

**BROOME COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
January 27, 2011  
Official**

**MINUTES**

- TRUSTEES PRESENT** Timothy Grippen, Joyce Majewski, Sandra Harper, George Akel, Margaret Coffey, Robert Moppert
- TRUSTEES ABSENT:** Angelo Mastrangelo, Nicholas Serafini, Marc Newman, James Orband
- ALSO PRESENT:** Dr. Kevin E. Drumm, Julie Peacock, Regina Losinger, Debra Morello, 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 Moppert made a motion to approve the minutes of the December 2, 2010 Board of Trustees meeting. The motion was seconded by Trustee Akel 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 Katie McGowan Bucci**

The Board of Trustees acts in accordance with the terms of the BCC Guild labor contract to approve a request for unpaid leave of absence for an employee in that bargaining unit. It was recommended that the Board of Trustees approve an unpaid leave of absence from February 21, 2011 to December 1, 2011 to Katie McGowan Bucci, Staff Assistant, Fast Forward according to the terms of the applicable bargaining agreement.

**2.2 Recommend Approval of Resolution for Unpaid Leave of Absence for Regina Losinger**

The Board of Trustees acts to approve a request for unpaid leave of absence for an employee in the management confidential group. It was recommended that the Board of Trustees approve an unpaid leave of absence from January 1, 2011 to August 31, 2011 to Regina Losinger to serve in a promotional capacity as the Acting Vice President of Administrative & Financial Affairs.

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

The Board of Trustees acts to approve a request for unpaid leave of absence for an employee in the management confidential group. It was recommended that the Board of Trustees approve an unpaid leave of absence from January 1, 2011 to August 31, 2011 to Debra Morello to serve in a promotional capacity as the Acting Vice President of Student & Community Engagement.

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

**3.0 ACTION ITEMS**

**NONE**

**4.0 INFORMATION ITEMS**

**4.1 Audit Presentation by Angelo Gallo and Jeri Fiorentino of Piaker & Lyons**

Auditor Angelo Gallo of Piaker & Lyons gave a presentation of Broome Community College's audit for the year ending August 31, 2010. Mr. Gallo stated that Broome Community College received the highest rating an independent public accounting firm can give.

Ms. Losinger reviewed the following sections of the report; fund balance, retiree health liability, federal economic recovery funds and PEL financial aid.

Mr. Gallo recommended that an independent accountant conduct a computer review of the controls in the system of the College's new Computer Audit Program to ensure that there is nothing that can harm the College or harm the College's financial statements as they are presented. Both the management of the College and the County are highly in favor of this.

Ms. Losinger stated that the College is pursuing this and it is planned to have the audit complete by the end of the year.

Ms. Losinger recognized Jeanette Tillotson, Controller and her staff for the phenomenal work they did on the College's financial records.

#### **4.2 President's Report**

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

Dr. Drumm welcomed Regina Losinger as the new Acting Vice President for Administrative and Financial Affairs and Debra Morello as the new Acting Vice President for Student and Community Engagement.

Dr. Drumm praised the American Association of Community Colleges (AACC) as the number one lobbyist in Washington for PEL funds, stating that, those of us who are heavily involved in AACC have worked very hard on it. It's nice to see it in the bottom line and in the current context and noticeably so, that's something extraordinary in the level of financial support for our students.

He attended the BCC Foundation Quarterly Board meeting this morning. He thanked Dr. Kelli Ligeikis for the great job she did on a STEM presentation to the Foundation Board.

Dr. Judy Siggins has been selected by the Girl Scouts of America as this year's Woman of the Year, a banquet will be held in her honor.

Dr. Drumm thanked the Foundation Board and the BCC Board of Trustees for all the volunteer time and effort they put in in support of Broome Community College.

