

**BROOME COMMUNITY COLLEGE**

**BOARD OF TRUSTEES**

**March 17, 2011**

**Official**

**MINUTES**

**TRUSTEES PRESENT**

Angelo Mastrangelo, Joyce Majewski, George Akel, Sandra Harper, Marc Newman, James Orband

**TRUSTEES ABSENT:**

Timothy Grippen, Nicholas Serafini, Margaret Coffey, Robert Moppert

**ALSO PRESENT:**

Dr. Kevin E. Drumm, Julie Peacock, Regina Losinger, Rich David, Elizabeth A. Wood, Robert Behnke, Patricia O'Day

**Chairperson Mastrangelo called the meeting to order at 5:10 p.m.**

**1.0 APPROVAL OF MINUTES**

**Trustee Newman made a motion to approve the minutes of the February 17, 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 to Enter into an Agreement with the New York State Weatherization Directors Association for the Construction of a Training Structure (Pressure House) on the Broome Community College Campus and to Accept ownership of the Pressure House upon Completion**

The New York State Weatherization Directors Association (NYSWDA) is under contract with the Department of Housing and Community Renewal for Weatherization Activities using American Recovery and Reinvestment Act of 2009 funds issued by the Department of Energy. A portion of the funds will be used for the design and construction of Pressure Houses on four (4) SUNY Campuses. Broome Community College (BCC) is one of those candidate campuses. NYSWDA will acquire the Architectural and Engineering services for the design of the building and related site. They will obtain bids for the construction of a modular building, having a contractor prepare the site, working with the building manufacturer to install the building, and completing the project work. To participate in the effort, BCC will be required to enter into an agreement with NYSWDA for the development of the site identified on its campus. Upon completion of the project, the College would then accept ownership of the building and site development. It was recommended that the Board of Trustees approves the College to enter into an agreement with the New York State Weatherization Directors Association for the construction of and leading to the ownership of a Pressure House.

**Trustee Newman made a motion to approve Action Items 2.1 on the Preferred Agenda. The motion was seconded by Trustee Akel. The motion was unanimously approved.**

### **3.0 ACTION ITEMS**

#### **3.1 Recommend Approval of Resolution Changing the Time of the Board of Trustees Meetings**

This Pursuant to Article 126, Section 6306 of the New York State Education Law, and Broome Community College Board of Trustees By-Laws, Article 2, "Meetings," Section 2.9, "Notice of Meetings," the Board may change the dates, times and places of any future regular meetings upon majority vote of the Board of Trustees. It was recommended that the Board of Trustees approves the change in time of the Board of Trustees meetings from 6:00 p.m. to 5:00 p.m. beginning with the April 21, 2011 Board of Trustees meeting.

**Trustee Newman made a motion to approve Action Item 3.1. The motion was seconded by Trustee Akel and was unanimously approved.**

#### **3.2 Recommend Approval of Resolution for a New Entrepreneurship A.A.S. Program**

The Associate in Applied Science (A.A.S) Degree in Entrepreneurship is aimed at providing Business students interested in small business ownership the opportunity to focus on a particular type of product or service. 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 Entrepreneurship.

**Trustee Newman made a motion to approve Action Item 3.2. The motion was seconded by Trustee Akel and was unanimously approved.**

#### **3.3 Recommend Approval of Resolution Endorsing the College Council Model being Proposed by the Shared Governance Task Force**

The College Council of Broome Community College, in accordance with the Middle States Commission on Higher Education Standard 4 requirement, established a Shared Governance Task Force charged with developing a more coherent model of Shared Governance for the College. The Shared Governance Task Force developed the foundational elements of the Shared Governance Model currently being provisionally implemented which includes a definition of Shared Governance at BCC, a Statement of Purpose and a list of Guiding Principles. The model also includes the College Assembly (CA), Council for Academic Issues (CAI), Student Assembly (SA), Council for Operational Issues (COI), the President, and the Board of Trustees (BOT). It was recommended that the Board of Trustees endorses the provisional College Council Model being proposed by the Shared Governance Task Force.

**Trustee Majewski made a motion to approve Action Item 3.3. The motion was seconded by Trustee Harper and was unanimously approved.**

## **4.0 INFORMATION ITEMS**

### **4.1 President's Report**

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

The Middle States Team will be on campus March 22 and 23 and will be meeting with five members of the Board on March 22.

He thanked Meghan McGuinness, Greg Talley, Mary Woetsman and Margherita Rossi for their leadership with Middle States standards four and seven and for getting the College to the point that we are at now. Because of their hard work and that of their committees, he believes that we have a good chance of getting off of warning.

There is good news from Albany. The legislature restored 5% of the Governor's cut to community colleges. The Governor can still veto the legislatures 5% restoration. Our local legislators have been very supportive of community colleges and he thanked them for their support.

Dr. Drumm stated that the Binghamton Advantage Joint Admissions Program with Binghamton University is off and running. He is in conversations with Binghamton University concerning press for the program and letters have gone out to the targeted population this week.

Dr. Drumm reported that his trip to Colombia was successful. There is extraordinary opportunity to help grow a rapidly advancing third world economy. There will be more to report concerning this.

He has been recommended to become the Chairman of the President's Academy. This is a national election and he will inform the Board of the results of the election once they are held. He is honored to be nominated.

