

**BROOME COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
May 27, 2010  
Official**

**MINUTES**

**TRUSTEES PRESENT** Angelo Mastrangelo, Zachariah Riley, Margaret Coffey, George Akel, Nicholas Serafini, James Orband, Robert Moppert, Joyce Majewski, Sandra Harper

**TRUSTEES ABSENT:** Marc Newman, Timothy Grippen

**ALSO PRESENT:** Dr. Kevin E. Drumm, Grant Newton, Julie Peacock, Martin Guzzi, Rich David, Elizabeth A. Wood, Robert Behnke, Patricia O'Day

**Chairperson Mastrangelo called the meeting to order at 3:00 p.m.**

**1.0 APPROVAL OF MINUTES**

**Trustee Akel made a motion to approve the minutes of the April 22, 2010 Board of Trustees meeting. The motion was seconded by Trustee Moppert and the minutes were unanimously approved as written.**

**PREFERRED AGENDA ITEMS 2.1, 2.3, 2.4, 2.5, 2.6, 2.7 and 2.8**

**2.0 ACTION ITEMS**

**2.1 Recommend Approval of Resolution for Candidates for Promotion**

According to Policy 1.15 the Board of Trustees shall approve the granting of promotions to members of the professional staff in accordance with any applicable negotiated contract. Article 36 of the Faculty Association contract – *Promotions* sets forth the process under which employees covered by this contract can be promoted. It was recommended that the Board of Trustees approves the candidates for promotion.

**2.2 Recommend Approval of Resolution for ESPA Labor Contract**

Since Plan C legislation of 1990 (Section 2305-A), the Board of Trustees has been responsible for the negotiation of all labor contracts on behalf of the College. Through its designated negotiators, the Board has negotiated successfully to conclusion a successor agreement with the Educational Support Personnel Association (ESPA) for the period September 1, 2010 to August 31, 2012. It is recommended that The Board of Trustees approves the resolution for the terms of the labor agreement with the Educational Support Personnel Association (ESPA).

**Trustee Majewski made a motion to approve Action Item 2.2. The motion was seconded by Trustee Akel. The motion was unanimously approved.**

**2.3 Recommend Approval of Resolution Establishing Open period for Early Retirement Incentive Based on Chapter 45 of the Laws of New York 2010**

In accordance with Chapter 45 of the Laws of New York 2010, the Board of Trustees must specify an open period of ninety days that extends no later than December 31, 2010 during which eligible employees may retire under the temporary retirement incentive. It was recommended that the Board of Trustees approves the resolution specifying the 90 day open period commencing October 3, 2010 and ending on December 31, 2010.

**2.4 Recommend Approval of Resolution for an Increase in Authorized Vacation Carryover**

The Board of Trustees acts in accordance with terms of collective bargaining agreements regarding carry-over of authorized vacation accruals for ESPA, Faculty Association, and the Guild as well as fixing compensation for non-represented employees of the college. Based upon recommendation of the administration and the review and recommendation of the Finance & Facilities Committee, it was recommended that the Board of Trustees approves the resolution to increase by ten (10) the number of vacation days a listed employee would otherwise be entitled to carry over beyond August 31, 2010 into budget year 2010-2011.

**2.5 Recommend Approval of Amended Resolution for Actual Salaries for Management/Confidential Personnel for 2009-2010**

According to Local Law Intro. No. 8, 1990, 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 salaries as recommended and to fix compensation for unrepresented administrative positions excluding the President of the College. It was recommended that the Board of Trustees approves the amended resolution for the 3% increase in actual salaries for management/ confidential personnel effective September 1, 2009 according to the schedule listed.

**2.6 Recommend Approval of Resolution of Minimum Salaries for Management/Confidential Personnel for 2009-2010**

According to Local Law Intro. No. 8, 1990, 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. It was recommended that the Board of Trustees approves the amended resolution for the 3% increase of minimum salaries for the management/confidential personnel effective September 1, 2009 according to the schedule listed.

