

**BROOME COMMUNITY COLLEGE
SPECIAL MEETING
BOARD OF TRUSTEES
February 29, 2012
Official
MINUTES**

- TRUSTEES PRESENT** Timothy Grippen, Joyce Majewski, Willie Murray, Marc Newman, George Akel, James Orband
- TRUSTEES ABSENT:** Angelo Mastrangelo, Nicholas Serafini, Margaret Coffey
- 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 8:00 a.m.

1.0 APPROVAL OF MINUTES

Trustee Newman made a motion to approve the minutes of the January 19, 2012 Board of Trustees meeting. The motion was seconded by Trustee Akel and the minutes were unanimously approved as written.

Chairperson Grippen asked that action item 2.3 on the Preferred Agenda be held for amendment.

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: Tracy Curtis, Tera Doty-Blance, Glenn Modrak, Raymond Oberg, Jason Smith, David Zeggert.

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 continuing appointment: Rachel Hagerman, Deborah Hibbard, Therese Kettering, Gian Roma, John Urrea-Roque, Wesley Warren, Judith Watson, Mary Whittaker.

2.0 PREFERRED AGENDA ACTION ITEMS CONTINUED

2.3 Recommend Approval of Resolution for a New Position Description – Personnel Specialist

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 Personnel Specialist.

Chairperson Grippen asked that action item 2.3 on the Preferred Agenda be held for amendment.

Dr. Drumm explained that this is a title change from Personnel Assistant to Personnel Specialist. Ms. Wood explained that it is not a material change and that nothing else in the job description changed.

Trustee Newman made a motion to approve Action Item 2.3 as amended to reflect the change in title to Personnel Specialist. Trustee Akel seconded the motion. The motion passed unanimously.

2.4 Recommend Approval of a Resolution Amending the Deferred Compensation Plan

In January 2000, the Board of Trustees approved the College's Deferred Compensation Plan for employees of the College. This plan was amended in December 2004 and in October 2008. The NYS Deferred Compensation Board (NYSDCB) requires us to amend and restate the Model Plan adopted effective August 26, 2011, which requires action in the form of a resolution by our Board of Trustees. It was recommended that The Board of Trustees approves the resolution to amend the Deferred Compensation Plan effective August 26, 2011.

2.0 PREFERRED AGENDA ACTION ITEMS CONTINUED

2.5 Recommend Approval of a Resolution for Negative Declaration of Environmental Impact for the Construction and Operation of a Science Building

Broome Community College is required per the State Environmental Quality Review Act (SEQRA) to assess the environmental impacts of major construction projects. The Long Form (Parts I and II) version of the Environmental Assessment Form has been prepared by BCC. The college has considered the project's potential environmental impact. There appear to be no Potential Large Impacts associated with the construction and operation of a Science Building imposed by this project. On January 17, 2012 the Finance and Facilities Committee approved recommending that the BCC Board of Trustees request Lead Agency Status. On January 17th the college implemented a coordinated environmental review. The 30-day review period ends on February 17, 2012. To date, some responses have been received; none of these express any objections or negative comments. This review and the project have been discussed with the Broome County Law Department. It has been determined that based on project's scope of work, and review of SEQRA requirements our project is an Unlisted Action. It was recommended that the Board of Trustees approves the resolution making a Negative Declaration of environmental impact associated with the construction and operation of a Science Building contingent on no objections to the college's request for lead agency being received by February 17, 2012.

Trustee Newman made a motion to approve Action Items 2.1, 2.2, 2.4 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 Bid #12-08 to Purchase a Dual Refrigeration Chiller for the Business Building

On February 3rd, Broome Community College solicited bids for the replacement of a dual refrigeration chiller for the Business Building. This chiller is original equipment from 1973 and was rebuilt in 1992. It is no longer practical to service this unit, and it operates on a refrigerant that is no longer manufactured. This purchase is being paid for out of the Business Building HVAC capital project funds. It was recommended that the Board of Trustees approves Bid #12-08 to purchase a Dual Refrigeration Chiller for the Business Building to Postler and Jaeckle for \$77,452.00.

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

Ms. Losinger introduced Phil Testa and Terry Nunn who recently joined the staff as Assistant Director of Campus Operations.

3.0 ACTION ITEMS CONTINUED

3.2 Recommendation that the Chair Appoint a Committee to Conduct the President's Annual Evaluation and Review

Pursuant to the By-Laws of the Broome Community College Board of Trustees, Article 4, section 4.2, the Chairperson of the Board may appoint other special committees to carry on the business of the Board of Trustees. It was recommended that the Chairperson appoint a committee to conduct the President's Annual Evaluation and Review. It was recommended that the Board of Trustees approves the recommendation to appoint a committee to conduct the President's Annual Evaluation and Review.

Chairperson Grippen appointed Joyce Majewski, George Akel and James Orband to the committee with James Orband as Chair.

3.3 Recommend Approval to Award Prime Contracts for the Construction of the Science Building

The bids for the Science Building Construction Project were opened on February 16, 2012. References were checked, qualification statements approved, and the consultants endorsement received for the four prime bidders. The value of the bids was within budget and allow us to proceed with the entire Scope-of-Work including desired Alternates. Attachment 1- Bid Results and Attachment 2- Architects Letters of Recommendation was included. It was recommended that the Board of Trustees approves the awarding of Prime Contracts to the four Low Bidders on the Science Building Construction Project.

Discussion was held concerning the contracts.

Trustee Newman asked if the change orders are all basically the same and if it's established up front. Mr. Rick Armstrong responded that the change orders come in up front.

