

**BROOME COMMUNITY COLLEGE
BOARD OF TRUSTEES
December 2, 2010
Official**

MINUTES

TRUSTEES PRESENT Angelo Mastrangelo, Timothy Grippen, Joyce Majewski, Sandra Harper, George Akel, Margaret Coffey, Robert Moppert

TRUSTEES ABSENT: Nicholas Serafini, Marc Newman, James Orband

ALSO PRESENT: Dr. Kevin E. Drumm, Grant Newton, Julie Peacock, Martin Guzzi, Rich David, Elizabeth A. Wood, Robert Behnke, Patricia O'Day

Chairperson Mastrangelo called the meeting to order at 6:00 p.m.

1.0 APPROVAL OF MINUTES

Trustee Moppert made a motion to approve the minutes of the October 28, 2010 Board of Trustees meeting. 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 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 faculty; Anne Blakeslee, James Caverly, Anne Boyer Cotten, Thomas DeCelle, Robert Fitzgerald, Charles Hess, Wayne Lockwood, Raymond VanNess, Kenneth Sanford and Adam Younker

2.2 Recommend Approval of Resolution Amending BCC Treasurer Policy 1.6 for Title Change

On January 7, 1991, the Broome Community College Board of Trustees adopted and approved Policy 1.6 - Treasurer. This policy designates the Vice President for Administrative and Financial Affairs as Treasurer of the College, and grants this person full power and authority to sign on all bank accounts, to sign the annual financial report, and to discharge other responsibilities in accordance with BCC Policy 1.6 and provision of Article 126 of the NYS Education Law, including Section 6304, as amended by Chapter 614 of the laws of New York, 1988. It is necessary to amend this policy to name a college employee as Treasurer other than Vice President for Administrative and Financial Affairs because it has not yet been decided if or when this position will be refilled. It is proposed that Treasurer Policy 1.6 be amended to replace "Vice President for Administrative and Financial Affairs" with "a management/confidential College employee recommended by the College President". It was recommended that the Board of Trustees Board of Trustees approves the resolution amending BCC Policy 1.6, Treasurer

2.3 Recommend Approval of College Treasurer

The College Treasurer is authorized to sign on all bank accounts, to sign the annual financial report, and to discharge other responsibilities in accordance with BCC Policy 1.6 and provision of Article 126 of the NYS Education Law, including Section 6304, as amended by Chapter 614 of the laws of New York, 1988. The appointment of Grant F. Newton as Treasurer is expiring December 31, 2010 upon his retirement. It was recommended that the Board of Trustees Board of Trustees approves the appointment of Regina A. Losinger as Treasurer, replacing Grant F. Newton when his appointment expires

2.4 Recommend Approval of Resolution for Change in Management/ Confidential Health Insurance Cost Share

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. It was recommended that the Board of Trustees Board of Trustees approves the resolution changing the cost of health insurance premiums for management/confidential employees of the College

2.5 Recommend Approval of Resolution for Revised Position Description – Assistant Director of Financial Aid/Veterans Affairs

Under BCC Policy 1.13, the Board of Trustees shall approve the creation or subsequent modification of position descriptions and/or titles in the unclassified professional service according to specified procedures. It was recommended that the Board of Trustees Board of Trustees approves the revised position description for Assistant Director of Financial Aid/Veterans Affairs

2.6 Recommend Approval of Resolution for Revised Position Description – Assistant Director of Financial Aid/Operations

Under BCC Policy 1.13, the Board of Trustees shall approve the creation or subsequent modification of position descriptions and/or titles in the unclassified professional service according to specified procedures. It was recommended that the Board of Trustees Board of Trustees approves the new position description for Assistant Director of Financial Aid/Operations

Trustee Moppert made a motion to approve Action Items 2.1, 2.2, 2.3, 2.4, 2.5 and 2.6 on the Preferred Agenda. The motion was seconded by Trustee Harper. The motion was unanimously approved.

