

**BROOME COMMUNITY COLLEGE
BOARD OF TRUSTEES
January 19, 2012
Official**

MINUTES

TRUSTEES PRESENT Timothy Grippen, Joyce Majewski, Willie Murray, George Akel, Margaret Coffey, Marc Newman, James Orband

TRUSTEES ABSENT: Nicholas Serafini, Angelo Mastrangelo

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

Chairperson Grippen called the meeting to order at 5:04 p.m.

1.0 APPROVAL OF MINUTES

Trustee Akel made a motion to approve the minutes of the December 8, 2011 Board of Trustees meeting. The motion was seconded by Trustee Orband and the minutes were unanimously approved as written.

2.0 PREFERRED AGENDA ACTION ITEMS

2.1 Recommend Approval of Resolution for New Position Description – Executive Vice President and Chief Academic 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 approve the new position description of Executive Vice President and Chief Academic Officer.

2.2 Recommend Approval of Resolution for Lead Agency Status for the New York State Environmental Quality Review Act (SEQRA) for the Science Building Project

Broome Community College is required by the State Environmental Quality Review Act to assess the environmental impacts of major construction projects. The Environmental Assessment Form (EAF) has been prepared and is attached for information. BCC desires to assume Lead Agency Status and conduct a coordinated review of the environmental impacts of this project. It was recommended that the Board of Trustees approves the resolution and assumes Lead Agency Status for the coordinated environmental review necessary for the Science Building Project.

2.3 Recommend Approval of Resolution Establishing a Standard Work Day for NYS Retirement Reporting Purposes for Faculty and Guild Bargaining Unit Employees

Broome Community College was contacted by the Member & Employer Services Bureau of the New York State Retirement System asking BCC to verify that a standard work day has been established for our Faculty and Guild bargaining union employees. This request came as a result of the audit conducted by the Office of the New York State Comptroller during the fall of 2011. After review of the Faculty and Guild bargaining union contracts, a resolution was prepared with the appropriate titles that a standard work day needs to be established for. It was recommended that the Board of Trustees approves the resolution establishing a standard workday for NYS Retirement for reporting purposes for the Faculty and Guild bargaining unit employees.

2.4 Recommend Approval of Resolution Revising the 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 (CIP) for consideration. At the April 21, 2011 Board of Trustees meeting, Resolution No. 1159 was passed for the College's Six-Year Capital Improvement Program (CIP) and submitted to Broome County. At the October 27, 2011 Board of Trustees meeting, Resolution No. 1186 was passed amending the CIP for 2012 with an additional project and submitted to Broome County. The President asked for approval of a resolution for a revision to the College's Six-Year Capital Improvement Program that was submitted to Broome County with Resolutions No. 1159 and 1186 to include a capital project to restore and improve the ground floor of the Learning Resources Center/Library that was flooded in September. A summary of the project was included for information. It was recommended that the Board of Trustees approves the resolution for the revised Six-Year Capital Improvement Program.

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 Coffey. The motion was unanimously approved.

3.0 ACTION ITEMS

3.1 Recommend the Chair Appoint a Committee to Review the Broome Community College Board of Trustees By-laws with Special Attention to Board Meeting Procedures

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. The President recommends that the Chairperson appoint a committee to review the by-laws of the Board of Trustees. It was recommended that the Board of Trustees approves the recommendation to appoint a committee to review the Board of Trustees by-laws.

Discussion was held concerning attendance at meetings via video conferencing and telephone conferencing.

Chairperson Grippen appointed Trustee Margaret Coffey, Trustee George Akel and Vice Chair James Orband as members of the By-laws Committee with James Orband appointed as Chair of the Committee.

4.0 INFORMATION ITEMS

4.1 Audit Presentation by Angelo Gallo of Piaker & Lyons

Auditor Angelo Gallo of Piaker & Lyons gave a presentation of Broome Community College's audit for the year ending August 31, 2011. Mr. Gallo stated that Broome Community College received the highest rating an independent public accounting firm can issue.

It was found that Broome Community College did not send exit counseling notifications to 413 students out of the 1,364 required in the award year. It was noted that new software was implemented within the last couple of years and as a result of this the procedure was missing from the program that would automatically generate the notification emails to applicable borrowers. It was recommended by the auditors that a programming step be implemented in the Banner software to properly generate the emails when applicable. It was also noted that the College did take the required action to resolve the problem.

This finding will affect the College's single audit status. As a result, next year the College will be listed as a "no" concerning the question; is the Auditee qualified as low-risk auditee and will be in this position for two years.

Ms. Losinger reviewed the following sections of the report; fund balance, and facilities stating that this year we've brought very significant dollars to our facilities to improve them and the next challenge is to get those improvements done.

4.2 President's Report

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

Tuesday, January 17th Broome Community College became a smoke-free campus. A soft enforcement approach will be taken until April 1st and after that date violators will be ticketed.

Dr. Drumm reported that enrollment news is good and we finished 2½% behind last year's day before classes began. We are budgeted to be 2% down for this term. A couple of other institutions are up by a point or half a point but by and large others are flat or down across the state and the country.