**2.7 Recommend Approval to Establish a Contract with Wilkins Mechanical Inc. for Replacing Campus Natural Gas Lines**

Capital project funds have been approved by Broome County and New York State for a project to replace aging gas lines on campus. The college requested bids and opened them on May 11, 2010. The bids were reviewed and contacts made with owners and designers that have experience with the low bidder. The value of the bids is well within the available budget and allows us to proceed with the project. It was recommended that the Board of Trustees approves the establishment of a contract with Wilkins Mechanical Inc. contingent on their providing the necessary Insurance and Bonding as required in the Bid Document and completing all pre-contract requirements.

**2.8 Recommend Approval to Negotiate a Contract for Professional Services with a Consultant for the Science/Technology Building**

Capital project funds of \$21,000,000 have been approved by Broome County and New York State for a project to build a Science/Technology Building. The college advertised for consultants to perform the design and provide specifications for the new building. The selection committee interviewed six (6) of twenty-six (26) firms that expressed an interest in providing A/E Services for this project. It is recommended that Board of Trustees approves the recommendation that allows the college to enter into negotiations with HOLT Architects, PC for Professional Services related to the Science/Technology Building project.

**2.9 Recommend Approval to Purchase an Upgrade of Existing NEC Telephone Switch**

Broome Community College's Information Technology Department has identified the need to upgrade/replace the existing PBX. The current system is over seven years old, and can no longer keep up with the changing technology. The proposed system provides a growth path that addresses the growth on campus. The existing PBX is from NEC, who we have worked with for over fifteen years. Upgrading the current system is the most economical way to meet the needs of the college. It is recommended that the Board of Trustees approved the purchase of an upgrade of the existing NEC telephone switch at a cost of \$97,254

Discussion was held concerning information on leasing telephones. Mr. Newton reported that it is \$2000 per month to lease which would amount to \$18,000 more than purchasing over five years. BCC cannot buy out the lease it has to go to fair market value and it has been averaging 50% of the original cost. It could cost another \$40,000 or \$50,000 to buy it out at the end.

Trustee Serafini questioned the figures asking how the lease payment can be more than the purchase price and still have a residual. Trustee Serafini stated that the numbers don't make sense, he just leased phones and leasing was substantially less. Mr. Newton explained that if we were able to buy out the lease the lease cost per month is almost the same, it goes up a little bit but we can't take advantage of a buyout because we don't bid it so that option is not available to us. We have to take the option of fair market value of which the company determines the fair market value not us.

Trustee Akel asked if there is any market value to the system that we are junking. Mr. Newton explained that we are not junking the system, about a quarter of the system is being removed and we are actually building on the same frame, same rectifiers and the same cards, so the same telephone will work that we already have. We are updating the core of the CPU.

Trustee Serafini asked for an itemized list of the \$97,254 cost, Mr. Newton provided Trustee Serafini with the requested information.

Dr. Drumm recommended that BCC move forward with the purchase.

**Trustee Akel made a motion to approve Action Item 2.9. The motion was seconded by Trustee Moppert. The motion was approved, 7 aye and 1 nay.**

**2.10 Recommend Approval of a Budget Transfer to Purchase an Upgrade of Existing NEC Telephone Switch**

A budget transfer totaling no more than \$97,254 is needed to fund the purchase of an upgrade for the existing NEC telephone switch, which replaces seven-year old equipment. It is recommended that the Board of Trustees approves a budget transfer up to \$97,254 to fund the purchase of an NEC telephone switch upgrade.

**Trustee Moppert made a motion to approve Action Item 2.10. The motion was seconded by Trustee Akel. The motion was approved, 7 aye and 1 nay.**

## **PREFERRED AGENDA ITEMS 2.1, 2.3, 2.4, 2.5, 2.6, 2.7 and 2.8**

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

### **3.0 INFORMATION ITEMS**

#### **3.1 President's Report**

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

Dr. Drumm thanked the 77 volunteers who participated in the Broomescape project on May 21, 2010. He has heard from various people all over town that the plantings along Front Street and the entrances to campus look beautiful and it is certainly a noticeable difference. He thanked the Campus Beautification Committee and Dean Ligeikis for orchestrating Broomescape as well as Rick Armstrong and our grounds crew for assisting during the course of the day.

Dr. Drumm reported that he has not received the ACCT information concerning priorities for the Board that were established at the Board Retreat in April. As soon as he receives the information from ACCT he will forward it to the Board members.