3.0 ACTION ITEMS

3.1 Recommend Approval of Resolution for New Position Description – Institutional Effectiveness Officer

Under BCC Policy 1.13, the Board of Trustees shall approve the creation or subsequent modification of position descriptions and/or titles in the unclassified professional service according to specified procedures. It was recommended that the Board of Trustees approves the new position description for Institutional Effectiveness Officer

Discussion was held. Dr. Drumm explained that “We are working on our Intuitional Standard where we were found wanting by Middle States review team that visited last Spring. This is a remake of the current Institutional Research position. Every operation that we have needs to be going through constant assessment. This is a new way of operating not only for us but for colleges and universities across the country. So what we’ve done is morphed the Institutional Research position into the Institutional Effectiveness Officer position. Traditionally our Institutional Research Office primarily filled in the required reports and sent them off to Albany or Washington DC or both. The move to College wide ongoing assessment is something that is relatively new to all of us so we’ve morphed the position into this.”

Trustee Coffey asked if the Institutional Research Position has been eliminated. Dr. Drumm responded that it has not been eliminated and the position is currently vacant. Trustee Coffey asked if there are plans to eliminate the position. Dr. Drumm responded that those responsibilities must be taken care of and are currently being taken care of by Information Technology. Information Technology will continue to pull the data and populate the required reports and send them to the appropriate agency. The Institutional Effectiveness Officer position will be much more researched based, much more proactive and statically based.

Recommend Approval of Resolution for New Position Description – Institutional Effectiveness Officer (Continued)

Trustee Moppert asked that the resolution's first "whereas" be amended to read; Whereas, the Chancellor of the State University of New York has required that the Board of Trustees submit for her approval duties statements and professional titles for faculty and administrative staff, and

Trustee Akel made a motion to approve Action Item 3.1, Trustee Majewski seconded the motion and it was unanimously approved.

Trustee Moppert made a motion to amend Action Item 3.1, Resolution to read; Whereas, the Chancellor of the State University of New York has required that the Board of Trustees submit for her approval duties statements and professional titles for faculty and administrative staff, Trustee Akel seconded the motion and it was unanimously approved.

3.2 Recommend Approval of the Board of Trustees Opposing Additional Cuts to Community Colleges

The Governor intends to seek a reopening of the Education, Labor & Family Assistance portion of the budget, leaning towards reducing the amount of local assistance the State pays out to a variety of recipients, including approximately a 2% reduction in the remaining payments (December and March) paid to the Community Colleges. It was recommended that the Board of Trustees Board of Trustees oppose additional cuts to community colleges.

Chairperson Mastrangelo urged the members of the Board to phone their elected officials voicing their support of this resolution.

Trustee Akel made a motion to approve Action Item 3.2, Trustee Moppert seconded the motion and it was approved with a vote of six ayes and one abstention.

4.0 INFORMATION ITEMS

4.1 President's Report

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

Dr. Drumm thanked the Board for volunteering their time to serve as Trustees. He appreciates their support of the College. He also thanked them for their support of the resolution asking the Governor not to cut the additional 2%.

Dr. Drumm announced that an offer has been extended to Cedric Howard, candidate for the position of Vice President for Student and Community Engagement. Mr. Howard has verbally accepted the offer. A start date of March 7, 2011 is expected. He complimented the search committee stating that the ten member committee did an excellent job.

President's Report (Continued)

Dr. Drumm thanked Grant Newton, Vice President for Administrative and Financial Affairs for his 26 years of service to the College. Mr. Newton is retiring as of December 31, 2010.

On behalf of the Board of Trustees, Chairperson Mastrangelo thanked Mr. Newton for his long service to the College and wished him all the best.

Mr. Newton stated that Broome Community College is a great institution and there are a lot of great people here. He will miss everyone at BCC.

Dr. Drumm discussed Chancellor Zimpher's plan to review community college presidents adding that he has not seen the details of the plan.

Chairperson Mastrangelo stated that it is under the Board's authority to review the President. He believes she has the right to suggest and help define criteria to standardize the review process for the boards but as far as reviewing and evaluating the president, that is the responsibility of the Board.

Mr. Behnke stated that his view of the Education Law is that this Legislature is set that the Board of Trustees hire, fire, review and evaluate community college presidents. The Chancellor and the SUNY Board, on initial hire, has authority to approve the president.

Discussion was held concerning Chancellor Zimpher's plan to review community college presidents.

Mr. Guzzi, Acting Vice President for Student Affairs will be returning as Registrar as of January 1, 2011. Mr. Guzzi will be taking on additional responsibilities to assist Debbie Morello who will continue in her semi-official role as Special Assistant to the President for Transition. Dr. Drumm thanked Mr. Guzzi stating that he has not seen anyone work harder under such challenging conditions. Chairperson Mastrangelo also thanked Mr. Guzzi on behalf of the Board.

