

**BROOME COMMUNITY COLLEGE**

**BOARD OF TRUSTEES**

**April 21, 2011**

**Official**

**MINUTES**

**TRUSTEES PRESENT** Angelo Mastrangelo, Timothy Grippen, Joyce Majewski, Sandra Harper, James Orband, Margaret Coffey, Robert Moppert

**TRUSTEES ABSENT:** George Akel, Nicholas Serafini, Marc Newman

**ALSO PRESENT:** Dr. Kevin E. Drumm, Julie Peacock, Regina Losinger, Rich David, Elizabeth A. Wood, Aaron Marcus, Patricia O'Day

**Chairperson Mastrangelo called the meeting to order at 5:03 p.m.**

**1.0 APPROVAL OF MINUTES**

**Trustee Moppert made a motion to approve the minutes of the March 17, 2011 Board of Trustees meeting. The motion was seconded by Trustee Majewski and the minutes were unanimously approved as written.**

**Chairperson Mastrangelo called for a motion to remove action item 2.4 from the Preferred Agenda. Trustee Majewski made a motion to remove action item 2.4 from the preferred agenda. The motion was seconded by Trustee Moppert and it was unanimously approved.**

**2.0 PREFERRED AGENDA ACTION ITEMS**

**2.1 Recommend Approval of Resolution 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, Dr. Kevin Drumm, President; Board of Trustees representative, Angelo Mastrangelo, Chairperson; and Margaret Wingate, Faculty Association President. The Sabbatical Committee recommended to the Board of Trustees that the following be granted Sabbatical; Theresa Fadden, Academic Advisor January 1, 2012- July 1, 2012 (12 month employee), John Pierog, Professor Spring 2012, Reynald Wojdat, Professor, Summer 2011, 2012 & 2013, Jennifer Woltjen, Staff Associate September 1, 2011- February 29, 2012, (12 month employee). A listing of the Sabbatical Applicants was attached.

**2.2 Recommend Approval of Resolution for Six-Year Capital Improvement Program Request for Years 2012-2017**

As part of Broome County's budget process, Broome Community College is required to submit a Six-Year Capital Improvement Program for consideration. A resolution and summary of the Six-Year BCC Capital Improvement Program required was attached for Trustee approval. It was recommended that the Board of Trustees approves the resolution for the Six-Year Capital Improvement Program.

**2.3 Recommend Approval of Resolution to Grant the Town of Dickinson an Easement**

The Town of Dickinson expressed a need to place a natural gas powered generator on a concrete slab at the town sewage and water pumping station on the front lawn of the campus to provide backup power in the case of an electrical power outage. A fence will be installed around the concrete pad and an easement is needed. An easement is needed to allow the natural gas line to be installed from the gas main at the curb to the pumping station. It was recommended that the Board of Trustees approves the granting of an easement to the Town of Dickinson to allow the installation of a natural gas line from the curb to the pumping station and installation of a fence around a concrete pad contingent on the Town of Dickinson guaranteeing perpetual care and maintenance of the gas line, and any required State University of New York approval.

**2.4 Recommend Approval of Resolutions for 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 faculty: John Gerty and Jane M. Rawoof

**Trustee Majewski made a motion to approve Action Item 2.4 on the Preferred Agenda. The motion was seconded by Trustee Moppert. The motion was unanimously approved.**

**On behalf of the Board of Trustees Chairperson Mastrangelo presented John Gerty with a copy of the resolution granting him emeritus status.**

**2.5 Recommend Approval of Resolution of President's Evaluation and Compensation**

Pursuant to Local Law Intro. No. 8 entitled, "A Local Law Amending the Broome County Charter and Administrative Code with Respect to Broome Community College," the Plan C Legislation, authorizes the Board of Trustees to approve minimum salaries as recommended and to fix compensation for unrepresented positions. The Board appointed committee met with and evaluated the performance of the President and has reviewed the compensation of the President and has recommended that the President's salary be increased by 3.0 percent establishing a salary of \$206,875 effective February 1, 2011. All other Presidential benefits stipulated in the President's employment agreement continue as previously established.

