

After discussion, agreed wording of resolution
Brokerage Services

AND

Motion was made by Trustee Powers and seconded by Trustee Jackson. Motion carried.

- b. Xcalibur, Professional Service Contract Gear Up \$53,400 Grant Funded for one (1) year with the option of two (2) additional one (1) year renewals.

The College seeks to establish a contract with a firm proficient in External Evaluator Services for Grants as well as experienced in working with educational institutions. The College does not have the capability to provide and monitor an internet-based platform which would house and track all activities/expenditures and generate reports to meet the Federal reporting requirement. The Center for Excellence & Innovation Department is confident that Xcalibur will be able to effectively meet the College's needs to evaluate the Gear Up Program.

The firm will provide the College's Center for Excellence & Innovation Department with evaluation services of the Gear Up Program which includes, but is not limited to: assess the strength and weakness of the Gear Up Program; meet all funder requirements for the period of performance; serve as a member of the Grant evaluation team for at least 2 years with the possibility of a third year; obtain recommendations for program improvement; develop program reports semi-annually; provide training and technical support for the data platform; provide an internet-based platform to house and perform all program activity data, match expenditure information, generate on-demand reporting; and, interview program staff and stakeholders, students, parents/guardians.

Motion was made by Trustee Powers and seconded by Trustee Jackson. Motion carried.

4. Office of the Comptroller's Report – presented by AVP Zamore

- a. 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 August 2020. All OTPS expenditures were subjected to selection, and 18 expenditures were selected. The expenditures ranged from approximately \$468 to \$338,391 and averaged \$44,428. The cumulative value of the total OTPS expenditures which included paper and UniMarket invoices.
- b. There were two personal service expenditures totaling \$3,126.
- c. The Accounts Receivable (A/R) Aging Report shows we are at approximately 34.9% collection for the Fall semester.
- d. 44.5% collected of the \$22 million. In an effort to collect outstanding dollars it was explained that

e. The Students Cares Act funding is being offered to students that qualify base on eligibility and need. When the Cares Funding came out an email blast was sent out to students. We continue to encourage students to apply for the Cares Act fund that they are eligible for through phone calls, emails and text messaging.

5. **Donation** - Recommends that the full Board of Trustees accepts the donation of a Baldwin Grand Piano from Professor Susan Sobolewski and expresses their appreciation for this gift.

Motion was made by Trustee Jackson and seconded by Trustee Powers. Motion carried.

6. **Update – Bookstore presented by VP Izquierdo.**

VP Muscarella, VP Lausch, VP Izquierdo and College Services Committee discussed the next steps for having services available to students. For now, and the Winter session we will go back to traditional text book purchasing. By the end of October we will decide what will be done in the Spring. Its not just an issue of the opt out that we have to address. Some students are having issues getting required books. All options are on the table, including possibly changing the vendor.

7. **Update – HESC (Higher Education Services Corporation)**

HESC is a state entity responsible for among other things state aid for college students in NY (such as TAP). HESC is withholding 20% of all reimbursements to the Colleges. This is a temporary situation; student awards are not being reduced. The student gets 100%, but the college will be funded 80% with the remainder temporarily withheld.

The meeting adjourned at approximately 6:09 p.m.

Respectfully submitted,



Julio Izquierdo
Vice President of Finance