

**BROOME COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
February 17, 2011  
Official**

**MINUTES**

- TRUSTEES PRESENT** Timothy Grippen, Joyce Majewski, Sandra Harper, Margaret Coffey, Robert Moppert, Marc Newman
- TRUSTEES ABSENT:** Angelo Mastrangelo, Nicholas Serafini, George Akel, James Orband
- ALSO PRESENT:** Dr. Kevin E. Drumm, Julie Peacock, Regina Losinger, Rich David, Elizabeth A. Wood, Robert Behnke, Patricia O'Day

**Vice Chairperson Grippen called the meeting to order at 6:01 p.m.**

**1.0 APPROVAL OF MINUTES**

**Trustee Majewski made a motion to approve the minutes of the January 27, 2011 Board of Trustees meeting. The motion was seconded by Trustee Newman and the minutes were unanimously approved as written.**

**2.0 PREFERRED AGENDA ACTION ITEMS**

**2.1 Recommend Approval of Resolution Recommending Candidates for Term Appointment**

According to BCC Policy 1.14, the Board of Trustees shall approve changes in the appointment status (term and continuing) of members of the professional staff and in accordance with any applicable negotiated contract. It was recommended that the Board of Trustees approves the following candidates for term appointment: Oz Aydemir, Daniel Brennan, Dominick DeMichele, Richard Kazmark, Charles Petrolawicz, Tairi Roque-Urrea, Denisa Talovic, and Abby Todd.

**2.2 Recommend Approval of Resolution Recommending Candidates for Continuing Appointment**

According to BCC Policy 1.14, the Board of Trustees shall approve changes in the appointment status (term and continuing) of members of the professional staff and in accordance with any applicable negotiated contract. It was recommended that the Board of Trustees approves the following candidates for term appointment: Marilyn Akins, Michelle Ames, Ursula Bennett, Kristin Bensen-Hause, Scott Corley, Mary Donnelly, Andrew Glenn, Gerald Grahame, Shelley Lewis-Stanley, Carla Michalak and Jill Reid.

**2.3 Recommend Approval of Resolution for a New Position Description – Assistant Director of Administrative Information Systems**

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 of Assistant Director of Administrative Information Systems.

**2.4 Recommend Approval of Final Payment to Include Release-of-Retainage to Bearsch Compeau Knudson for their Contract Work on the Boiler Replacement Phase II Project**

Bearsch Compeau Knudson has met its obligations to Broome Community College as the Professional Services provider on the Boiler Replacement Phase II Project. It was recommended that the Board of Trustees approves final payment of \$9,357.79 to include Release-of-Retainage to Bearsch Compeau Knudson for their contract work on the Boiler Replacement Phase II Project.

**Trustee Coffey 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 Majewski. The motion was unanimously approved.**

**3.0 ACTION ITEMS**

**3.1 Recommend Approval of Resolution Reallocating County Capital Improvement Program (CIP) Funds**

This item was removed from the agenda and not presented at this meeting.

**4.0 INFORMATION ITEMS**

**4.1 President's Report**

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

Dr. Drumm asked Ms. Peacock to highlight the Term and Continuing appointments that were approved.

Dr. Drumm thanked Ms. Losinger and Ms. Morello for the great work that they are doing in the roles as interim vice presidents.

He will be visiting Columbia. Several months ago an agreement was signed with an organization in Columbia that is like a chain of post-secondary institutions in Columbia and we are working with 19 of their students at the moment. Their President came to BCC to sign the agreement and we hope to acquire additional agreements. It's a cultural expectation that I visit their country to visit with the President and staff. He will be visiting from February 28 to March 3.

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

Dr. Drumm reported that the final draft to Middle States must be submitted by March 1. Dean Andrea Wade is drafting the report with the assistance of Greg Talley, Institutional Effectiveness Task Force Chairperson and Meghan McGunness, Chair of Shared Governance Task Force. The Middle States Team will be on campus March 22 and 23 and he asked that the Board members try to keep their calendars clear on these days to be able available to meet with the members of the team. The College has a good chance of passing the Institutional Effectiveness Standard. The Shared Governance Task Force is not expected to be in place by March 1. The plan is to have a Shared Governance plan in place and implemented by September 1.