The Governor's Budget included flat funding for community colleges. Vice Chair Orband and Dr. Drumm attended the January SUNY Leadership meeting. The Chancellor plans to meet quarterly with Presidents and Board Chairs or Vice Chairs at the Leadership meetings. The discussion centered around the budget. SUNY does feel that community colleges are going to be a top priority for the Assembly in helping us move back toward restoration over a number of years. SUNY also feels that the Senate is open to starting to move the community colleges as well. Dr. Drumm urged the members of the Board to advocate for community colleges to Senator Libous if the opportunity arises to do so.

The College held the first meeting with the Faculty Association to kick-off negotiations. This was an informal meeting to discuss the timeline, ground rules, list of issues to discuss and to set up standard meeting times. Regina Losinger and Elizabeth Wood will be the negotiating team for the College with Regina Losinger as the lead negotiator. Tom Behan, Bob Behnke and Julie Peacock will serve as advisors to the team. It was a good start and we will continue the open dialogue.

The first Winter Term ended yesterday. There were 12 sections that ran with 120 students with 12 FTE's. The faculty who were involved were very positive about their experience so far and the program should be able to grow in the future.

Dr. Drumm and a group from the College visited the Village of Waverly to discuss an outreach location in a wing of their old elementary school which also houses their Town Hall. The next meeting will be on January 24th with the Mayor and Town Trustees.

There are six students from a Hancock private school who are at BCC on a post-graduate program to prepare them for college. There is potential to grow in this area as well.

The Brailsford & Dunlavey housing study is complete and we are in the process of comparing how the College and Brailsford & Dunlavey are counting students to be sure that the numbers match. Once the numbers are confirmed Dr. Drumm will share their findings. Trustee Newman stated that he has had a positive experience with this company and that they are one of the few companies that do feasibility studies that lending institutions consider made bankable report.

4.2 President's Report Continued

Debbie Morello is chairing the Study Group to review Auxiliary Services and what might be the best structure for them. The only auxiliary services that are currently in the FSA is vending, the BC Center and the Book Store. Food service, facilities rentals, eventually housing can be added as part of auxiliary services so there are a lot that we can look at concerning building an auxiliary enterprise.

Dr. Drumm was called to testify at an IDA hearing on February 15, 2012 to make a statement that the College might be interested in the Carnegie Library Building as a potential campus site. This will not obligate the College in any way. Discussion was held concerning the potential cost of renovating the building for use.

Dr. Drumm requested that the date of the scheduled February 16, 2012 Board of Trustees meeting be moved to February 23, 2012 at 5 p.m. to allow him to attend the NYCCAP Meeting scheduled for February 16 and 17, 2012. The Board agreed to move the meeting to February 23, 2012.

Trustee Orband made a motion to approve changing the date of the February 16, 2012 Board of Trustees meeting to February 23, 2012 to be held at 5:00 p.m. The motion was seconded by Trustee Newman. The motion was unanimously approved.

Dr. Drumm asked that a review team be appointed at the next Board meeting to conduct his Presidential Review.

4.3 BCC Foundation Report

A copy of the January 2012 Foundation report to the Board was included in the Board package.

4.4 BCC Facilities Update

This report is routine and for informational purposes.

Ms. Losinger discussed the interior color scheme for the Natural Science Center Building.

4.5 Budget Transfers

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

4.6 Grant Approvals

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

4.7 Investment Report

This report is routine and for informational purposes.

4.8 Personnel Activity Reports

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 stated that today a major rollout for FLAC the automated adjunct and overload contracts was done. In the fall semester the College rolled out six departments and has now expanded to most of the campus. We received 91% compliance today. Initial feedback from the departments has been very positive.

Ms. Losinger is beginning to take a more formalized look at how BCC compares to other NYS community colleges and has included in the Board packets item 4.10 and 4.11.

4.10 NYS Community College Administration Expenses Analysis 2009-10

This report was included in the Board package for informational purposes.

4.11 NYS Community College Plan Operation and Maintenance Expenses Analysis 2009-10

This report was included in the Board package for informational purposes.

4.12 Office of the NYS Comptroller Letter – Results of the Fall of 2011 Audit

This report was included in the Board package for informational purposes.

4.13 Press Clippings

This report is routine and for informational purposes.

5.0 COMMITTEE REPORT

5.1 Minutes from Finance and Facilities Meeting of January 17, 2012

The Minutes for the January 17, 2012 Finance and Facilities meeting were included in the Board package. The meeting was called to order at 7:32 a.m. The meeting adjourned at 8:24 a.m.

6.0 COMMUNICATIONS

6.1 None

EXECUTIVE SESSION

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

Trustee Majewski made a motion to adjourn to Executive Session and Trustee Newman seconded the motion. The Trustees went into Executive Session at 6:10 p.m.

Trustee Akel made a motion to come out of Executive Session at 6:33 p.m. Trustee Newman seconded the motion.

Chairperson Grippen adjourned the meeting at 6:48 p.m.

THE NEXT FULL BOARD OF TRUSTEES MEETING IS SCHEDULED FOR THURSDAY, FEBRUARY 23, 2012 IN THE LIBOUS ROOM OF DECKER HEALTH SCIENCES CENTER BUILDING AT 5:00 PM.