Dr. Drumm stated that a question was raised concerning the fact that a form was not submitted with the electrical contractor bid. He stated that it is a technicality and within an hour after the bid was open the proper form was submitted. After checking what the proper practice should be concerning this it was determined that we should remain with the low bid given that the form was submitted shortly after the bid was opened.

Trustee Orband asked if Mr. Armstrong was satisfied with the analysis of Holt on the mechanical and public contracts. Mr. Armstrong responded yes.

Trustee Orband stated that he will abstain from voting due to the fact that his firm represents one of the companies. Mr. Behnke asked if he would be personally negotiating for the company, Trustee Orband replied that no he would not. Mr. Orband also stated that his firm has done work for one of the other companies. Mr. Behnke stated that because he wouldn't be personally negotiating for the company and he has declared this to the Board he could cast his vote.

Trustee Majewski made a motion to approve Action 3.3, Trustee Newman seconded the motion and it was unanimously approved.

4.0 INFORMATION ITEMS

4.1 President's Report

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

Dr. Drumm thanked Ms. Losinger, Rick Armstrong, Phil Testa, Terry Nunn, Kelli Ligeikis and Judy Siggins and the faculty members who served on the Science Building Design Committee, stating that they did a great job working with the architect to design a building that will be a center piece for our STEM programs at BCC.

The College continues to plan for next year's budget which continues to be a challenge. The College is currently modeling a potential 5% tuition increase for next year and are right now modeling an additional substantial use of our fund balance to use \$2 million dollars this year and \$1.5 million dollars for next year. With nothing else added that would leave us with \$600,000 to \$1 million dollar deficit with model depending on where enrollment falls in the spring.

Projected enrollments for the fall are mixed. Applications are down and acceptances are up. We have implemented new enrollment management practices and as a result we are ahead from last year concerning acceptances and processing financial aid.

The Albany budget is still in flux. There is discussion as to whether there will be any start toward restoration for community colleges.

Dr. Drumm has been asked to be on the State Board for NY Campus Compact to represent the community colleges. Campus Compact is the national organization that supports service learning and civic engagement across the country.

Dr. Drumm thanked the members of the Board for their service to the College.

4.2 BCC Foundation Report

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

Dr. Siggins announced that the groundbreaking for the Natural Science Center is scheduled for April 16th at 10:00 a.m.

4.3 BCC Facilities Update

This report is routine and for information purposes.

Ms. Losinger stated that they are on the cusp of choosing a design firm for the Library flood recovery. A design firm has been chosen for the AT last month.

4.4 Budget Transfers

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

4.5 Grant Approvals

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

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 Finance Update

This report is routine and for informational purposes.

Ms. Losinger stated that this is the most challenging budget that she has seen since she has worked at the College.

Ms. Losinger stated that discussion has been held concerning critical personnel needs as a result there will be ads to fill a few critical teaching positions. We are also internally downsizing at the same time we are focusing resources on additional critical needs, we are bringing other costs down and are shifting staff.

4.9 Press Clippings

This report is routine and for informational purposes.

Mr. David reported that Dr. Drumm hosted a press conference with Assemblywoman Lupardo touting the upcoming March 17th BCC Science Fair.

4.10 NYS Community College Instruction Expenses Analysis – 2009-2010

This report is routine and for informational purposes.

Ms. Losinger reviewed the Instruction Expenses Analysis with the Board stating that we are amongst the highest; we are number three among 30.

Chairperson Grippen commented that the College spends half of our money on instruction. Dr. Drumm stated that according to our IPEDS data we are well above the National average on what we spend on instruction and well below the National average on what we spend to operate the College.

4.10 NYS Community College Instruction Expenses Analysis – 2009-2010 Continued

Ms. Peacock commented that the high cost is partially because our Board and administration made the decision over the years to continue with very high cost programs that serve the community. That has been a choice that we have made as a college and it is expensive. As an example the Dental Hygiene Program is a very high cost program and yet it is an investment that the community has made. Other colleges have not made those kinds of investments and it is a value choice on our part rather than making the choice according to the dollars. We are very high cost in terms of instruction but we also provide those programs and we do it well.

Dr. Drumm stated that Ms. Peacock makes an excellent point and he has been making that argument in Albany that the programs that lead to the best jobs are the highest cost programs. He has been advocating for a differential for the high cost programs which New York used to provide up until 12-15 years ago.

4.11 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.

Dr. Drumm stated that the College is looking at the sustainability and organization of the FSA.

5.0 COMMITTEE REPORT

5.1 Minutes from Finance and Facilities Meeting of February 14, 2012

James Orband, Chairperson of the Finance and Facilities Committee submitted the Minutes for the February 14, 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 the committee went into Executive Session to discuss employment matters and once the committee came out of executive session a brief discussion on informational items was held. The meeting adjourned at 8:13 a.m.

6.0 COMMUNICATIONS

None

EXECUTIVE SESSION

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

Trustee Akel made a motion to adjourn to Executive Session and Trustee Orband seconded the motion. The Trustees went into Executive Session at 8:31 a.m.

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

Trustee Akel made a motion to come out of Executive Session at 9:00 a.m. Trustee Orband seconded the motion.

Trustee Orband made a motion to adjourn. The motion was seconded by Trustee Majewski and the motion passed unanimously. The meeting adjourned at 9:01 a.m.

THE NEXT FULL BOARD OF TRUSTEES MEETING IS SCHEDULED FOR THURSDAY, MARCH 29, 2012 IN THE LIBOUS ROOM OF THE DECKER HEALTH SCIENCES CENTER BUILDING at 5:00 P.M.