He attended the ACCT Legislative Summit February 13-15 in Washington, D.C. He met with Senator Gillibrand's chief aid, Congressman Hanna and Congressman Hinchey who are all in favor of maintaining PELL to where it is.

A short term 2011-2012 Critical BCC Facilities Improvement and Restoration Plan was distributed to the Board members. The plan was created by Ms. Losinger, Phil Testa with Rick Armstrong's assistance. Identified on the list are serious deferred maintenance issues. The list encompasses immediate issues that are in need of attention. There is money available that has not been planned for or spent that the College is going to try to acquire. Dr. Drumm will keep the Board posted concerning the funding for the project.

Dr. Drumm shared information concerning the admissions partnership with Binghamton University and BCC. Binghamton University will take the lead and roll out the partnership to the media. He will have more to report in the future.

He was in Schenectady on Friday with Marc Newman and George Akel as part of the STEP Group visit. Trustee Newman stated that Schenectady actually implemented something that was proposed in Broome County years ago which is using a percentage of county sales tax to invest back into the community to improve the area. Trustee Newman stated that Ray Gillan spoke to him during the trip concerning financing for student housing and he would like to meet with Dr. Drumm to discuss this issue.

The Governor has proposed an additional 10% cut in the budget and after speaking to Senator Libous and Assemblywoman Lupardo he doesn't expect much hope for the proposed budget to change. It's a \$1.3 million dollar cut for the College. The College will have to use 2 million dollars of fund balance next year and keep 20 to 25 currently open positions unfilled as well as instituting a 9 % tuition increase to make up for the deficit. He spoke with Monica Rimai, Senior Vice Chancellor and Chief Operating Officer for the Chancellor explaining how he determined a 9% tuition increase and she stated that the argument he made makes sense to ask for this increase. We would have to ask for a 13.5% tuition increase to make up for the \$1.3 million dollar deficit.

March 8 is SUNY Day in Albany and Dr. Drumm invited the Trustees to join him to advocate for the College.

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

Dr. Drumm proposed to the Board that the dinner before the Board meeting be discontinued and that the meeting time be changed to either 4:00 p.m. or 5:00 p.m. The purpose of the dinner is to provide a meal for the Board members and the majority of the dinner attendees are not Board members. Trustee Majewski spoke in favor of discontinuing the dinner stating that it is an unnecessary expense and would like to see the meeting time changed to 5 p.m. Vice Chairperson Grippen, Trustee Newman, Trustee Moppert, Trustee Coffey are all in favor of discontinuing the meal and changing the meeting time to 5 p.m. Trustee Harper suggested that a dinner be held on occasion, stating that gives everyone the opportunity to relax before the meeting. She also suggested that snacks be available if the dinner is not being served. Dr. Drumm asked Ms. O'Day to poll the absent Board members for their input concerning the dinner and time change. Dr. Drumm also mentioned that changing the meeting time would allow him and Trustees who are Binghamton Chamber of Commerce members to attend more of their scheduled events which seem to be on the same evening as BCC Board meetings.

Dr. Drumm has a first draft of his Annual Report to the Board and will distribute it to the Board members by tomorrow or next week.

Trustee Harper asked that based on the fact that the College has a skeleton of the Shared Governance Plan for the campus would that be enough to convince the Middle States Team that we have a structured plan that would work. Dr. Drumm responded stating, technically no because the standard does state that you must have in place a shared governance model that works and that people understand and with communications flowing. Dr. Drumm also stated that we will not meet the standard because it will not be in place until the fall. The College is hopeful that we will have enough in place for the Institutional Effectiveness Standard and that will get us off of the Middle States Commission warning.

Trustee Harper asked if it is too early to begin involving the campus to explain the process so they understand it. Dr. Drumm responded stating that we are scheduling to inform the campus. Vice Chairperson Grippen stated that there will be town meetings held in the spring to distribute the information to the campus.

Trustee Harper also asked how participation in SUNY Day is being organized and what criteria is being used to choose the students who will be attending with Dr. Drumm. Mr. David responded that they are working with Dave Maslar to ask students to attend. The intention is to bring a variety of BCC students who are heavily impacted by the cuts to community colleges.

Dr. Drumm suggested that Trustee Harper speak to Mr. David and Ms. Morello and Dave Maslar concerning more information involving SUNY Day.

