

## **CALL TO ORDER/ROLL CALL**

The open meeting was called to order in the Boardroom (A300) by Trustee Jennings at 4:00 p.m.

Members present: Garrick Abezetian, Michael Garrity, Tracy Jennings,  
Joe Klinger, John Lambrecht, John McGarry,  
Colleen Rockafellow, Stephen Kubiczky

Members present on phone: Vice President Sean Sullivan, Jim Reynolds

Also present: Sam Tolia, Jacqueline Lynch

Absent: Elizabeth Potter

## **APPROVAL OF MINUTES**

Mr. Sullivan made a motion, Mr. Abezetian seconded, to approve the minutes of the June 8, 2022 Finance meeting. The motion carried unanimously.

## **CITIZEN PARTICIPATION/PRESENTATION**

### **Human Resources (Joe Klinger):**

Added to payroll: \$157,000  
Removed from payroll: \$591,868  
NET savings to payroll: \$434,868

Without objection, Mr. Jennings turned the meeting and new business over to Mr. Sullivan.

## **NEW BUSINESS**

### **Business Services**

#### **1. Budget Transfers**

The committee recommended that the Board of Trustees approve the proposed budget transfers to accommodate institutional priorities.

### **Academic & Student Affairs**

#### **2. GED Course Fees**

The committee recommended that the Board of Trustees approve a \$3 per credit hour course fee for all GED courses, grade level and above, offered by the Adult Education Department. Per the ICCB Adult Education and Literacy Provider

Manual, any provider using State Basic and/or State Performance funds may supplement the cost of offering GED courses (grade level 9+) using a fee not exceeding \$30 per semester per student. Students taking more than 10 credits in one semester will be responsible for the first \$30 in fees. They will be reimbursed for any fees paid in excess of \$30.

**3. Naxos Music Library Renewal**

The committee recommended that the Board of Trustees approve the library's annual subscription to Naxos Music Library-Unlimited Users. The term of service begins July 1, 2022 and ends June 30, 2023. The total cost of this Agreement will not exceed \$5,350.00. Naxos Music Library has been meeting the needs of the College by providing students, faculty, staff, and community members with online music resources that are not available elsewhere without charge. The Music Department strongly supported this acquisition and use the service as a primary resource for students enrolled in a wide variety of courses. The original agreement completed attorney review and all recommended changes were agreed to by Naxos Digital Services US. The vendor did not provide the renewal contract in time for June Board approval.

**4. TimelyMD Agreement**

The committee recommended that the Board of Trustees approve the Agreement with TimelyMD. This Agreement will be effective as of July 20, 2022 and will remain in effect for one year. This will be completely funded by the Governor's Emergency Relief Fund (GEER) and Minority Serving Institution (MSI) funding. The total cost of this Agreement is \$88,000. The Governor's Emergency Relief Fund will fund \$80,000, and the Minority Serving Institution will fund \$8,000. TimelyMD is the leading virtual health and well-being solution for higher education. TimelyCare from TimelyMD is a student-centered platform that offers virtual, on-demand 24/7 access to mental health and counselors via telephone and/or secure video. This Agreement has been reviewed by the College attorney.

**APPROVAL OF ACTION EXHIBITS**

Mr. Sullivan made a motion, Mr. Garrity seconded, to forward Action Exhibits 1 through 4 to the Board of Trustees with a recommendation for approval.

**PURCHASING SCHEDULES**

- B45.01 Catering Service-Child Development Center: Mr. McGarry recommended that the Board of Trustees accept a proposal submitted by Delicious Unlimited by Quality Catering in accordance with their low specified bid of \$28,354.57 (estimated for one year) based on actual number of meals purchased.

**APPROVAL OF PURCHASING SCHEDULES**

Mr. Sullivan moved, Mrs. Rockafellow seconded, to forward Purchasing Schedule 45.01 to the Board of Trustees with a recommendation for approval. Voice vote carried the motion unanimously.

**CLOSED SESSION**

The committee determined that there was no reason to move to Closed Session.

**INFORMATION ITEMS**

- **Monthly Financial Report (Jim Reynolds)**  
FY22 has come to a close. The Business & Finance Offices are still working on closing up the fiscal year in addition to closing out grants. Also, included in this packet is a summary of our investment accounts. One takeaway is that our interest rates are rising.

**ADJOURNMENT**

Mr. Garrity made a motion, Mr. Abezetian seconded, to adjourn the meeting at 4:17 p.m., with recordation ceased at that time. The roll call was taken and the motion carried unanimously.

Respectfully submitted,

*Danielle Stephens*

Danielle Stephens  
Recording Secretary

Minutes approved by the Finance/Maintenance & Operations Committee: August 10, 2022