

**BROOME COMMUNITY COLLEGE
BOARD OF TRUSTEES
April 19, 2012
Official
MINUTES**

TRUSTEES PRESENT Timothy Grippen, Willie Murray, George Akel, James Orband, Angelo Mastrangelo, Joyce Majewski, Margaret Coffey

TRUSTEES ABSENT: Marc Newman, Nicholas Serafini

ALSO PRESENT: Dr. Kevin E. Drumm, Julie Peacock, Regina Losinger, Debbie Morello, Rich David, Elizabeth A. Wood, Robert Behnke, Patricia O'Day

Chairperson Grippen called the meeting to order at 5:24 p.m.

1.0 APPROVAL OF MINUTES

Trustee Mastrangelo made a motion to approve the minutes of the March 29, 2012 Meeting of the Board of Trustees. The motion was seconded by Trustee Akel and the minutes were unanimously approved as written.

2.0 PREFERRED AGENDA ACTION ITEMS

2.1 Recommend Approval of Resolutions for Sabbatical Leaves

Article 15 (Sabbatical Leave) of the Faculty Association contract calls for a joint committee consisting of one member from the Administration, the Faculty Association, and the Board of Trustees to make final recommendation to the BCC Board of Trustees on approval of sabbaticals. In accordance with this contractual language, the Sabbatical Committee consisted of Administrative representative, Julie Peacock, Vice President for Academic Affairs; Board of Trustees representative, Timothy Grippen, Chairperson; and David Michalak, Faculty Association President. The Sabbatical Committee recommended to the Board of Trustees that the following be granted Sabbatical leaves; Katherine Bacon, Assistant Professor, Spring 2013; Ellen Brand, Associate Professor, Fall 2012; Diane O'Heron, Professor, Spring 2013. A listing of the Sabbatical Applicants was attached.

Trustee Coffey made a motion to approve Action Items 2.1 on the Preferred Agenda. The motion was seconded by Trustee Orband. The motion was unanimously approved.

3.0 ACTION ITEMS

3.1 Recommend Approval of Resolutions Granting Emeritus Status

Under BCC Policy 1.17, the Board of Trustees grants emeritus status to members of the college professional staff according to the specified procedures. It was recommended that the Board of Trustees approves the resolutions granting emeritus status to the following: Nancy A. LaBare, Nancy E. Button and Elizabeth Klipsch.

Dr. Drumm stated that the candidates have had a substantial impact on the institution during their time at BCC and all have exceptionally strong recommendations.

Trustee Orband made a motion to approve Action 3.1, Trustee Mastrangelo seconded the motion and it was unanimously approved.

On behalf of the Board of Trustees Chairperson Grippen presented Nancy A. LaBare and Nancy E. Button with a copy of the resolution granting each of them emeritus status. Elizabeth Klipsch was not in attendance and will be mailed the resolution granting her emeritus status.

3.2 Recommend Approval to Award an Abatement Contract to Excel Insulation Co., Inc. for the Science Building Hazardous Material Abatement for Utility Access Project

Bids for the Science Building Hazardous Material Abatement for Utility Access Project were opened on April 16, 2012. References have been checked, qualification statements approved, and the consultants endorsement received. Excel is currently working on another project on our campus. This work is essential to allow for the routing of our phone cabling and cable TV through the Wales building and to the new Science Building. See Attachment 1- Bid Results and Attachment 2- Designers Letter of Recommendation. At the Bid Opening it was noted that the Low Bid from Excel Insulation Co., Inc. was not on an Original form but on a copy. At the conclusion of the Bid Opening Rick Armstrong left a message with the Broome County Law Department indicating the use of a copy rather than the original and the intent to accept the low bid in the interest of the college and county. It was concluded that the College could waive the requirements of the Contractor's need to use the Original Form and accept the package as submitted. Considering the issues related to the Low Bid from the Abatement Contractor and acting in the best interest of the College and County the bid discrepancy noted is waived and it was recommended that the Board of Trustees approves the awarding of a contract to Excel Insulation Co., Inc. on the Science Building Hazardous Material Abatement for Utility Access Project.

Trustee Mastrangelo made a motion to approve Action 3.2, Trustee Akel seconded the motion and it was unanimously approved.

4.0 INFORMATION ITEMS

4.1 Keystone Associates Presentation of Wales Building Renovations by Paul Bedford and Kanti Patel

Ms. Losinger introduced Paul Bedford, John Saraceno and Kanti Patel of Keystone Associates who gave a presentation on conceptual ideas for renovations to the Wales Building including a new façade, elevator and upgrades to the second floor and bathrooms.