#### **4.2 BCC Foundation Report**

Dr. Judy Siggins presented the February 2011 Foundation report to the Board. A copy of this report was included in the Board package.

#### **4.3 BCC Facilities Update**

Updates were given on various capital projects for February 2011 by Ms. Losinger and a summary of these updates was included in the Board package.

Ms. Losinger spoke with Marie Kalka, Director of Office of Management and Budget for Broome County who suggested that the College create more generic capital projects to give us more flexibility. The College will be exploring this possibility. Ms. Kalka also suggested that we may be able to move projects that have been approved within the last few years to other related projects. Bob Behnke is investigating this possibility.

The Five-Year Capital Plan is underway. The starting point is the approved Broome County Capital Plan. The College is looking closely at what needs to be included on the plan that is not currently included on it.

Trustee Majewski asked if the College built our fund balance at the expense of our physical plant for the past few years.

Ms. Losinger responded that her concern is that the College could have been doing many of the projects but had not. What she was seeing in general terms was very conservative budgeting for our utilities. That piece of the fund balance could have been used to improve facilities for the smaller projects.

Ms. Losinger and Rick Armsgrong are doing a full forecast on the utilities month by month and Ms. Losinger has released funds that are beyond what is needed for last month bills. These funds are in the mix and in facilities planning so Phil Testa can undertake the smaller improvements now.

Ms. Losinger's goal is to have enough in the operating budget, at the table, at the right time, so the smaller improvement projects can be planned and underway.

#### **4.4 Budget Transfers**

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

#### **4.5 Grant Approvals**

There were no grant approvals for the month of January 2011.

#### **4.6 Investment Report**

This report is routine and for informational purposes.

#### **4.7 Personnel Activity Reports**

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

#### **4.8 Budget and Financial Developments**

This report is routine and for informational purposes.

#### **4.9 Press Clippings**

This report is routine and for informational purposes.

Trustee Majewski asked what BCC's screening process is concerning verification of credentials of prospective employees referencing the Michelle Wise story that was in the Press & Sun Bulletin.

Ms. Wood responded stating that the College requests official transcripts. In this case the person actually went to California to mail the fraudulent transcript that she purchased. The transcript had all the characteristics of an official transcript including the raised seal, and logo of the school on the envelope and letterhead, it had a heat sensitive section stating that it was an official transcript and when photo copied the void watermark appeared. This person was hired in January of 2004, it was discovered that her credentials were fraudulent on May 3 and she was terminated on May 6. This is a rare occurrence.

Trustee Harper stated that student workers who work in offices with confidential information should also go through a screening process before hired.

#### **4.10 Annual Audit Report Faculty Student Association**

As required by the Faculty-Student Association's Bylaws, a copy of the Faculty-Student Association Annual Report, including the Management Letter, was included in the Board of Trustees package for information.

Gary Finch was invited to report the audit findings to the Board of Trustees. Mr. Finch reported that Piaker & Lyons gave them a clean audit stating that they received the highest rating.

### **5.0 COMMITTEE REPORT**

#### **5.1 Minutes from Finance and Facilities Meeting of February 15, 2011**

Chairperson Grippen of the Finance and Facilities Committee submitted the Minutes for the February 15, 2011 meeting. Chairperson Grippen reviewed the action items that were voted on at the meeting. The meeting was called to order at 7:34 a.m. The meeting adjourned at 8:15 a.m.

## **6.0 COMMUNICATIONS**

### **6.1 2011 NYCCT Awards Nominations – Deadline Wednesday, March 2, 2011**

Dr. Drumm reminded the Board members that the nomination deadline for the 2011 NYCCT Trustee Awards is March 2, 2011 and encouraged them to submit nominations before the deadline.

Trustee Moppert suggested that a nomination of a past member might be submitted, stating that we have many stellar past members that have served as a Trustee.

### **6.2 Board Cost Savings Measure Ideas**

This item was discussed under Item 4.1, President's Report

**Trustee Newman made a motion to adjourn. The motion was seconded by Trustee Moppert and the motion passed unanimously. The meeting adjourned at 7:10 p.m.**

**THE NEXT FULL BOARD OF TRUSTEES MEETING IS SCHEDULED FOR THURSDAY, MARCH 17, 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.**