

**BROOME COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
December 13, 2012  
Official  
MINUTES**

**TRUSTEES PRESENT** James Orband, Margaret Coffey, Angelo Mastrangelo, Joyce Majewski, George Akel, Marc Newman, Willie Murray

**TRUSTEES ABSENT:** Timothy Grippen, Nicholas Serafini

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

**Vice Chairperson Orband called the meeting to order at 5:12 p.m.**

**1.0 APPROVAL OF MINUTES**

**Trustee Akel made a motion to approve the minutes of the September 20, 2012 Meeting of the Board of Trustees. The motion was seconded by Trustee Majewski and the minutes were unanimously approved as written.**

**2.0 PREFERRED AGENDA ACTION ITEMS**

**2.1 Recommend Approval of Resolution for Unpaid Leave of Absence for Debra Morello**

The Board of Trustees acts to approve a request for unpaid leave for an employee in the management confidential group. Based on the recommendation of the administration and the review and recommendation of the Finance and Facilities Committee it was recommended that the Board of Trustees grant an unpaid leave of absence to Debra Morello, Dean of Continuing Education, from January 1, 2013 to August 31, 2013 to serve in a promotional capacity as the Acting Vice President for Student & Community Engagement.

**2.2 Recommend Approval of Resolution for Change in Management/Confidential Benefits**

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 fix compensation for unrepresented positions of the College. The President has recommended to the Finance & Facilities Committee for their review and recommendation to the Board of Trustees an increase in employee participation in the cost of prescription drug co-pays for management/confidential employees of the college. It was recommended that the Board of Trustees approves the resolution with the changes as specified in employee participation in the cost of prescription co-pays for management/confidential employees of the college.

## **2.0 PREFERRED AGENDA ACTION ITEMS CONTINUED**

### **2.3 Recommend Approval of Educational Services to the College of Staten Island for Study Abroad Programs**

The College of Staten Island is the sole source of service to provide study abroad programs that meet BCC's programmatic needs in Italy, Ecuador, Greece, China and the Dominican Republic for the academic year 2012-13. The number of students enrolled in the program will determine the total contractual cost of services, which is not known until the summer enrollment period has ended. The total recommended bid for study abroad programs with the College of Staten Island is not to exceed \$750,000. It was recommended that the Board of Trustees approves Educational Services from the College of Staten Island for Study Abroad Programs in an amount not to exceed \$750,000

### **2.4 Recommend Approval of Final Payment to Include Release-of-Retainage to Excel Insulation Co., Inc. for their Contract Work on the Science Building Hazardous Material Abatement for Utility Access**

Excel Insulation Co., Inc. has met their obligations to Broome Community College on the Science Building hazardous material abatement for utility access. All closeout documentation including releases has been obtained and approved by both the college and Jennings Environmental. It was recommended that the Board of Trustees approves the final payment of \$3,477.50 to include Release-of-Retainage to Excel Insulation Co., Inc. for their work on the Science Building hazardous material abatement for utility access.

**Trustee Majewski made a motion to approve Action Items 2.1, 2.2, 2.3 and 2.4 on the Preferred Agenda. The motion was seconded by Trustee Newman. The motion was unanimously approved.**

### **3.0 Presentation by David Mathis, Chair of New York Community College Trustees (NYCCT)**

Dr. Drumm introduced David Mathis, Chair of NYCCT, Arthur Anthonisen, Trustee, Orange County Community College & NYCCT Foundation Chair and Cynthia Demarest, Chief Executive of NYCCT and thanked them for visiting Broome Community College.

Mr. Mathis gave a brief introduction of himself stating that he has been visiting campuses throughout New York and has thus far visited Genesee Community College, Sullivan Community College, Finger Lakes Community College and Broome Community College.

Mr. Mathis discussed the charge backs issue which will have a major impact on some of the institutions. NYCCT is planning to hold a trustees only forum concerning charge backs where a discussion concerning if we should continue to have chargebacks as one of our key funding sources will be held.