Beginning January 1, 2011 Regina Losinger will be appointed as Chief Administrative and Financial Officer. Phil Testa has, as of December 1, 2010, temporarily assumed the management of facilities and maintenance.

Dr. Drumm announced that in the Spring BCC will be holding an Education Pipeline Summit. He is hoping to secure the Chancellor as the keynote speaker for the event.

Dr. Drumm announced that he received a call from a local company wishing to donate tens of thousands of dollars to the College as an end of the year donation. He will provide further details soon.

**4.2 Institutional Effectiveness Task Force Presentation
by Chairperson Greg Talley**

Dean Talley gave a presentation on the progress of the Institutional Effectiveness Task Force.

Dean Talley asked the Board to identify three to five goals that the Board of Trustees have. Dr. Drumm added that the Board has set goals for this year at their retreat.

**4.3 Shared Governance Task Force Presentation
by Chairperson Meghan McGuinness**

Ms. McGuinness gave a presentation on the progress of the Shared Governance Task Force.

Vice Chairperson Grippen commended Ms. McGuinness for the good job she has done as Chair of the Task Force.

Ms. Harper suggested that Banner be used to assist with surveys. Dr. Drumm stated that the College does have software to do this and IT is positioned to be able to do it.

**4.4 Electronic Control Device Presentation
by Joe O'Connor, Director of Campus Safety**

Mr. O'Connor gave a presentation on the use of electronic control devices (tasers) and implementation of their use on campus.

Discussion was held concerning the use of electronic control devices.

4.5 BCC Foundation Report

Dr. Judy Siggins presented the December 2010 Foundation report to the Board and a copy of this report was included in the Board package.

4.6 BCC Campus Operations Activity

Updates were given on various capital projects for November/December 2010 by Mr. Newton and a summary of these updates was included in the Board package.

Mr. Newton reported that the Steering Team met with HOLT Architects concerning the new Science Technology Building and the Programming Team have begun to meet with them concerning what will go into the building.

4.7 Budget Transfers

Budget Transfers for October 2010 were included in the Board package.

4.8 Grant Approvals

Mr. Newton reviewed Grant approvals for October 2010.

4.9 Investment Report

This report is routine and for informational purposes.

Vice Chairperson Grippen stated that Ms. Losinger will be changing the report to include more information.

4.10 Personnel Activity Reports

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

4.11 Budget Update

This report is routine and for informational purposes.

Dr. Drumm reported that we have begun to put next year's budget together and will begin running scenarios.

4.12 Press Clippings

This report is routine and for informational purposes.

4.13 Annual Report for Fiscal year Ending 2009-2010

A copy of the BCC Annual Report for Fiscal Year Ending 2009-2010 was included in the Board of Trustees package for information.

5.0 COMMITTEE REPORT

5.1 Minutes from Finance and Facilities Meeting of November 30, 2010

Chairperson Grippen of the Finance and Facilities Committee submitted the Minutes for the November 30, 2010 meeting. Chairperson Grippen reviewed the action items that were voted on at the meeting. The meeting was called to order at 7:35 a.m. The meeting adjourned at 8:23 a.m.

6.0 COMMUNICATIONS

None

Trustee Majewski asked if a Special Meeting will be called to work on the Board of Trustees portion of the Institutional Effectiveness report. Vice Chairperson Grippen stated that once the reports are complete the Board will meet to put that piece together.

Dr. Drumm stated that the main concern for the Board is Institutional goals. The goals should be monitored and reviewed to see how well we did over the course of the year. We have the goals that the Board established at the retreat, the president's evaluation and the Board's self-evaluation are big components of this.

Vice Chairperson Grippen stated that we would want to begin with the retreat goals.

It was decided to include the Board of Trustees retreat goals in the Board notebooks.

Trustee Akel made a motion to adjourn. The motion was seconded by Trustee Harper and the motion passed unanimously. The meeting adjourned at 7:30 p.m.

THE NEXT FULL BOARD OF TRUSTEES MEETING IS SCHEDULED FOR THURSDAY, JANUARY 27, 2011 IN THE DECKER HEALTH SCIENCES CENTER BUILDING.

DINNER WILL BE SERVED AT 5:30 P.M. IN THE KLEE DINING HALL AND THE MEETING WILL BEGIN AT 6:00 P.M. IN THE LIBOUS ROOM.