair, appointed ad hoc to the Finance & Capital Committee
Linda Green, Chair, Finance & Capital Committee
Edward Powers

Also in attendance: President Keen
VPs Collins, Conzatti, Muscarella, Reznik
AVP Friedman-S
General Counsel/Government & Media Relations Murray
Comptroller Izquierdo
Procurement Director Cappello
CIO Lawless

* Chair Gardyn appointed Trustee Weiss ad hoc to the Finance & Capital Committee for the January 10, 2017 meeting.

AGENDA ITEMS

1. Minutes of the Finance Section of the Finance & Capital Committee meeting of November 15, 2016 and December 13, 2016 could not be approved as members who were present at the November and December meetings were not present at the January meeting. The minutes will be presented for approval at the February 14, 2017 meeting.

2. Pending College Procurement Agreement—Two Pending College Procurement Agreements were presented at the January 10, 2017 meeting. VP Reznik advised that Item A (College Scheduler) is a professional service that provides a platform that interfaces with the Banner program and will provide students with a more efficient planning for their course schedules and a more simplified registration process that will improve retention rates. The College Scheduler program is currently utilized at other institutions of higher learning and this service will assist NCC students create their schedules. Brief discussion followed.

VP Reznik advised that Item B (K Beard & Associates, LLC) is a Grant funded personal service to assist NCC nursing students to prepare for the NCLEX-RN licensure exam. NCC must retain a contractor to perform the Project Evaluation Services and conduct the NCLEX-RN workshops for the College. Dr. Kenya V. Beard will provide the College with the NCLEX-RN workshop in addition to being the STAR Grant external evaluator providing an independent assessment of the progress and outcome including development of an evaluation plan.

Chair Green asked for a motion to approve the Pending College Procurement Agreements (Items A & B). Vice Chair Weiss made a motion, seconded by Trustee Powers. All were in favor of presenting Items A & B to the full Board of Trustees for approval.

VP Reznik made an additional comment regarding Item A—currently finance management is unable to run reports through the Banner program; however, this software will enable data collection and daily reporting possible.

3. Comptroller's Report—November, 2016. Comptroller Izquierdo reported that an audit of Other Than Personal Services (OTPS) disbursements for November showed all items in compliance with policies and procedures there were no Personal Service Contracts (PSC) to review. Regarding the Accounts Receivable Report, each month NCC continues to collect monies; NCC also continues the collection of old receivables through our Student Financial Affairs Department. Short discussion followed. Vice Chair Weiss questioned the outstanding debt from the 2016 summer session. VP Reznik advised that summer enrollment consists of visiting students; however, the tuition from summer 2016 is not indicated on the Accounts Receivable report.

4. Travel Requests— There were no travel requests to be presented for approval at the January 10, 2017 Finance & Capital Committee meeting.

The meeting adjourned at 5:50 p.m.

Respectfully submitted,

Inna Reznik
Vice President Finance