

FINANCE COMMITTEE  
BOARD OF TRUSTEES  
MINUTES

Meeting of October 15, 2019

**Finance & Capital Committee members 2019-2020:**

**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 Vice Chair Weiss on the eleventh floor of the Administrative Tower at approximately 5:00 p.m.

Committee members present:           John DeGrace  
  John Durso – appointed Chair ad hoc  
  Linda Green  
  Wanda Jackson  
  Kathy Weiss  
  Bridget Russell, Student Trustee

Committee members absent:           Chair Gardyn  
  Ed Powers  
  George Siberon

Also in attendance:                    President Williams, VPs Conzatti and Muscarella, Acting VP Hahn,  
  AVP Friedman, Director Cappello, Accounting Executive Gutman,  
  Jen Katz-Audit Partner, RSM LLP

**AGENDA ITEMS**

**1. Discussion—Fiscal Year 2019 Audit Plan Presentation by Independent Auditors (RSM).** Jen Katz, Audit Partner, RSM, led the required communication between RSM and NCC. A handout was distributed summarizing her presentation. Jen Katz advised that this is her third year she is returning as Audit Partner, Melissa Quinn is returning as Engagement Manager, and Casey Schroeder will be the In-Charge and has also worked with RSM team in the past. There are no changes from previous years; RSM has been engaged with the audit of the basic financial statements as of and for the year ending August 31, 2019. The audit will be performed in accordance with U.S. generally accepted auditing standards and the requirements of Government Auditing Standards. There are some additional supplemental schedules that are attached to the basic financial statements. The audit is a two-way communication process—from RSM to the Board of Trustees and Board of Trustees to RSM. Jen’s contact information is at the end of the handout should Board members need to contact her. RSM is independent of the College under government rules of independence.

Significant audit areas include: Other Postemployment Benefits (OPEB) liability and the adoption of GASB 75; compensated absences; net pension asset and liability; revenue recognition and deferral (unearned revenue); Student accounts receivable and related allowance for uncollectible accounts; categories of net position; salaries and related employee benefit costs; and student financial aid and compliance with federal awards requirements.

The Audit timeline is the last of the items in the presentation. RSM is still working with NCC Management to fine tune this timeline:

- initial fieldwork begins mid-October through January, 2020.
- final fieldwork in April and May, 2020.
- draft financial statements for RSM review are within two weeks of receipt of OPEB information from Nassau County.
- draft financial statements for Management review are within one week of receipt of draft financial statements from NCC.
- final presentation to the Board of Trustees will be May, 2020 with issuance no later than May 31, 2020.

**2. Minutes**—Minutes of the September 10, 2019 meeting were presented for approval. Student Trustee Russell made a motion, seconded by Trustee Green. The minutes were approved.

**3. Pending College Procurement Agreements for Board Approval.** Acting VP Hahn advised that there are two Procurement Agreements for Board approval. Item A (Technical Temperature) involves replacement of HVAC systems in the amount of \$140,000.00 and Item B (Ingerman Smith) in the amount of \$240,000.00 involves a five-year contract for outside counsel representation. Short discussion followed regarding Item B. Trustee Jackson made a motion, seconded by Trustee Green. The Procurement Agreements will be presented to the full Board of Trustees for approval.

**4. Comptrollers Report**—August, 2019. Acting VP Hahn advised there were 20 OTPS and PSC that were selected and reviewed with no findings. Also attached is the Accounts Receivable Report; NCC continues to collect on an average of 98%.

**5. Resolution**—Minimum Wage Increase. Acting VP Hahn advised Board members that the minimum wage continues to increase until \$15 an hour is reached to enable competitive salary for students on NCC campus. The wage increase becomes effective December 31, 2019. Student Trustee Russell made a motion, seconded by Trustee Jackson. All were in favor of presenting the resolution to the full Board of Trustees for approval.

**6. Donation**—North Shore University Hospital—Manhasset. Trustee Jackson made a motion, seconded by Trustee Green. All were in favor of presenting the donation to the full Board of Trustees for approval.

**7. Discussion**—Federal Aid Assessment Report.

The Federal Student Aid office provided workshops at NCC this past summer. A report was issued with recommendations for NCC. The Federal Student Aid office went through NCC procedures and found nothing wrong; however, the main message was that federal financial aid needs to be a campus-wide initiative. Acting VP Hahn previously sent the report and NCC response to Board members. In this report there are several different offices across campus that are involved with federal student aid compliance. As a result, a Default Management Task Force has been established that met at end of September. The main focus of the task force is going to be to brainstorm and look for ways to reduce the default rate which is usually tied to retention. Short discussion followed.

The meeting adjourned at 5:20 p.m.

Respectfully submitted,

Lisa Hahn  
Acting Vice President Finance