Mr. Mathis also discussed the Remediation Report which has been distributed. SUNY spends \$70 million a year in remedial education. Remediation spending ties back to funds and it all ties back in some cases to the 2% property tax cap and the relationship between the college and its sponsor. Mr. Mathis stated that Boards that are not actively engaged in terms of understanding what the issues are are going to have to become more aware of the issues.

We are working closely with the Presidents and faculty and SUNY on the Base Aid Proposal which has gone in at 260. He believes that it will be a struggle to receive that figure from the State.

He received a call from H. Carl McCall, Chair of SUNY Board of Trustees who requested that NYCCT and SUNY Day be combined to join together on February 11, 2013 to advocate for community colleges.

Mr. Mathis discussed the issue of the gubernatorial appointments of SUNY trustees stating that some community colleges have received appointments from the Governor and some have not.

Mr. Mathis asked that a Broome Community College Trustee member become an engaged member of NYCCT as well as becoming involved on some of their committees. The NYCCT goal is to have a Trustee from each NYS Community College become a NYCCT member.

Cynthia Demarest gave a brief background on the NYCCT organization. The Trustee Institute and Annual Conference will be held September 19-22, 2013 at the Gideon Putnam Hotel, Saratoga Springs, NY.

Dr. Drumm distributed to each Trustee J. Noah Brown's book, First in the World Community Colleges and America's Future. J. Noah Brown is the president of ACCT and is the first book of this kind that Dr. Drumm is aware of that has been published from a trustees perspective.

#### **4.0 ACTION ITEMS**

##### **4.1 Recommend Approval of Resolution for Revised Board of Trustees Bylaws**

The meetings of the Board of Trustees are subject to the Open Meetings Law. The Board desires to amend its bylaws to specify that Board meetings may be convened using all methods authorized by the Open Meetings Law. The Bylaws committee has recommended that Section 2.10 of the Bylaws of the Broome Community College Board be amended as follows; All meetings of the Board shall be open to the public unless all or a portion of the meeting is duly closed in accordance with applicable law. Members of the Board may attend meetings by any method authorized by the New York State Open Meetings Law. According to Broome Community College Board of Trustees Bylaws Article 8 "Amendments", Section 8.1, "These Bylaws may be amended by a two-thirds vote of the Board of Trustees at either a special or regular meeting of the Board of Trustees, provided notice in writing of the proposed amendments shall have been mailed to the trustees at least 20 days prior to the meeting." A copy of the Revised Bylaws were mailed to each of the Trustees on October 19, 2012 noting that the Revised Bylaws would be presented for approval at the December 13, 2012 Board of Trustees meeting. It was recommended that the Board of Trustees approves the revision to the Bylaws.

**Trustee Akel made a motion to approve Action Item 4.1, Trustee Coffey seconded the motion and it was unanimously approved.**

##### **4.2 Recommend Approval Resolution Approving the Broome Community College Campus Governance Constitution and Bylaws**

The Broome Community College Campus Governance Constitution and Bylaws have been reviewed and approved by the Campus Community, the College Assembly, the Council for Academic Issues, the Council for Operational Issues and the Student Assembly Leadership Team. It was recommended that the Board of Trustees approves the Broome Community College Campus Governance Constitution and Bylaws.

**Trustee Mastrangelo made a motion to approve Action Item 4.2, Trustee Newman seconded the motion and it was unanimously approved.**

#### **4.0 ACTION ITEMS CONTINUED**

##### **4.3 Recommend Approval of Resolution Approving the Faculty Association Labor Contract**

Since Plan C legislation of 1990 (Section 2305-A), the Board of Trustees has been responsible for the negotiation of all labor contracts on behalf of the College. Through its designated negotiators, the Board has negotiated successfully to conclusion a successor agreement with the Faculty Association for the period September 1, 2012 to August 31, 2015. It was recommended that the Board of Trustees approve the terms of the tentative labor agreement with the Faculty Association.

Trustee Mastrangelo complimented Regina Losinger, Dr. Drumm and everyone involved in the contract negotiations for an outstanding job well done.