### **4.2 Board of Trustees Retreat**

Dr. Drumm stated that we will begin to look at dates for this year's Board of Trustees Summer Retreat. At the retreat this year's goals will be reviewed and new goals for next year will be set. He asked that the Board members send him dates in the summer that they will not be available for the retreat.

**4.3 Institutional Effectiveness Task Force Presentation by Chairperson Greg Talley**

Mr. Greg Talley gave a presentation and update on the Institutional Effectiveness Task Force.

Trustee Harper asked if the Task Force would be open to suggestions from people in the community and if there is an avenue for them to do so. Mr. Talley responded by saying that there is an avenue for those people who are on campus and they can access the feedback tab on the website to make their suggestions.

Chairperson Mastrangelo commended Mr. Talley and Ms. McGuinness and their committees for all the hard work they've done and on how far they've come in such a short period of time

**4.4 Shared Governance Task Force Presentation by Chairperson Meghan McGuinness**

Ms. Meghan McGuinness presented an update on the Shared Governance Task Force and reviewed the provisional Shared Governance structure with the Board.

Trustee Harper asked if other people from the campus can observe the Shared Governance meetings. Ms. McGuinness responded yes. Trustee Harper also asked if the sessions are recorded. Ms. McGuinness responded yes. Trustee Harper stated that she heard good news today from people on campus concerning shared governance and she is extremely proud of the task force and the work they've done.

Trustee Akel asked if there will be scheduled meetings for the Council and the Assembly or will meetings be held as needed. Ms. McGuinness responded that she believes there will be scheduled meetings and assumes they would be monthly meetings.

**4.5 BCC Foundation Report**

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

**4.6 BCC Facilities Update**

Ms. Losinger updated the Trustees regarding the critical facilities improvement list. There is \$750,000 for 3 capital projects that have been approved but not set up. She stated that she investigated using the funds for the capital projects that haven't yet been spent yet and to be able to use them in a broader way and the answer is no, they have already been bonded and the bonding language is specific. Our fallback position is to include those critical items in next year's Broome County Six Year Capital Plan and focus on getting them all approved.

**4.7 Budget Transfers**

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

**4.8 Grants Approvals**

This report is routine and for informational purposes.

**4.9 Investment Report**

This report is routine and for informational purposes.

**4.10 Personnel Activity Report**

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

**4.11 Budget and Financial Developments**

This report is routine and for informational purposes.

Ms. Losinger distributed the Unreserved Fund Balance Trends Report for the Board to review.

Ms. Losinger reviewed the 2011-2012 Operating Budget Scenario with the Board.

Ms. Losinger stated that this is the most challenging budget that she has experienced in 22 years.

Ms. Losinger asked for a gentle nod to proceed with the budget scenario with the 9% tuition increase. If the state aid is restored it could be dropped to a 6.5% increase or we could look at a lower fund balance or a combination of both. The Board members agreed to proceed with the budget scenario.

**4.12 Press Clippings**

This report is routine and for informational purposes.

**4.13 2011 Candidates for Professional Recognition Increment**

Dr. Drumm reviewed the candidates for Professional Recognition Increment with the Board members

#### **4.14 Draft 10 Year BCC Facilities Improvement Plan**

Ms. Losinger reviewed the 10 year BCC Facilities Improvement Plan. Ms. Losinger stated that this is the first time that the College has had a comprehensive facilities plan. It covers one end of our facilities to the other; including new building construction, existing building renovation, demolition, land improvements, infrastructure and specifics such as ADA improvements. It covers all funding sources not just capital and also includes grants, and to be determined such as student housing, as well as including the operating budget for smaller renovations. It is based on the campus Master Plan. The bottom line on this plan is \$104 million dollars. If we set aside the student housing and take out some of the other pieces that are already approved then we're down to under \$40 million dollars.

Ms. Losinger asked if the Board members had any concerns regarding including the first six years of the plan in the Broome County Capital Improvement Plan.

Trustee Akel congratulated Dr. Judy Siggins for being honored as one of Three Distinguished Women at the Girl Scout Dinner.

### **5.0 COMMITTEE REPORT**

#### **5.1 Minutes from Finance and Facilities Meeting of March 15, 2011**

Trustee Majewski, in Vice Chairperson Grippen's absence, reviewed the minutes of the February 15, 2011 meeting of the Finance and Facilities Committee. The meeting was called to order at 7:34 a.m. The meeting adjourned at 8:30 a.m.

### **6.0 COMMUNICATIONS**

#### **6.1 2011 NYCCT Awards Nominations – Deadline Wednesday, March 2, 2011**

#### **EXECUTIVE SESSION**

**Chairperson Mastrangelo called for a motion for Executive Session to discuss personnel matters. Trustee Akel made a motion to adjourn to Executive Session and Trustee Majewski seconded the motion. The Trustees went into Executive Session at 6:04 p.m.**

**Trustee Akel made a motion to come out of Executive Session at 6:10 p.m. Trustee Majewski seconded the motion.**

**Trustee Majewski made a motion to adjourn. The motion was seconded by Trustee Akel and the motion passed unanimously. The meeting adjourned at 6:11 p.m.**

**THE NEXT FULL BOARD OF TRUSTEES MEETING IS SCHEDULED FOR THURSDAY, APRIL 21, 2011 AT 5:00 P.M. IN THE LIBOUS ROOM OF THE DECKER HEALTH SCIENCES CENTER BUILDING.**