**Trustee Coffey made a motion to approve Action Items 2.1, 2.2, 2.3 and 2.5 on the Preferred Agenda. The motion was seconded by Trustee Majewski. The motion was unanimously approved.**

**3.0 ACTION ITEMS**

**3.1 Recommend Approval of Resolution for Proposal of a Medical Administrative Skills Certificate Program**

The Certificate in Medical Administrative Skills is aimed at providing Health Science students with the skills and resources necessary to acquire employment in an entry-level Medical Administrative position in various medical offices. The Medical Administrative Skills (MAS) Certificate will allow students to help meet the emerging needs of the community where local employers have expressed a need for highly educated and qualified Medical Administrative employees. Graduates of this program will have the opportunity to begin a professional career or transfer earned credits to a more advanced program within the SUNY system. In accordance with the most recent SUNY Guidelines for the Submission of Undergraduate Academic Program Proposals, this program will be announced to the SUNY Provost and the Presidents of campuses in our coordinating areas for their reaction. In accordance with the SUNY Guidelines this proposed program must receive institutional approval in the form of approval by the local Board of Trustees. It was recommended that the Board of Trustees approves the Resolution for the College program proposal for a Certificate in Medical Administrative Skills.

**Trustee Moppert made a motion to approve Action Item 3.1. The motion was seconded by Vice Chair Grippen and it was unanimously approved.**

## **4.0 INFORMATION ITEMS**

### **4.1 President's Report**

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

Dr. Drumm offered his congratulations to the new emeritus professors.

Dr. Drumm reviewed the dates available to hold the Board of Trustees retreat. He recommended that the Board consider using a SUNY NYCCT facilitator to conduct the retreat or to use someone locally. The retreat will take approximately four hours. Chairperson Mastrangelo suggested a morning retreat.

The Press and Sun Bulletin article concerning the budget was a fair accounting of the tuition discussion that took place at the Finance and Facilities meeting. The big news is that we're lowering our recommended tuition increase from 8.9 % to 6.6%. The use of \$2 million dollars of our fund balance for next year will not change and we will do some hiring of key faculty positions as well as recreating the Institutional Research position into more of an Institutional Assessment and Learning Outcomes Assessment position. We will be looking for someone who has expertise in research and analysis of data. The traditional Institutional research function will remain with John Petkash in IT as it is currently configured and will handle all the reporting and populating the reports that we send to SUNY.

Dr. Drumm discussed the potential cuts to Pell. Our Pell awards this year were up 40% over last year in spite of the fact that enrollments are down slightly. It means that there's a big income factor as well as the rules on Pell were a liberalized to allow us to use them in the summer. Summer awards were made this year where historically they have not been because students were fully eligible for summer Pell. That coupled with reduced family income of our students have raised our Pell award level substantially. If Pell is cut it can have a depressive effect on enrollment because students will feel that they don't have enough money to take as many credits as they'd like to or to come to college at all. The cuts right now that have been proposed are \$850 to \$2000. This is a much larger concern as it pertains to the budget because we don't know until after the fiscal year begins in September and January what our enrollment will be.

Dr. Drumm discussed the SUNY Alliance. BCC is one of thirty SUNY colleges involved in an effort for a large statewide grant for \$20 million dollars for workforce development. This is part of the \$500 million dollar community college workforce initiative that the Obama administration put into this year's budget. It is guaranteed that at least one will go to every state. There are three consortia that are applying for the money. There is a downstate consortia that is not part of the SUNY Alliance, Monroe is in a small national alliance and BCC is in an alliance with twenty-five community colleges, Empire State College, Morrisville, Canton and a fourth school.

#### **4.1 President's Report Continued**

Trustee Coffey asked who made up the alliances, did SUNY designate the schools who are involved. Dr. Drumm responded that the schools volunteered to be involved in this. Vice Chair Grippen stated that the one that we're in is the largest. Dr. Drumm stated that we're in it for \$1.1 million dollars. The budget for the grant was calculated on the projected job openings in your area.

There are five or six lead colleges among the thirty and BCC is one of them. We will be the lead college for the Health Sciences sector because we are so strong in that area. He will keep the Board informed regarding the grant awards.

Dr. Drumm discussed the Press and Sun Bulletin Binghamton Advantage article.

We are up in enrollments but not up in FTE's for the first week for the fall as compared to last year.

