

**BROOME COMMUNITY COLLEGE
BOARD OF TRUSTEES
July 19, 2012
(Unofficial until Approved by the Board)
MINUTES**

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

TRUSTEES ABSENT: None

ALSO PRESENT: Dr. Kevin E. Drumm, Francis Battisti, Debbie Morello, Rich David, Elizabeth A. Wood, Robert Behnke, Patricia O'Day

Chairperson Grippen called the meeting to order at 5:08 p.m.

1.0 APPROVAL OF MINUTES

Trustee Newman made a motion to approve the minutes of the June 21, 2012 Meeting of the Board of Trustees. 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 Resolutions Adopting BCC 2012-2013 Tuition and Fees, Operating Budget, Sponsor Services and Full-Time Positions

On June 21st the Broome County Legislature passed Broome Community College's 2012-13 operating budget that was proposed by the College and recommended by the County Executive. This budget did not include any increase in county support, like most other New York State Community Colleges. Broome County is experiencing financial challenges during this economic downturn and is not able to provide additional support to the college next year. Draft BCC Board of Trustees resolutions adopting the tuition and fees, operating budget, sponsor services, and full-time positions are presented. Proposed changes to tuition and fees are displayed on the Finance and Facilities version of the resolution. It was recommended that the Board of Trustees approve the 2012-13 budget, sponsor services, full-time positions, and tuition and fees resolutions.

2.2 Recommend Approval of Resolution for Revised Position Description – Director of Continuing Education and Workforce Development

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 following revised position description - Director of Continuing Education and Workforce Development

2.0 PREFERRED AGENDA ACTION ITEMS CONTINUED

2.3 Recommend Approval of Resolution for Revised Position Description - Registrar

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 following revised position description – Registrar

2.4 Recommend Approval of Resolution for Revised Position Description – Director of Admissions

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 following revised position description - Director of Admissions

Trustee Newman 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 Serafini. The motion was unanimously approved.

3.0 ACTION ITEMS

3.1 Recommend Approval to Set Date of Annual Meeting

Pursuant to the By-Laws of the Broome Community College Board of Trustees, the annual meeting will be held in September, for the purpose of election of officers, the nominating committee and any other matters to establish at the annual meeting dates, times and places for regular meetings for the current academic year. It was recommended that the Board of Trustees set the date of September 20, 2012 to be held at 5:00 p.m. as the date of the annual meeting for 2012.

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

3.0 ACTION ITEMS CONTINUED

3.2 Recommend Approval of Resolution Approving the Broome Community College Strategic Plan Elements: Core Values, Mission Statement, Vision Statement, and Strategic Initiatives

The campus community and community participation was sought to collectively develop new Strategic Plan Elements for Broome Community College. Each Strategic Plan Element has been reviewed and approved by members of the Strategic Visioning Committee, College Assembly and Executive Council. The President has also reviewed the Strategic Plan Elements which include: Core Values, Mission Statement, Vision Statement, and Strategic Initiatives and recommends approval of by the Board of Trustees. It was recommended that the Board of Trustees approves the Broome Community College Strategic Plan Elements: Core Values, Mission Statement, Vision Statement, and Strategic Initiatives.

Trustee Mastrangelo made a motion to approve Action Item 3.2, Trustee Coffey seconded the motion and it was unanimously approved.

3.3 Discussion Concerning the Broome Community College Becoming a Residential Campus

The President of the College requested that the Board of Trustees discuss the possibility of Broome Community College becoming a residential campus. It was recommended that the Board of Trustees endorses the administrations continuing preliminary planning toward the College becoming a residential campus in the future.

Dr. Drumm discussed with the Board members the possibility of residential halls on campus. The Student Housing Steering Committee, led by Debbie Morello and Joe O'Connor are working with a consultant and we hoping that a formal decision will be made in early fall as to whether the College will become a residential campus. Residential students do better academically and are more likely to complete their degrees and are also more committed alumni who tend to donate often and donate more. Dr. Drumm asked if the Board is comfortable to continue with the College's pursuit of residential halls with a formal vote in September as to whether to build them or not.

Trustee Serafini asked if any other community college has not seen an increase in students after residence halls were built. Dr. Drumm responded no, no one has not received an increase.

Trustee Newman asked if part of the planning process will include a budget for the housing, location and renderings, etcetera. Dr. Drumm stated that this will all be included in the planning process. Trustee Newman asked if there will be a presentation from Brailsford & Dunlavey. Mr. O'Connor responded that this will be held on August 7th.

Trustee Coffey asked how receptive the Town of Dickinson is to residence halls at BCC. Dr. Drumm responded that the Town is fine with residence halls if we build them in the front of the campus. We will also be holding a community meeting concerning residence halls.

