

**BROOME COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
March 29, 2012  
Official  
MINUTES**

**TRUSTEES PRESENT** Timothy Grippen, Willie Murray, Marc Newman, George Akel, James Orband, Angelo Mastrangelo, Nicholas Serafini

**TRUSTEES ABSENT:** Joyce Majewski, Margaret Coffey

**ALSO PRESENT:** Dr. Kevin E. Drumm, Julie Peacock, Regina Losinger, Debbie Morello, Rich David, Elizabeth A. Wood, Robert Behnke, Patricia O'Day

Chairperson Grippen called the meeting to order at 5:00 p.m.

**1.0 APPROVAL OF MINUTES**

Trustee Akel made a motion to approve the minutes of the February 29, 2012 Special Meeting of the Board of Trustees. The motion was seconded by Trustee Newman and the minutes were unanimously approved as written.

**2.0 PREFERRED AGENDA ACTION ITEMS**

**2.1 Recommend Approval of Resolution for Six-Year Capital Improvement Program Request for Years 2013-2018**

As part of Broome County's budget process, Broome Community College is required to submit a Six-Year Capital Improvement Program for consideration. The attached 10 Year BCC Facilities Improvement Plan reflects the current campus master plan and incorporates critical needs. Years 2013 through 2018 will be submitted to Broome County for BCC's Six-Year Capital Improvement Program. A resolution of the Six-Year BCC Capital Improvement Program was attached for trustee approval. It was recommended that the Board of Trustees approves the resolution for the Six-Year Capital Improvement Program.

**2.2 Recommend Approval of a Resolution for New Position Description – Associate Vice President and Controller**

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 new position description; Associate Vice President and Controller

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

### **2.3 Recommend Approval of Resolution for Unpaid Leave of Absence for Karan J. Drum**

The Board of Trustees acts to approve a request for unpaid leave for an employee in the management confidential 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 Karan J. Drum, Personnel Clerk, Human Resources, from April 2, 2012 to April 1, 2013 to serve in a promotional capacity as the Personnel Specialist.

### **2.4 Recommend Approval of a Change Order to Contract CA 15 1260 with HOLT Architects, PC to Provide Construction Management Services for the Natural Science Center Project**

In order to assure adequate and quality management of the construction phase of the Natural Science Center project, it is desired to upgrade from a Site Representative to Construction Management Services. These services will be provided through HOLT Architects via a change order to their current contract. Site representative costs of \$6,000 a month – estimated at \$108,000 during the construction phase – will be eliminated. It was recommended that the Board of Trustees approves a change order to contract CA 15-1260 with HOLT Architects, PC to provide Construction Management Services at a cost not to exceed \$600,000.

**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 Akel. The motion was unanimously approved.**

## **3.0 ACTION ITEMS**

### **3.1 Recommend Approval of Resolution Authorizing a Limited Voluntary Separation Incentive Program**

Continuing budgetary constraints make it advisable for the College to reduce the size of its workforce at this time. In so far as possible the College prefers to make this reduction in force voluntary in nature. It was recommended that the Board of Trustees approves the offering of a limited Voluntary Separation Incentive Program.

Dr. Drumm, Ms. Losinger and Ms. Wood explained and discussed the Voluntary Separation Incentive Program with the Board Members.

**Trustee Akel 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 the Board of Trustees Self-Assessment Survey**

The Broome Community College Board of Trustees established a sub-committee to create a self-assessment survey. After all Trustees were given an opportunity to provide additional feedback, the self-assessment survey was approved by the sub-committee. Therefore upon recommendation of the sub-committee, the President and the Institutional Effectiveness Officer, approval of the BCC Board of Trustees is being sought for the self-assessment survey. A web-based format of the survey will be created to be administered at a date determined by the Trustees prior to the annual Board of Trustees Retreat. It was recommended that the Board of Trustees approves the Broome Community College Board of Trustee Self-Assessment Survey.

Trustee Mastrangelo stated that Jason Zbock did an excellent job working with the sub-committee and preparing the self-assessment survey.

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

### **4.0 INFORMATION ITEMS**

#### **4.1 Energy Leadership Program Presentation by Adam Flint, Coordinator, Cornell Cooperative Extension of Broome County**

Adam Flint and Bryan Trimm presented on the individual and community benefits of promoting home energy efficiency upgrades and how the College can benefit from their program.

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

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

Dr. Drumm reported that there are currently 30 people from the major social organizations of Colombia at the Levin Institute in New York City being provided quality management training by the College. This is their second trip to visit us and we are talking about bringing approximately 30 to 40 people back in the fall.

Dr. Drumm traveled to Colombia on March 7<sup>th</sup> through the 9<sup>th</sup> to sign a Memorandum of Understanding with the National Chamber of Commerce to work with them to build their nations first two year Technical College in Bogota. They would like to co-brand it with SUNY and Uniempresarial which is the university that we are working with in Bogota. We would ultimately see enrollments coming our way as a result of it. Dr. Drumm will keep the Board members informed as to the progress as more transpires.