Dr. Drumm thanked Regina Losinger, Elizabeth Wood, Bob Behnke and Tom Behan, Anna Halligan, Joe Spence, Nate Waltz, Duane Whittaker and Dave Michalak for all their hard work as well.

**Trustee Newman made a motion to approve Action Item 4.3, Trustee Majewski seconded the motion and it was unanimously approved.**

##### **4.4 Recommend Approval of Resolution for an Adjustment in Adjunct Compensation**

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 salary grades for positions at the College and to negotiate all labor contracts on behalf of the College. The President recommends to the Board of Trustees an increase of ½% in adjunct rates of compensation in the Faculty Association collective bargaining unit effective January 1, 2013. It was recommended that the Board of Trustees approves the changes in adjunct compensation as specified effective January 1, 2013.

**Trustee Akel made a motion to approve Action Item 4.4, Trustee Newman seconded the motion and it was unanimously approved.**

## **5.0 INFORMATION ITEMS**

### **5.1 President's Report**

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

Dr. Drumm reminded the Trustees that the BCC Holiday Reception will be held Friday, December 14<sup>th</sup> from 4:30 p.m. to 7:00 p.m. and wished the Trustees a Happy Holiday Season.

The third design build meeting was held today with the Ciminelli Team. A design has been agreed upon and he will update the Board in January. He reported that the BCC Foundation is providing some bridge funding for the housing project. The consulting banker said that there is a lot of interest in the project and interest rates are good at this point in time. There is really good progress being made and he will present more details at the January Board meeting.

We continue to have discussions concerning the Carnegie Library. The Community is extremely excited about the prospect of having a downtown campus in the vacant library. He will keep the Board apprised of this project.

Enrollment is up approximately 3% for this term and we are still off by 3% in FTE's due to the fact that much of the enrollment is for part time students and Fast Forward students. Spring term enrollment is running evenly for the spring term. Enrollment is up 130% for Winter term.

Dr. Drumm thanked the Trustees for their support during the Faculty Negotiations contract as well as everyone who was involved in the negotiations.

Dr. Drumm discussed the letter from the Town of Dickinson neighbors that he sent to the Trustees concerning students smoking in their neighborhood. Dr. Drumm stated that the issue needs to be addressed soon and that we are discussing two options, one is to create a designated smoking area on campus which would require a change in the College Smoking Policy because the campus is now smoke free. The second option is to install a fence and gate at the location where students congregate to smoke. If we need to amend the policy we will probably have it on the agenda for the January Board Meeting.

#### **5.1.1 Town of Dickinson Town Supervisor Letter Concerning Students Smoking**

A copy of the Town Supervisor's letter was included in the Board package.

#### **5.1.2 Broome-Tioga League of Women Voters Special Note of Thanks**

A copy of the thank you note was included in the Board package

## **5.0 INFORMATION ITEMS CONTINUED**

### **5.2 BCC Foundation Report**

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

Dr. Drumm commented that the College would not have been able to be as far as we are concerning housing without Judy's leadership.

### **5.3 Student Assembly Report**

Elaine Papastrat, Student Assembly President presented the Student Assembly update to the Board. A copy of this report was included in the Board package.

### **5.4 Council for Academic Issues Report**

Rachael Hagerman, Chair-elect of the Council for Academic Issues presented the Council for Academic Issues Annual Report to the Board. A copy of this report was included in the Board package.

Not included in the report was the Council for Academic Issues will establish a working group to look at Veterans Services on campus and to look at what other campus offer to see what more can be done for veterans on campus.

### **5.5 Options for Video Conferencing Board Meetings**

Jesse Wells, Director of Web & Media Resources presented to the Board options concerning video conferencing.

He discussed the devices needed on the user end of video conferencing stating that it is basically up to whatever the Trustee is comfortable using. Mr. Wells recommended the iPad 2, iPad mini, or some smartphones for video conferencing. He stated that the fail safe device has been the iPad. Whatever device a Trustee chooses must be tested by event service staff to ensure compatibility.

Mr. Wells also discussed the following formats for video conferencing; Skype, Google Hangouts and GoToMeeting and they have begun to look into Fusebox. He recommended GoToMeeting as the most user friendly format for multiple people.

