

**BROOME COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
September 20, 2012  
Official  
MINUTES**

**TRUSTEES PRESENT** Timothy Grippen, James Orband, Margaret Coffey, Nicholas Serafini, Angelo Mastrangelo, Joyce Majewski, George Akel

**TRUSTEES ABSENT:** Marc Newman, Willie Murray

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

**Chairperson Grippen called the meeting to order at 5:03 p.m.**

**1.0 APPROVAL OF MINUTES**

**Trustee Akel made a motion to approve the minutes of the July 19, 2012 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 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. The President of the College has reviewed the candidates for promotion submitted by the Committee for Professional Evaluation and recommended that the Board of Trustees approves for promotion the candidates listed; to Associate Professor, Mary P. Whittaker and to Associate Counselor, Deborah L. Hibbard

**2.2 Recommend Approval of Resolution for Revised Position Description – Assistant Director of Financial Aid/Operations**

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: Assistant Director of Financial Aid/Operations

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

### **2.3 Recommend Approval of Resolution for Revised Position Descriptions – Programmer/Analyst I and Programmer/Analyst II**

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 descriptions: Programmer/Analyst I and Programmer/Analyst II

### **2.4 Recommend Approval of Write-Offs of Student Account Receivables**

The office of the college Controller has reviewed the status of the Student Accounts Receivables and has found \$704,036.62 to be uncollectable. This represents the write-offs of outstanding receivables, which are now two-years old. Please recall that the Finance and Facilities Committee adopted a guideline to write off uncollectable accounts two years old or older at its October 1992 meeting. These receivables were accumulated as a result of tuition obligations incurred by students who registered and subsequently did not attend classes and deferrals based on financial aid awards to students who later became ineligible due to withdrawal from the college or changes in credit load and/or academic standing (see attached breakdown). It is understood that the students' obligation to the college remains and appropriate holds have been placed on their accounts. Collection efforts by college staff and various contracted collection agencies will continue. It was recommended that the Board of Trustees approves the write-offs of uncollectable accounts for receivables in the amount of \$704,036.62

### **2.5 Recommend Approval to Award Professional Services Contract to Keystone Associates for the Wales Renovation Project**

On April 30, 2012 eight (8) proposals were received in response to an RFP to solicit applicants to provide Expressions of Interest for Professional Services to renovate the Wales Building for the College. The Search Committee for the Wales Renovation Project interviewed four (4) A/E firms and is recommending the selection of Keystone Associates as the firm of choice. The Total Professional Fee is \$345,000. It was recommended that the Board of Trustees approves the contract for professional services to Keystone Associates for the Wales Renovation Project.

**Trustee Mastrangelo made a motion to approve Action Items 2.1, 2.2, 2.3, 2.4 and 2.5 on the Preferred Agenda. The motion was seconded by Trustee Majewski. The motion was unanimously approved.**

### **3.0 ACTION ITEMS**

#### **Walk on Agenda Item**

**Trustee Akel made a motion to add to the Action Item agenda the Recommend Approval of Final Payment to Include Release-of-Retainage to Excel Insulation Co. for their Contract Work on the Asbestos Abatement at Wales. Trustee Serafini seconded the motion and it was unanimously approved.**

#### **Recommend Approval of Final Payment to Include Release-of-Retainage to Excel Insulation Co. for their Contract Work on the Asbestos Abatement at Wales**

Excel Insulation has met their obligations to Broome Community College in the asbestos abatement of the crawl space in the Wales Building. All closeout documentation including releases has been obtained and approved by both the College and Jennings Environmental. It was recommended that the Board of Trustees approves the final payment of \$2,210.00 to include Release-of-Retainage to Excel Insulation Co. for their work in asbestos abatement at Wales.

**Trustee Akel made a motion to approve the above Walk on Agenda Action Item, Trustee Serafini seconded the motion and it was unanimously approved.**

#### **3.1 Recommend Approval of Slate of Officers for 2012-2013**

Pursuant to the By-Laws of the Broome Community College Board of Trustees, at the annual meeting held in September, the Board of Trustees shall elect a Chairperson and Vice Chairperson by majority vote of the Trustees. The BCC Board of Trustees Nominating Committee for 2012-2013 has recommended that Timothy Grippen be appointed Chairperson for 2012-2013 and James Orband be appointed Vice Chairperson, both for a term of (1) one year as provided for in the By-Laws.

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

#### **3.2 Recommend Approval of Nominating Committee for 2013-2014**

Pursuant to the By-Laws of the Broome Community College Board of Trustees, at the annual meeting held in September, the Board of Trustees shall elect a Nominating Committee consisting of three trustees. Such Nominating Committee members shall serve a term of (1) one year. The Nominating Committee of 2012-2013 recommended the following members to serve on the Nominating Committee for 2013-2014; George Akel, Chairperson, Nicholas Serafini and Marc Newman.

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

### **3.0 ACTION ITEMS CONTINUED**

#### **3.3 Recommend Approval of Schedule of Finance and Facilities Meetings and Board of Trustee Meetings for 2012-2013**

A schedule of the Finance & Facilities Committee and Board of Trustees meetings for 2012-2013 was attached in the Board package. It was recommended that the Board of Trustees approves the schedule for the Finance and Facilities Committee meetings and Board of Trustees meetings for 2012-2013.