4.2 President's Report

Dr. Drumm presented his April President's Report to the Board.

Dr. Drumm congratulated Nancy A. LaBare and Nancy E. Button on receiving emeritus status and wished them well in their future endeavors.

The Voluntary Separation Incentive Program has been instituted with eight Faculty and three ESPA employees taking advantage of it. A number of exceptional individuals will be leaving the College this summer. Some of them but not all of them will be replaced. Two Faculty, four Guild and two ESPA slots remain available and employees have until May 25th to take advantage of the Voluntary Separation Incentive Program.

Dr. Drumm stated that KOR Corporation the marketing firm out of Boston who is conducting our branding study will hopefully be at the May Board meeting to give a presentation concerning name change and themes related to rebranding. Phase II of the study has been completed which is what rebranding might look like if the College chose to go in that direction. Next Summer might be a good time to consider launching a rebranding effort if the Board decides that it's something the College should do.

Preliminary planning concerning residence halls is continuing. Over the next few Board meetings serious conversations should take place regarding formal support for residence halls. The most likely scenario and most prominent model is Foundation owned although some have separate housing corporations and some have FSA who own the housing. The Foundation is clearly in the best position in a variety of ways to be the owner.

Approximately 100 people attended the Natural Science Center Groundbreaking which was held on Monday, April 16th at 10 a.m. Dr. Drumm thanked Dr. Kelli Ligeikis, the Program Team, Rick Armstrong, Regina Losinger and all the Science Faculty who were involved in the programming to give the architects the grist for the mill to come up with a building for our faculty and students. Dr. Drumm thanked the Foundation staff for the marvelous job in coordinating the Groundbreaking ceremony.

4.0 INFORMATION ITEMS CONTINUED

4.3 BCC Foundation Report

Dr. Judy Siggins presented the April 2012 Foundation report to the Board. A copy of this report was included in the Board package.

4.4 BCC Facilities Update

This report is routine and for information purposes.

Ms. Losinger discussed the 2010- 2011 Facilities Improvements handout that listed smaller campus improvements that have been completed.

4.5 Budget Transfers

Budget Transfers for March 2012 were included in the Board package.

4.6 Grant Approvals

This report is routine and for informational purposes. Grant approvals for April 2012 were included in the Board package.

4.7 Investment Report

This report is routine and for informational purposes.

4.8 Personnel Activity Reports

These reports are routine (with planned activity) and for informational purposes.

4.9 Budget and Finance Update

This report is routine and for informational purposes.

Ms. Losinger distributed the 2012-13 Simulated Operating Budget Scenario to the Board members. She and Dr. Drumm will meet with the County Executive next week to discuss County support. We are budgeted for a 3% enrollment decline and a 3½% tuition increase which is an increase of \$64.00 per semester for a full-time student. There is a million dollar reduction for the personnel budget spending plan. Significant downsizing has been done this year and there are 28 positions of 403 that are not funded for next year and she believes that our critical needs have been met. There are no salary increases included in the budget.

Trustee Coffey stated that no increases in salaries is not realistic. Ms. Losinger stated that all of the bargaining unit agreements expire at the end of this year and will discuss this in Executive Session.

4.10 Press Clippings

This report is routine and for informational purposes.

5.0 COMMITTEE REPORT

5.1 Minutes from Finance and Facilities Meeting of April 17, 2012

James Orband, Chairperson of the Finance and Facilities Committee submitted the Minutes for the April 17, 2012 meeting. Chairperson Orband reviewed the meeting stating that the meeting was called to order at 7:32 a.m., all action items were approved and discussion on informational items was held. The meeting adjourned at 7:43 a.m.

6.0 COMMUNICATIONS

6.1 Student Letter

This letter was included in the Board packet for information purposes.

EXECUTIVE SESSION

Chairperson Grippen called for a motion for Executive Session to discuss collective bargaining.

Trustee Majewski made a motion to adjourn to Executive Session and Trustee Coffey seconded the motion. The Trustees went into Executive Session at 5:50 p.m.

Elizabeth Wood and Regina Losinger were asked to attend the Executive Session.

Trustee Orband made a motion to come out of Executive Session at 6:30 p.m. Trustee Mastrangelo seconded the motion.

Trustee Orband made a motion to adjourn. The motion was seconded by Trustee Akel and the motion passed unanimously. The meeting adjourned at 6:31 p.m.

THE NEXT FULL BOARD OF TRUSTEES MEETING IS SCHEDULED FOR 5:00 P.M. ON THURSDAY, May 17, 2012 TO BE HELD IN THE LIBOUS ROOM OF THE DECKER HEALTH SCIENCES CENTER BUILDING