Dr. Drumm asked that if a Trustee is not be able to attend a meeting and would like to attend via video conferencing to please schedule a time with the event service staff to be sure the device they want to use is compatible.

Dr. Drumm suggested that the Board could go to a paperless Board meeting in which case the College would provide an iPad for each Board member. Dr. Drumm will revisit this with the members at the January meeting.

## **5.0 INFORMATION ITEMS CONTINUED**

### **5.6 BCC Facilities Update**

This report is routine and for informational purposes.

### **5.7 Budget Transfers**

Budget Transfers for September to November 2012 were included in the Board package

Ms. Losinger stated that tours of the Natural Science Center are now available to the Trustees and to please contact Patti O'Day if they are interested in touring the site.

In January the strategic comprehensive facilities plan will be presented to the Board. Ms. Losinger asked the Trustees what level they would like to focus on for the report; keep it at the capital project level, non-capital level or building by building. The Trustees agreed that they would like the report at the capital level and would like a presentation done to the Board.

### **5.8 Grant Approvals**

Grant approvals for December 2012 were included in the Board package.

### **5.9 Investment Report**

This report is routine and for informational purposes.

### **5.10 Personnel Activity Report**

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

### **5.11 Budget and Finance Update**

This report is routine and for informational purposes.

Ms. Losinger reported that there has been a half million dollar increase in student write offs and has put together a team led by Jeanette Tillotson to look it over. There are at least two areas that we have the ability to impact concerning the student write offs; some of the processes, some of it is the timing of student attendance taking and our processes for student deregistration due to non-payment of tuition.

We are looking at late register students in terms of retention and tuition payment. Our student enrollment FTE's are at budget and as a result of that our forecast tuition is on target. However we are forecasting out of state and out of county tuition revenues to be higher - they are not declining as our in county enrollments are. We are investigating to get a better sense of where the students are coming from and what they are majoring and will be reporting more on this. Out of County students are approximately 23% of our population and out of state are approximately 6%.



## **5.0 INFORMATION ITEMS CONTINUED**

### **5.12 BCC Commended as being Military Friendly**

Included in the Board Package was a copy of the announcement from SUNY recognizing 33 SUNY Campuses as being military friendly. Broome Community College was among the listed campuses.

### **5.13 Press Clippings**

This report is routine and for informational purposes.

### **5.14 Annual Report for Fiscal Year Ending 2011-2012**

A copy of the BCC Annual Report for Fiscal Year Ending 2011-2012 was included in the Board of Trustees package for information.

## **6.0 COMMITTEE REPORTS**

### **6.1 Minutes from the Special Meeting of the Finance and Facilities of November 15, 2012**

James Orband, Chairperson of the Finance and Facilities Committee submitted the Minutes for the November 15, 2012 Special meeting. Chairperson Orband reviewed the meeting stating that the meeting was called to order at 8:00 a.m. and went into Executive Session to discuss personnel matters. The meeting adjourned at 8:30 a.m.

### **6.2 Minutes from the Finance and Facilities Meeting of September 18, 2012**

James Orband, Chairperson of the Finance and Facilities Committee submitted the Minutes for the September 18, 2012 meeting. Chairperson Orband reviewed the meeting stating that the meeting was called to order at 7:30 a.m., all action items were approved and discussion on informational items was held. The meeting adjourned at 7:42 a.m.

## **7.0 COMMUNICATIONS**

### **7.1 None**

Trustee Akel requested that at the next F & F meeting the change orders for the Natural Science Building be reviewed.

**Vice Chairperson Orband called for a motion to adjourn. Trustee Mastrangelo made a motion to adjourn. The motion was seconded by Trustee Newman and the motion passed unanimously.**

**The meeting adjourned at 6:20 p.m.**

**THE NEXT FULL BOARD OF TRUSTEES MEETING IS SCHEDULED FOR 5:00 P.M. ON THURSDAY, JANUARY 17, 2013 TO BE HELD IN THE LIBOUS ROOM OF THE DECKER HEALTH SCIENCES CENTER BUILDING**