

NASSAU COMMUNITY COLLEGE
Garden City, New York 11530

Board of Trustees Policy & Planning Committee Meeting Minutes

November 12, 2024

The meeting of the Policy & Planning Committee of the Board of Trustees was held in the College Center Building Room 252-253. The meeting was called to order by Trustee Weiss at 5:45 p.m.

Committee Members Present: Kathy Weiss, Chair
Jordon Groom
Lynne D'Agostino
Donna Tuman
Jorge Gardyn (ex-officio)

Also in Attendance: Elliott Conway, George Siberón
CAO Conzatti, General Counsel Haugen

1. Trustee Weiss requested a motion to approve the minutes of September 10, 2024. Trustee Groom moved the motion. Trustee Tuman seconded the motion. Motion carried 4-0.
2. Discussion: Amendment Policy 7100 Use of Facilities

Trustee Weiss explained that Policy 7100 is being amended since Finance reviewed the current rates, comparing them to other institutions and noting that our rates are low in some areas, and recommended that the rates be increased by 20 percent. Ms. Haugen stated that on the last page of the policy, a new section was added that the Board of Trustees shall review this policy at least annually, so we do not fall behind in charges. Trustee Weiss added that there are a few organizations who make good use of our facilities, including Test Takers, Brahman Samaj of New York, and Tri-Star Long Island Lacrosse.

The committee discussed several areas of the policy. Trustee Conway questioned the section on Priorities and suggested adding "except where the facility has been reserved" to the first sentence, as well as mentioned that a form of indemnity be attached to the policy. Ms. Haugen explained that the form of indemnity is part of the actual contract template; however, we can state in the policy that there is a form of indemnity. Trustee Conway additionally inquired whether a deposit for cleanup and damage is taken up front, and, if not, can we state in the policy that we reserve the right to ask for a deposit? AVP Cappello replied that there is a reimbursement clause in the contract, and not in the policy, and that there is a \$40 an hour fee for clean-up. Ms. Haugen agreed that by adding a statement regarding a deposit up front to the policy gives us the ability to reserve the right depending on the usage.

Trustee Conway also wondered how do we handle credit-worthiness since oftentimes charities and/or small entities that have no credit-worthiness do not pay, and suggested perhaps mentioning in the policy that we have the right to evaluate the organization. AVP Cappello stated that most people send a check when they sign the contract. Trustee Weiss commented that she does not believe the Board ever was told that we did not allow an organization to come because of non-payment. Trustee Conway asked if we lease out the empty building to generate revenue? AVP Capello replied that we do not. Ms. Haugen added that this policy is to rent rooms and fields. There is a separate more involved agreement to lease an entire building.

Trustee Weiss requested a motion to recommend Policy 7100 as discussed and to read the suggested changes for full Board discussion and first reading. She then asked if there were any questions or comments.

Trustee Groom asked what type of an agreement was used last year when there was filming in the Library? Ms. Haugen replied that when there is filming on campus, we address it differently since it is more involved with a lot more coordination efforts. The rates are higher because of the type of demand. For example, filming overnight would incur additional cost for security and different releases would be needed, and, therefore, would be outside the parameters of this facilities policy.

Trustee D’Agostino made the motion; seconded by Trustee Tuman. Motion carried 4-0.

Trustee Weiss asked if there were any other items for the Committee to consider. There being none, the meeting adjourned at 6:02 p.m.

Respectfully submitted,

Anne E. Brandi

Anne E. Brandi
Secretary to the President and
the Board of Trustees