

FINANCE COMMITTEE

The Board of Trustees **Finance Committee** meeting of Columbia-Greene Community College was held on **December 16, 2019** on the college campus, 4400 Route 23, Hudson, NY 12534 at **3:30 pm** in the Staff Cafeteria.

Committee Members Present: Maryann Lee, Chairperson, Rick Bianchi, and Peter Markou

Other Trustees Present: Peter O'Hara, Bruce Bohnsack, Phil Abitabile, Barbara Slutzky and Sean Berry, Student Trustee

Committee Members Excused: Ned Schneier

Others Present: Carlee Drummer, President, George Timmons, Provost and Vice President of Academic Affairs, Joseph Watson, Vice President for Student Services and Dean of Students, Dianne Topples, Vice President for Administration, Michael Phippen, Professor of Transitional Studies; Director of Honors Studies Program, Jaclyn Stevenson, Director of Marketing and Communications, Joan Koweek, Director of Development and Alumni Services, Christine Perry, Acting Director of Alumni Services, Ann Bruno, Assistant Dean of Enrollment Management and Mary Garafalo, Executive Secretary to the Board.

1. **Call the meeting to order, 3:30 p.m.**

2. **Request for Approval of Agenda**

Motion: Mr. Abitabile; **Seconded:** Mr. Bohnsack

Vote: Yes – 8; No – 0; Abstention(s) - 0

Resolution: Accepted

3. **Request for Approval of Minutes from the September 2019 meeting**

Motion: Mr. Abitabile; **Seconded:** Ms. Slutzky

Vote: Yes – 8; No – 0; Abstention(s) - 0

Resolution: Accepted

4. Dianne Topples, Vice President for Administration Report:

-Quarterly report was reviewed in detail. We will continue to use this report as a tracking mechanism and communication tools.

-Balance sheet reviewed

-The Phase 3 of the Capital Project is still on schedule. The major move of 26 people to other locations from the Business Office and Student Services Suite, was successful.

-The Banner software is still being used by our Finance Department

-Payroll was scheduled to go live on January 3, but was postponed to a later date.

-The Finance Committee meeting will be held in January. There will be a presentation of the audited financial statements by a representative from Sickler, Torchia, Allen & Churchill, CPA's.

5. Adjournment, 4:00 p.m.

Motion: Mr. O'Hara; **Seconded:** Ms. Slutzky

Vote: Yes – 8; No – 0; Abstention(s) - 0

Resolution: Accepted

Peter O'Hara

Peter O'Hara
Vice Chairman, Board of Trustees

Mary E. Garafalo

Mary E. Garafalo
Executive Secretary