We had a positive outcome from the Middle States visiting team. We still need to have a formal determination from the Commission in June. Dr. Drumm thanked Greg Talley for his lead on the Institutional Effectiveness standard.

He attended the Education Opportunity Program Awards today. It is a heartwarming and proud experience to see where these students have come in their time. Dr. Drumm congratulated Trustee Harper who received the Crystal Award at the ceremony.

Earth Day was held on campus today which was organized by BCC's Ecology Club the day included greening the planet, music and many other activities.

Dr. Drumm visited Ralph Hall's Political Science class to discuss public policy and education. This is the third semester that he has done so.

Dr. Drumm introduced Dr. Ligeikis who presented information concerning the Science Technology Building.

Chairperson Mastrangelo stated that he has been told that it is unheard of having a Middle States standard reversed before it is fully implemented. He congratulated everyone who was involved in the Middle States standards. He also commended Dr. Drumm for his leadership stating that without him it would never have happened.

Chairperson Mastrangelo also thanked and commended Dr. Drumm for bringing the Binghamton Advantage Program to BCC stating that the potential is unbelievable.

#### **4.2 Science Technology Building Presentation by Dr. Kelli Ligeikis**

Dr. Kelli Ligeikis gave a presentation and update on the Science Technology Building. Dr. Ligeikis reported that the academic programming phase is complete. The conceptual phase is also complete. The next phase will be the schematic design phase, from there detail design and then construction drawings. It is expected to have the design complete by the end of the year.

The building will house biology, chemistry, physical science, archeology and anthropology. Together this will serve 3,500 to 4,000 students per year.

The building will be as ecologically friendly as possible therefore we will be working toward a gold LEED certification.

Dr. Siggins added that she is looking for opportunities for local foundations and people in the community to help us build the best building that we can. A foundation will be coming to BCC for a presentation in June and we are hoping that we will be able to secure a significant gift from them. There is also an alumnus who is very interested in this building.

Trustee Harper asked how much of a parking loss will be affected by the construction of the building. Dr. Ligeikis responded that spaces in lot 11 will be taken which are approximately 48 spaces. These may be relocated behind the Library.

Trustee Harper asked what the height relation to the parking lot will the building be built. Dr. Ligeikis responded that it will be at grade level. Trustee Harper asked, from a safety standpoint, if there will be a buffer in front of the building that would prevent a car from driving into it. Dr. Ligeikis stated that this is a point well taken and she will take the concern back to the committee.

Julie Peacock thanked Dr. Ligeikis, Rick Armstrong and Regina Losinger for all the work that they've put into the new building.

Dr. Ligeikis thanked Julie Peacock stating that we have a couple of extra classrooms thanks to Julie.

#### **4.3 BCC Foundation Report**

Dr. Judy Siggins presented the April 2011 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 informational purposes.

#### **4.5 Budget Transfers**

Budget Transfers for March 2011 were included in the Board package.

**4.6 Grants Approvals**

This report is routine and for informational purposes.

**4.7 Investment Report**

This report is routine and for informational purposes.

**4.8 Personnel Activity Report**

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

**4.9 Budget and Financial Developments**

This report is routine and for informational purposes.

Ms. Losinger reported that she will be writing the proposed budget document. She has a phone call into the County Budget Director Marie Kalka to see if there is any possibility of an increase. She expects to have it to the County Executive and the Legislator by next week.

Chairperson Mastrangelo asked if we are reducing the amount of the tuition increase. Ms. Losinger stated that we are reducing the tuition increase from 8.9 % to 6.6%.

**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 19, 2011**

Chairperson Mastrangelo reviewed the minutes of the March 15, 2011 meeting of the Finance and Facilities Committee. The meeting was called to order at 7:40 a.m. The meeting adjourned at 8:10 a.m.

**6.0 COMMUNICATIONS**

**None**

**Vice Chair Grippen made a motion to adjourn. The motion was seconded by Trustee Majewski and the motion passed unanimously. The meeting adjourned at 6:11 p.m.**

**THE NEXT FULL BOARD OF TRUSTEES MEETING IS SCHEDULED FOR THURSDAY, May 26, 2011 AT 5:00 P.M. IN THE LIBOUS ROOM OF THE DECKER HEALTH SCIENCES CENTER BUILDING.**