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

3.0 ACTION ITEMS CONTINUED

3.4 Recommend Approval of a Change Order to Contract with Noel Levitz, Inc. to Provide Marketing and Recruiting Consulting Services

Following a complimentary site visit from the Noel-Levitz consulting firm in 2011, the College decided to contract with Noel-Levitz to provide analysis, consulting, and implementation planning in the areas of Admissions, Web and Media Resources (WMR), Academic Advising, and Student Affairs. The purpose of the project is to enhance marketing in Admissions and WMR and to improve operations for Advising and Student Orientation with the ultimate goal of improving enrollments and service to students. Noel-Levitz was chosen because of their expertise linked to a national perspective in the area of enrollment management. It was recommended that the Board of Trustees approves a change order to Contract with Noel Levitz, Inc. to provide Marketing and Recruiting Consulting Services at a cost not to exceed \$70,900.

Trustee Serafini asked if Noel Levitz charges an hourly fee. Ms. Morello replied, no we buy module fees. Trustee Majewski asked if more modules are planned. Ms. Morello responded that more modules may be needed.

Trustee Akel made a motion to approve Action Item 3.4, Trustee Newman seconded the motion and it was unanimously approved.

4.0 INFORMATION ITEMS

4.1 President's Report

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

Dr. Drumm had very good meetings with the County Executive and Legislative leadership concerning a potential for an additional increase for our budget.

Dr. Drumm announced that he has been nominated to be Vice Chair of the Presidents Association in New York.

He has been reelected to the PASI Executive Board and has also been asked to sit on Phase 2 of the 21st Century Commission for AACC.

The College is continuing discussions with our Colombia University partners. Binghamton University has been brought into the discussions and they want to develop a senior executive leadership training program for K-12 as well as colleges and universities in the Bogota area. We are working on three joint degrees with Uniempresarial in Bogota; computer engineering, quality engineering and business.

Dr. Drumm has been asked to speak at the Colombia National Congress Asocajas Congress in Cartagena, Colombia. The Asocajas is akin to our National United Way.

4.0 INFORMATION ITEMS CONTINUED

4.1.1 NYCCT Central Regional Meeting of Board Chairs – Thursday, July 26, 2012

Dr. Drumm stated that Trustee Coffey has agreed to attend the meeting and asked if other Trustees would be able to attend.

4.1.2 NYCCT Recognition of Robert Moppert in Memoriam on Saturday, September 22, 2012 Trustee Awards Banquet –Saratoga Springs, NY

Dr. Drumm will be attending the NYCCT Annual Conference and the Awards Banquet and asked for as many Trustees to attend as possible.

4.1.3 Association of Governing Boards of Universities and Colleges Statement on Board Responsibility for Institutional Governance

Dr. Drumm included in the packet the Association of Governing Boards of Universities and Colleges Statement on Board Responsibility for Institutional Governance and asked that the Trustees read the information before the September Board Retreat.

4.2 BCC Foundation Report

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

Dr. Siggins added that the Foundation will be receiving a partial distribution of \$625,000 from the Nielsen estate.

4.3 BCC Facilities Update

This report is routine and for information purposes.

4.4 Budget Transfers

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

4.5 Grant Approvals

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

4.6 Investment Report

This report is routine and for informational purposes.

4.0 INFORMATION ITEMS CONTINUED

4.7 Personnel Activity Reports

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

Dr. Drumm introduced Acting Dean of Business and Public Services, Beth Mollen and Acting Dean of Liberal Arts, Michael Kinney.

4.8 Budget and Finance Update

This report is routine and for informational purposes.

4.9 Press Clippings

This report is routine and for informational purposes.

4.10 Proposed Schedule of Finance and Facilities Committee Meetings and Board of Trustees Meetings for 2012-2013

The date of the April Finance and Facilities meeting was changed to April 23, 2013 and the Board of Trustees meeting to April 25, 2013. The meeting dates will be voted on at the September Board meeting.

5.0 COMMITTEE REPORT

5.1 Minutes from the Finance and Facilities Meeting of July 17, 2012

James Orband, Chairperson of the Finance and Facilities Committee submitted the Minutes for the July 17, 2012 meeting. Chairperson Orband reviewed the meeting stating that the meeting was called to order at 7:32 a.m., all action items were approved and discussion on informational items was held. The meeting adjourned at 7:49 a.m.

6.0 COMMUNICATIONS

6.1 Education Executive Magazine Article, *Broome Community College: A Time for Change*

A copy of the article was included in the Board packet for information purposes.

6.2 Laura St. George Letter of Recognition from Excelsior College

A copy of the letter from Excelsior College was included in the Board packet for information purposes.

Chairperson Grippen asked for a motion to adjourn. Trustee Coffey made a motion to adjourn. The motion was seconded by Trustee Newman and the motion passed unanimously.

The meeting adjourned at 6:00 p.m.

THE NEXT FULL BOARD OF TRUSTEES MEETING IS SCHEDULED FOR 5:00 P.M. ON THURSDAY, SEPTEMBER 20, 2012 TO BE HELD IN THE LIBOUS ROOM OF THE DECKER HEALTH SCIENCES CENTER BUILDING