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

Preliminary planning is being done concerning residence halls and over the next two Board meetings serious conversations will take place regarding formal planning for residence halls. Debbie Morello and Judy Siggins will be meeting with the person who helped TC3 build their residence halls and who has consulted on virtually all the other community college residence hall projects in SUNY that have taken place within the last five years.

Dr. Drumm met with Keystone Associates who have done preliminary work on upgrades for the Wales Building. They presented an exciting concept graphical design for a new façade, elevator and upgrades to the second floor and bathrooms. Keystone Associates will give a presentation to the Board members at the April Board meeting.

Dr. Drumm reminded the Board members to mark their calendars for the Natural Science Center Groundbreaking which will be held on Monday, April 16<sup>th</sup> at 10 a.m.

Dr. Drumm met with Margherita Rossi, Chair of the Council for Academic Issues. The Council will soon have plans to present to him for seven or eight different Academic Leadership Models. Dr. Drumm will keep the Board members informed as to the progress of the models.

Dr. Drumm stated that we are half way through the search process for a new Executive Vice President/Chief Academic Officer. The search committee is conducting telephone interviews and he will be meeting with a small group from the committee tomorrow to discuss moving the process forward.

The College has begun to hire faculty. Many are temporary positions that are being moved over to the regular hiring cycle as tenure track positions and some are full-time adjuncts. Some are retirement replacements and a couple are new positions where we have a lot of growth or the potential for growth. Dr. Drumm stated that we may not be able to fill all of the positions but it is exciting to be able to hire full-time faculty. Research suggests that the more full-time faculty a campus has the more successful the students are.

The Open House at the Waverly Outreach center is being held next Wednesday from 4:00 p.m. to 8:00 p.m. The open house is being held to attract students and to attract potential adjunct faculty. A meeting in Sidney has also been held to look at space in the area for an outreach center.

Dr. Drumm stated that we continue to look at our auxiliary services to build a more sustainable economic model. The services include the BC Center, the Bookstore, vending and revenue producing entities.

The budget is in much better shape today thanks to help from Albany. We began the budget planning in a million dollar to over a million dollar deficit a few months ago which included a 5% tuition increase. Thanks to the hard work done on the budget planning, the state, retirements and restructuring we are down to roughly a \$200,000 deficit and hopefully the Voluntarily Separation Incentive will help to get us in to the black. We are still going to use 1 ½ million dollars of our fund balance but the tuition increase has been reduced from 5% to 3.5%.

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

Dr. Drumm reminded the Board members to please send Patricia O'Day the dates that they will be available in August for the Board Retreat.

#### **4.3 Middle States Commission on Higher Education Report**

This report was included for information purposes.

Julie Peacock discussed the Middle States report with the Board members stating that the next report is due on September 1<sup>st</sup> and Dr. Andrea Wade will be writing the report and working with Jason Zbock on collecting the data.

#### **4.4 BCC Foundation Report**

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

Dr. Siggins reminded the Board members that the Open House and Alumni Reunion will be held on April 28<sup>th</sup>. At this time they will take the opportunity to honor Coach Baldwin and rededicate the Baldwin Gym. The family of Coach Baldwin has established a \$20,000 scholarship in his memory and a notice will be in the paper welcoming anyone who would like to come forward and help with the scholarship.

#### **4.5 BCC Facilities Update**

This report is routine and for information purposes.

Regina Losinger reported that the College is no longer last concerning the percentage of our budget that we spend on facilities; we are up by three but are still in the bottom quarter.

Ms. Losinger reported that we are working our way forward from the back of the campus to the front in terms of smaller improvement projects. Improvements have been made to the Ice Center, gyms, hallways and locker rooms. The next area for improvement is the Applied Technology Building.

#### **4.6 Budget Transfers**

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

#### **4.7 Grant Approvals**

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

**4.8 Investment Report**

This report is routine and for informational purposes.

**4.9 Personnel Activity Reports**

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

**4.10 Budget and Finance Update**

This report is routine and for informational purposes.

Regina Losinger stated that we are taking a hard look at our fee structures as well as comparing what other community colleges do.

Dr. Drumm stated that our legislative representatives, Donna Lupardo, Tom Libous and Clifford Crouch have all worked very hard on our behalf and are big supporters of the College.

Regina Losinger stated that the budget will be brought back to the Board in April before it is forwarded to the County in May.

**4.11 Press Clippings**

This report is routine and for informational purposes.

**4.12 2012 Candidates for Professional Recognition Increment**

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

**5.0 COMMITTEE REPORT**

**5.1 Minutes from Finance and Facilities Meeting of March 27, 2012**

James Orband, Chairperson of the Finance and Facilities Committee submitted the Minutes for the March 27, 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 8:10 a.m.

**6.0 COMMUNICATIONS**

**6.1 Thank you Letter**

This letter 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 Orband made a motion to adjourn to Executive Session and Trustee Newman seconded the motion. The Trustees went into Executive Session at 5:59 p.m.**

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

**Trustee Newman made a motion to come out of Executive Session at 6:34 p.m. Trustee Serafini seconded the motion.**

**Trustee Mastrangelo made a motion to adjourn. The motion was seconded by Trustee Akel and the motion passed unanimously. The meeting adjourned at 6:35 p.m.**

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