**Trustee Akel made a motion to amend Action Item 3.3 to delete the date of the October 2, 2012 Finance and Facilities meeting and the October 4, 2012 Board of Trustees meeting. Trustee Serafini seconded the motion. The motion passed unanimously.**

**Trustee Akel made a motion to approve Action Item 3.3, as amended, Trustee Serafini seconded the motion and it was unanimously approved.**

#### **3.4 Recommendation that the Chair Appoint a Member of the Board of Trustees to the Broome Community College Housing Development Corporation Board**

It was recommended that the Chairperson appoint a member of the Board of Trustees to serve on the Broome Community College Housing Development Corporation Board. The Chairperson appointed Trustee Marc Newman to the BCC Housing Development Corporation Board.

**Trustee Akel made a motion to approve Action Item 3.4, as amended, Trustee Mastrangelo seconded the motion and it was unanimously approved.**

#### **3.5 Recommend Approval of Resolution Authorizing an Amendment to the Contract with Dr. Kevin E. Drumm**

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 of Trustees by Resolution 1221 approved on June 21, 2012 acknowledged the President's satisfactory performance in his duties over the past year and authorized an amendment to his contract to acknowledge that performance it was recommended to further amend the President's contract to modify paragraph 5(g) of said agreement. It was recommended that the Board of Trustees approves the amendment to the Contract with Dr. Kevin E. Drumm.

**Trustee Majewski made a motion to approve Action Item 3.5, Trustee Serafini seconded the motion and it was unanimously approved.**

## **4.0 INFORMATION ITEMS**

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

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

Dr. Drumm reported that the County budget remains flat with no increase for the College and will go to the Legislature for approval. There have been positive comments by some of the Legislators but he does not expect an increase in the budget.

Dr. Drumm stated that the major project we've been working on is the Housing project. A meeting with Saratoga Associates was held (Saratoga Assoc. did the current Master Plan) to update potential current housing sites; the sites on the Master Plan are currently located in the back of campus. The two primary issues with residence halls being located in the back of campus are running utilities to the site and runoff mitigation plus the neighbors would be happy if the residence halls were located in the front of campus. If residence halls were located in the front of campus the main issues would be curb appeal and some view issues. The meeting with Saratoga went well and the two potential sites in front of campus that were suggested were, the old Alms House site as well as the high ground right across the street from the Titchener building on the way in to Wales; this site is currently in the Master Plan as a non-specific building. Those are the two sites we are looking at. We are potentially looking at a four story building which would be no higher than the Library and the new Science Building. Saratoga Associates will prepare renderings which should be ready by next Friday. The issue will be the SEQRA which the County will have to request on whatever plot of land we request. We have to have a finished SEQRA before we can lease the land. Dr. Drumm also noted that Shared Governance is currently discussing the concept and philosophy of becoming a residential campus.

A Wine, Cider and Cheese Reception was held on September 19<sup>th</sup> hosted by our new Executive Vice President and Chief Academic Officer with approximately 100 people in attendance. Dr. Drumm thanked Dr. Battisti for his leadership in his new role as Executive Vice President and Chief Academic Officer.

Dr. Drumm reminded the Trustees that the President's Foundation Lawn Party will be held on Friday, September 28<sup>th</sup>.

#### **4.1.1 College Employee Satisfaction Survey Results**

The College Employee Satisfaction Survey Results were emailed to each of the Trustees

#### **4.1.2 Middle States Monitoring Report**

A copy of the September 1<sup>st</sup> Middle States Monitoring Report was distributed to each Trustee

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

##### **4.2 BCC Foundation Report**

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

##### **4.3 College Assembly Update**

Tracy Curtis, Chair of College Assembly presented the College Assembly update to the Board. A copy of this report was included in the Board package.

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

This report is routine and for information purposes.

Phil Testa updated the Trustees concerning the Natural Science Center Building steel delay. Mr. Testa reported that we are ahead of the make-up schedule. The Steel arrived on campus four days ahead of the make-up schedule and was erected seven days ahead of the make-up schedule and would have been 80% complete today had the crane not broke. He has been reassured that the crane will be operating tomorrow and the building will be at least two weeks ahead of the make-up schedule so we've averted any kind of problems with opening the building on time regarding the steel.

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

Budget Transfers for July 2012 and August 2012 were included in the Board package.

Ms. Losinger reported that despite having an enrollment decline last year in 2011-12 the fiscal year was closed out in an anticipated positive position. Although our revenues were down by \$600,000-\$700,000 our spending was down by twice that amount. We have been budgeted to use \$2 million dollars of fund balance and we will be using \$1.2 million dollars.

Dr. Drumm stated that he has asked Ms. Losinger to provide a report of where the funds are left over from the end of the year and also where we might be overspending.

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

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

##### **4.7 Investment Report**

This report is routine and for informational purposes.

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

##### **4.8 Personnel Activity Reports**

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

##### **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 September 18, 2012**

James Orband, Chairperson of the Finance and Facilities Committee submitted the Minutes for the September 18, 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 8:00 a.m.

#### **6.0 COMMUNICATIONS**

**None**

**EXECUTIVE SESSION**

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

**Trustee Akel made a motion to adjourn to Executive Session and Trustee Serafini seconded the motion. The Trustees went into Executive Session at 5:30 p.m.**

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

**Trustee Majewski made a motion to come out of Executive Session at 6:04 p.m. Trustee Serafini seconded the motion.**

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

**The meeting adjourned at 6:05 p.m.**

**THE NEXT FULL BOARD OF TRUSTEES MEETING IS SCHEDULED FOR 5:00 P.M. ON THURSDAY, DECEMBER 13, 2012 TO BE HELD IN THE LIBOUS ROOM OF THE DECKER HEALTH SCIENCES CENTER BUILDING**