He will be moving his family to the Broome County area next week and he will be out of the office beginning Wednesday, June 2 through June 14. He thanked the Board for the flexibility he has been allowed since he has been at Broome Community College.

We continue not to have any news from Albany concerning the budget. The Vice Presidents and the Budget Director continue to meet with him concerning the budget. Plan A and Plan B are in place and we are prepared to move forward with either depending on the NYS budget.

As of Friday, May 28, 2010 Enrollment Reports will be generated by Banner which will enable us to track enrollment. He reported that FTE's are up 9% for the summer. Dr. Drumm stated that Banner also allows students to take more responsibility for their own registration. They can register from their home computer or from a campus computer.

In the preferred agenda a number of faculty have received promotion, Dr. Drumm asked Ms. Peacock to expound on the candidates. Ms. Peacock stated that this is a stellar group of professional educators and she encouraged the Board to read the synopsis of each candidate that was included in their notebooks.

Trustee Coffey asked if the promotions have any effect on the full time adjuncts, would any of them be able to become full time employees of the College. Dr. Drumm responded that they would not be affected unless full time positions become available. If the enrollment trend continues we actually expect to have a larger number of part-time adjuncts next year.

Dr. Drumm attended a reception in his honor at the home of Dr. & Mrs. Rouff. There were approximately a dozen couples that attended who are major donors of the College.

Dr. Drumm thanked the Trustees for attending BCC's Commencement. It was a great event; this was the most electrically charged and upbeat commencement event that he has attended. The international flags have all been fireproofed and will be part of the commencement decorations next year.

We have had two news conferences; the Computer Security and Forensics Program announcement and the Ambulance Simulator announcement which generated a lot of good public relations.

### **3.2 BCC Foundation Report**

A copy of the May 2010 Foundation report to the Board was included in the Board package.

### **3.3 BCC Campus Operations Activity**

Updates were given on various capital projects for May 2010 by Mr. Newton and a summary of these updates was included in the Board package.

### **3.4 Budget Transfers**

Budget Transfers for April 2010 were included in the Board package.

### **3.5 Grant Approvals**

Grant approvals for April 2010 were reviewed by Mr. Newton.

### **3.6 Investment Report**

This report is routine and for informational purposes.

### **3.7 Personnel Activity Reports**

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

### **3.8 Budget Update**

This report is routine and for informational purposes.

Dr. Drumm reported that we have a centralized pool of half a million dollars in case the Governor's budget prevails. This year's budget has been reviewed and the greatest needs areas have been prioritized. The money will be reapportioned should the legislators' budget prevail. If the Governor's budget prevails an additional \$800,000 from reserves will be needed if we choose not to increase tuition more than the proposed 5.6%. He suggested that we not increase tuition beyond the 5.6%.

### **3.9 Initial II Appointments**

A copy of the candidates for Initial II Appointments was attached to the Board package for information.

Ms. Peacock reviewed the names and positions of Initial II Appointments with the Trustees.

### **3.10 Press Clippings**

This report is routine and for informational purposes.

## **4.0 COMMITTEE REPORTS**

### **4.1 Minutes from Finance and Facilities Meeting of May 25, 2010**

Chairperson Mastangelo, Acting Chair of the Finance and Facilities Committee submitted the Minutes for the May 25, 2010 meeting. The meeting was called to order at 7:30 a.m. The meeting adjourned at 8:25 a.m.

## **5.0 COMMUNICATIONS**

### **5.1 Breaking Ground Literary Magazine 2010**

A copy of this publication was included in the Board Package.

**6.0 OTHER**

**6.1** Mr. Newton reported that we have a 100% performance bond and a 100% labors and materials bond in place for the Gas Line Project.

**6.2** Chairperson Mastrangelo thanked Zachariah Riley for his outstanding service to the Board of Trustees and presented him with a parting gift.

Mr. Riley thanked the Board members by stating that he has learned a lot during his two years on the Board of Trustees.

**6.3** Chairperson Mastrangelo welcomed Sandra Harper as the new Student Trustee.

**Trustee Coffey made a motion to adjourn. The motion was seconded by Trustee Akel and the motion passed unanimously. The meeting adjourned at 3: 34 p.m.**

**THE NEXT FULL BOARD OF TRUSTEES MEETING IS SCHEDULED FOR THURSDAY, June 24, 2010 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.**