We continue to make progress on the Middle States Report that is due on March 1, 2011. Dean Greg Talley and Timmy Bremer are heading our Institutional Effectiveness Task Force and are making great progress. Meghan McGuinness, Chair of the Shared Governance Task Force is also making good progress. Dean Andrea Wade is writing the report which will be submitted to Middle States on March 1<sup>st</sup>. Dr. Drumm thanked Dean Talley and Meghan McGuinness and their Task Force members for all their efforts. The visit from Middle States will be March 21 – 23, 2011.

By next month at this time we will have news regarding the Governor's budget and he will have an update for the Board. We have budgeted to use a million dollars of fund balance this year and potentially two million dollars next year. Right now we're depending on a continuation of the current 16% cut in state funds. If the cut is more than 16% the belt trimming will get excruciating difficult. We have already cut our budget considerably. We have 26 open positions which is a lot for a college this size. We have many people who are doing double duty and he thanked everyone for their efforts.

Talks are continuing with Binghamton University concerning a partnership around building enrollments for both institutions. There is a lot of potential synergy and we continue to have good momentum. He will present more specifics in the future.

#### **4.2 President's Report Continued**

Dr. Drumm reported that enrollment continues to slide and we are down 5% for this term thus far. We have our trailer courses beginning and this may have an impact on enrollment. We continue to grow our summer offerings which will also have an impact on enrollment. Our local markets are shrinking and we need to continue our effort with Binghamton University and other efforts that we're working on to reach out to new markets until the population in the Southern Tier stabilizes and begins to grow again. We are looking for other opportunities outside the Southern Tier to bring in students and international opportunities as well.

The Decker Building suffered major loss due to the extreme cold weather this past weekend. We lost nine heating units, and four classrooms, four to five offices and a small break room. The disruption to the students was minimal thanks to the efforts and team work of Security, Maintenance and Facilities and the Health Sciences faculty and staff. We are in the process of analyzing what went wrong and will update the Board as soon as it is determined why this happened.

Trustee Harper asked how much of the enrollment shrinkage can be contributed to the fact that financial aid distribution was delayed. Dr. Drumm responded that yes it has had an impact. With the loss of staff and how long it takes to replace them and the new computer processing it has had a negative impact on enrollment. Trustee Harper suggested that the College concentrate on strengthening the Financial Aid area in the future to help produce a better output. Trustee Harper also suggested that the College provide an information packet for students explaining financial aid and the financial aid process.

#### **4.3 BCC Foundation Report**

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

#### **4.4 BCC Facilities Update**

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

The Science Technology Building site has been selected and will be built in the location that is in the Master Plan. The construction is expected to be completed by May 2013.

With support from our sponsor, Ms. Losinger would like to reallocate funds in the capital budget, to enable the College to concentrate on the campus electrical infrastructure and heating systems.

**4.5 Budget Transfers**

Budget Transfers for November 2010 and December 2010 were included in the Board package.

**4.6 Grant Approvals**

There were no grant approvals for the months of November 2010 and December 2010.

**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.

**4.10 Press Clippings**

This report is routine and for informational purposes.

**5.0 COMMITTEE REPORT**

**5.1 Minutes from Finance and Facilities Meeting of January 25, 2011**

Chairperson Grippen of the Finance and Facilities Committee submitted the Minutes for the January 25, 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 8:36 a.m.

**6.0 COMMUNICATIONS**

**6.1 ACCT 2011 National Legislative Summit – February 13-16, 2011  
Washington, D.C.**

**6.2 ACCT Governance Leadership Institute – March 16-18, 2011 – University of  
Nevada, Las Vegas, Nevada**

**6.3 NYCCT 57<sup>th</sup> Annual Spring Conference – April 14-16, 2011 Hosted by  
Monroe Community College, Rochester, N.Y.**

Dr. Drumm urged members of the Board of Trustees to attend the ACCT and NYCCT conferences offered this year. Trustee Moppert will be attending the NYCCT 57<sup>th</sup> Annual Spring Conference.

**Trustee Akel made a motion to adjourn. The motion was seconded by Trustee Majewski and the motion passed unanimously. The meeting adjourned at 6:56 p.m.**

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