

**BROOME COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
June 21, 2012  
Official  
MINUTES**

**TRUSTEES PRESENT** Timothy Grippen, Willie Murray, James Orband, Margaret Coffey, Nicholas Serafini, Angelo Mastrangelo

**TRUSTEES ABSENT:** Marc Newman, Joyce Majewski, George Akel

**ALSO PRESENT:** Dr. Kevin E. Drumm, Francis Battisti, Regina Losinger, Debbie Morello, Rich David, Elizabeth A. Wood, Ellen Alexander, Patricia O'Day

**Chairperson Grippen called the meeting to order at 5:15 p.m.**

**Chairperson Grippen welcomed Dr. Francis Battisti as the Acting Executive Vice President and Chief Academic Officer**

**1.0 APPROVAL OF MINUTES**

**Trustee Orband made a motion to approve the minutes of the May 21, 2012 Special Meeting of the Board of Trustees. The motion was seconded by Trustee Serafini and the minutes were unanimously approved as written.**

**2.0 PREFERRED AGENDA ACTION ITEMS**

**2.1 Recommend Approval of Resolutions for Unpaid Leave of Absence for Francis L. Battisti**

The Board of Trustees acts to approve a request for unpaid leave for an employee in the Faculty Association. Based on the recommendation of the administration and the review and recommendation of the Finance and Facilities Committee, it was recommended that the Board of Trustees grants an unpaid leave of absence to Francis L. Battisti, Professor, Psychology and Human Services, from September 1, 2012 to August 31, 2013 to serve in a promotional capacity as the Acting Executive Vice President and Chief Academic Officer.

**2.2 Recommend Approval of Resolutions for Unpaid Leave of Absence for Peggy J. Holmes**

The Board of Trustees acts to approve a request for unpaid leave for an employee in the Educational Support Personnel group. Based on the recommendation of the administration and the review and recommendation of the Finance and Facilities Committee, it was recommended that the Board of Trustees grant an unpaid leave of absence to Peggy J. Holmes, Senior Account Clerk, Finance, Financial Aid, from June 18, 2012 to June 17, 2013 to serve in a promotional capacity as the Payroll Supervisor.

## **2.0 PREFERRED AGENDA ACTION ITEMS CONTINUED**

### **2.3 Recommend Approval of Resolutions for Unpaid Leave of Absence Kristopher Lans**

The Board of Trustees acts to approve a request for unpaid leave for an employee in the Educational Support Personnel group. Based on the recommendation of the administration and the review and recommendation of the Finance and Facilities Committee, it was recommended that the Board of Trustees grant an unpaid leave of absence to Kristopher Lans, Account Clerk, Financial Aid, from June 18, 2012 to June 17, 2013 to serve in a promotional capacity as a Student Records Specialist in Admissions.

### **2.4 Recommend Approval of Resolutions for Unpaid Leave of Absence for Jason Stevens**

The Board of Trustees acts to approve a request for unpaid leave for an employee in the Educational Support Personnel group. Based on the recommendation of the administration and the review and recommendation of the Finance and Facilities Committee, it was recommended that the Board of Trustees grant an unpaid leave of absence to Jason Stevens, Campus Safety Officer (part-time), Office of Public Safety, from March 14, 2012 to March 13, 2013, to serve in a promotional capacity as a Campus Peace Officer (full-time), Office of Public Safety.

**Trustee Orband 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 Mastrangelo. The motion was unanimously approved.**

## **3.0 ACTION ITEMS**

### **3.1 Recommend Approval of Resolution for Energy Technology A.A.S. Program**

The AAS Degree in Energy Technology is aimed at preparing students for future natural gas extraction in New York State. Development of gas fields has brought technical jobs to Pennsylvania and to New York State along the border of Pennsylvania, some which are technical in nature requiring skills that are developed in the education offered by Broome Community College's Department of Engineering Technologies. The proposed program in Energy Technology builds heavily on existing courses offered by the College but also adds four new courses directed to the needs of this industry. In accordance with the most recent SUNY Guidelines for the Submission of Undergraduate Academic Program Proposals, this program will be announced to the SUNY Provost and the Presidents of campuses in our coordinating areas for their reaction. In accordance with the SUNY Guidelines this proposed program must receive institutional approval in the form of approval by the local Board of Trustees. It was recommended that the Board of Trustees approves the Resolution for the College program proposal for an A.A.S Degree in Energy Technology.

**Trustee Orband made a motion to approve Action 3.1, Trustee Serafini seconded the motion and it was unanimously approved.**

### **3.0 ACTION ITEMS CONTINUED**

#### **3.2 Recommend Approval of Resolutions for Unpaid Leave of Absence for Elizabeth Mollen**

The Board of Trustees acts to approve a request for unpaid leave for an employee in the Faculty Association. Based on the recommendation of the administration, it was recommended that the Board of Trustees grant an unpaid leave of absence to Elizabeth Mollen, Associate Professor, Business Information Technology, from July 2, 2012 to August 31, 2013 to serve in a promotional capacity as the Acting Dean of Business and Public Services.

**Trustee Orband made a motion to approve Action 3.2, Trustee Serafini seconded the motion and it was unanimously approved.**

#### **3.3 Recommend Approval of Resolution of President's Evaluation and Compensation**

Pursuant to Local Law Intro. No. 8 entitled, "A Local Law Amending the Broome County Charter and Administrative Code with Respect to Broome Community College," the Plan C Legislation, authorizes the Board of Trustees to approve minimum salaries as recommended and to fix compensation for unrepresented positions. The Board appointed committee met with and evaluated the performance of the President and has reviewed the compensation of the President. It was recommended that the Board of Trustees approves that the President's salary be increased by one half percent establishing a salary of \$207,910 effective February 1, 2012 and the Board will contribute \$5000 to the President's deferred compensation account. The Board reserves the right to review the salary increase based on the results of the Colleges' collective bargaining negotiations. All other Presidential benefits stipulated in the President's employment agreement continue as previously established.

