

further. Procurement is in the process of identifying firms that we already do business with who are in partnership with an MWBE, to offer the MWBE an opportunity to do business with the College. Grainger, a current College catalog supplier, is in partnership with Edge Electronics (an MWBE) and now Edge has a catalog available in MyMarket.

- c. MWBE Participation will give an advantage to vendors proposing to use MWBE firms. The recent RFP for Annual Audit Services selection was short listed to two qualified firms due to the 5% MWBE weight factor.
- d. To promote full participation by MWBE for NCC contracting opportunities for professional service contracts, NCC will evaluate proposals to determine the level of meaningful participation by MWBE firms. MWBE firms may participate as prime consultants, sub-consultants or as joint venture partners. The level of participation will apply to all firms submitting proposals and will be evaluated by the selection committee. It will account for five (5%) percent of the overall rating points used in the evaluation of the proposal. The breakdown is as follows:
 - 20% - Appropriateness and Quality of Firm's Experience
 - 30% - Qualifications of Proposed Staff
 - 25% - Proposed Approach and Methodology
 - 20% - Cost Proposal
 - 5% - MWBE Participation
- e. Procurement uses two websites to search for MWBE firms by service:
<https://ny.newnycontracts.com/>
<https://www.nassaucountyny.gov/1735/MWBE-PROGRAM>
- f. Nassau Counties' Appendix EE is appended to our service and supply contracts over \$25,000 and construction contracts over \$100,000 for construction to ensure contractors make Best Efforts to solicit active participation by Minority or Women-owned Business Enterprises.
- g. Capital improvement projects over \$100,000 which are funded by the County and State have Best Efforts for MWBE participation. Appendix EE is part of all DDC's On Call contracts for construction to ensure contractors make Best Efforts to solicit active participation by minority or women-owned business enterprises.
- h. ASCEND Long Island is a local MWBE organization we have been participating with virtually since their inception in an effort to develop new MWBE relationships. COVID has halted our ability to attend conferences.
- i. Our next steps are:
 - Continue to tag firms as MWBE
 - Start tagging firms by commodity
 - Include searching to identify MWBE firms in training program
 - Identify more opportunities to add MWBE firms to MyMarket
 - Implement a way to track MWBE usage

Trustee Siberón indicated that the presentation shows that we're moving in the right direction. It begins to show that we want the full participation of minority contracting in all forms of life at the College. Trustee Weiss found it clarified that the 5% score would benefit those that are otherwise equally qualified.

3. Pending College Procurement Agreements – presented by VP Izquierdo

The committee selected Clifton Larson Allen LLP (CLA) as the winning bid for a five-year contract from the top two of seven firms.

Resolved that the pending College procurement agreement with Clifton Larson Allen LLP in the amount of \$110,000 as requested by VP of Finance Izquierdo is approved by this committee and will be recommended to the full board for approval.

Motion was made by Student Trustee Denaud and seconded by Trustee Weiss Motion carried.

4. Office of the Comptroller's Report – presented by VP Izquierdo

a. May 2021

- The Office of the Comptroller performed an examination of OTPS (Other than Personal Services) expenditures based on the reports generated by the Banner system for May 2021. All OTPS expenditures were subjected to selection, and 10 expenditures were selected. The expenditures were audited for appropriateness in accordance with the Code of Rules and Regulations for Community Colleges as promulgated by 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. The 10 expenditures ranged from approximately \$15,000 to \$209,351 and averaged \$45,253. The cumulative value of the 10 expenditures was \$452,352 and represented 53.40% of this month's total OTPS expenditures which included paper and UniMarket invoices.
- There were seven personal service expenditures by contract totaling \$3,750.
 - Academic Program Review - SUNY mandated external program review site visits of Various Programs (6) \$3,350
 - Creative Writing – Delivering a presentation focusing on the Nazi's rise to power, and participating as a panelist at a virtual College conference, entitled "Lessons from the Holocaust: Extremism Then and Now" (1) \$400

b. June 2021

- The Office of the Comptroller performed an examination of OTPS (Other than Personal Services) expenditures based on the reports generated by the Banner system for June 2021. All OTPS expenditures were subjected to selection, and 10 expenditures were selected. The expenditures were audited for appropriateness in accordance with the Code of Rules and Regulations for Community Colleges as promulgated by 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. The 10 expenditures ranged from approximately \$15,922 to \$209,084 and averaged \$62,158. The cumulative value of the 10 expenditures was \$621,580 and represented 63.24% of this month's total OTPS expenditures which included paper and UniMarket invoices.
- There was five personal service expenditure by contract totaling \$2,400.
 - Academic Program Review - SUNY mandated external program review site visits of Various Programs (5) \$2,400

c. July 2021

- The Office of the Comptroller performed an examination of OTPS (Other than Personal Services) expenditures based on the reports generated by the Banner system for July 2021. All OTPS

expenditures were subjected to selection, and 17 expenditures were selected. The expenditures were audited for appropriateness in accordance with the Code of Rules and Regulations for Community Colleges as promulgated by 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. The 17 expenditures ranged from approximately \$17,411 to \$301,371 and averaged \$52,592. The cumulative value of the 17 expenditures was \$894,059 and represented 69.42% of this month's total OTPS expenditures which included paper and UniMarket invoices.

- There were four personal service expenditures by contract totaling \$7,400.
 - Academic Program Review - SUNY mandated external program review site visits of Various Programs (2) \$900
 - Grants – Virtual seminar for faculty and chairpersons entitled “Redesigning Community Colleges to Ensure Equitable Outcomes” (1) \$1,500
 - Environmental Health & Safety – Provide emergency health services (1) \$5,000
- d. The Accounts Receivable (A/R) Aging Report shows we are at approximately 94.8% for fiscal 2021. We're falling a little below what we normally do as expected since we're not actively pursuing collections due to the pandemic.
- e. Nassau County Audit shows 44.90% collection ongoing for ten years.

5. Updates – Presented by VP Izquierdo

a. Economic Impact Grants CARES, CRRSAA, ARP

We just received guidance from SUNY on how we can use the student portion of ARP (American Rescue Plan). The institutional portion will be used mainly for lost revenue.

President Williams pointed out that we say CARES, CRRSAA, and ARP but they are the same thing as Higher Education Emergency Relief Funding (HEERF) that you see in the news.

Trustee Siberón asked how much of the federal money has gone out to students. VP Izquierdo explained it was 50% of CARES and CRRSAA, and it will be more than 50% of the ARP funds awarded, which we haven't given out yet, as we are awaiting SUNY guidance. Dr. Williams indicated that we have provided updates of the actual amounts distributed throughout last year at every committee meeting, and we will continue to provide those updates at our next committee meeting.

The meeting adjourned at approximately 5:37 p.m.

Respectfully submitted,



Julio Izquierdo
Vice President of Finance