**Trustee Orband made a motion to approve Action 3.3, Trustee Serafini seconded the motion and it was unanimously approved.**

#### **3.4 Recommend Approval of Resolution for Unpaid Leave of Absence for Michael Kinney**

The Board of Trustees acts to approve a request for unpaid leave for an employee in the Faculty Association. Based on the recommendation of the administration, it was recommended that the Board of Trustees grant an unpaid leave of absence to Michael Kinney, Professor, Performing Arts, from July 2, 2012 to August 31, 2013 to serve in a promotional capacity as the Acting Dean of Liberal Arts.

**Trustee Serafini made a motion to approve Action 3.4, Trustee Orband seconded the motion and it was unanimously approved.**

#### **4.0 INFORMATION ITEMS**

##### **4.1 Presentation by Dr. Francis Battisti and Jason Zbock on BCC Strategic Plan Elements: Core Values, Mission Statement, Vision Statement, and Strategic Initiatives**

Dr. Battisti and Mr. Zbock presented the process and development of the Broome Community College Strategic Plan Elements: Core Values, Mission Statement, Vision Statement, and Strategic Initiatives to the Board for consideration of approval at the July Board of Trustees meeting.

Dr. Drumm stated that he spoke with Bob Behnke to be sure that the College's Mission Statement falls within State Statutes and SUNY regulations regarding community college missions.

Dr. Drumm asked the Board members to review the Strategic Plan Elements and notify him if they would like to make a change in any area before the vote to approve them in July.

Mr. Zbock reminded the Board members to complete the self-assessment survey before the July 20, 2012 Board Retreat.

Trustee Mastrangelo commented that he was impressed by the cooperation from the people who worked on the committee and the effort put forth and for the leadership of Dr. Battisti and Mr. Zbock, they did an outstanding job.

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

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

Dr. Drumm attended the Broome County Legislator's meeting at 4:00 p.m. where they voted down a 2% increase to the College budget but will revisit it again in the fall when they see where revenues and expenses fall.

There are a number of personnel moves being made one being Dr. Battisti beginning on July 2<sup>nd</sup> as Acting Executive Vice President and Chief Academic Officer. With Greg Talley retiring, Michael Kinney will be the Acting Dean of Liberal Arts and Beth Mollen will be the Acting Dean of Business and Public Services, both begin their new positions on July 2<sup>nd</sup>. Dr. Drumm stated that we will have a whole new leadership team with a new chemistry and this will be a new time for the College. All bring a new energy to the positions.

The Science Center is on time and on budget. There is potential good news concerning funding for the Wales building renovations. The renovations will make the building energy efficient. Ms. Losinger stated that there are seven different architectural firms that have expressed interest in the Wales project and it has been narrowed it down to four that will be invited to present; we are hoping to bring the recommended firm to the Board in September for approval, have design work done in the fall and break ground on the project in the spring.

#### **4.0 INFORMATION ITEMS CONTINUED**

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

Dr. Drumm will be on vacation beginning the afternoon of June 22<sup>nd</sup> through July 2<sup>nd</sup>. Ms. Morello will be Chief Administrator during his absence.

Dr. Drumm reported that he has been re-elected to the Presidents Academy Executive Committee a National Community College Board, which is the leadership team for all the community college presidents in the United States.

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

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

Dr. Siggins announced that Ms. Morello has asked Joe O'Connor to take a role in the Student Housing project for BCC.

Dr. Drumm requested that the July Board of Trustees agenda include an item to discuss the College becoming a residential campus. Trustee Coffey asked if a feasibility study has been done. Dr. Drumm responded yes and asked Ms. Morello to send the Board members of copy of the study.

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

This report is routine and for information purposes.

##### **4.5 Budget Transfers**

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

Ms. Losinger reported that we will use 1.6 million dollars in fund balance rather than the planned 2 million dollars.

##### **4.6 Grant Approvals**

This report is routine and for informational purposes. Grant approvals for June 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.

#### **4.0 INFORMATION ITEMS CONTINUED**

##### **4.9 Budget and Finance Update**

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 the Finance and Facilities Meeting of June 19, 2012**

James Orband, Chairperson of the Finance and Facilities Committee submitted the Minutes for the June 19, 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 discussion on informational items was held. The meeting adjourned at 7:46 a.m.

#### **6.0 COMMUNICATIONS**

##### **6.1 Thank you Letter from BCC Professors**

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

##### **6.2 Breaking Ground – BCC Literary Magazine 2012**

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

### **EXECUTIVE SESSION**

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

**Trustee Serafini made a motion to adjourn to Executive Session and Trustee Orband seconded the motion. The Trustees went into Executive Session at 5:34 p.m.**

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

**Trustee Serafini made a motion to come out of Executive Session at 6:20 p.m. Trustee Coffey seconded the motion.**

**Trustee Serafini made a motion to adjourn. The motion was seconded by Trustee Coffey and the motion passed unanimously. The meeting adjourned at 6:21 p.m.**

**THE NEXT FULL BOARD OF TRUSTEES MEETING IS SCHEDULED FOR 5:00 P.M. ON THURSDAY, July 19, 2012 TO BE HELD IN THE LIBOUS ROOM OF THE DECKER HEALTH SCIENCES CENTER BUILDING**