

**BROOME COMMUNITY COLLEGE
BOARD OF TRUSTEES
September 16, 2010
Official**

MINUTES

TRUSTEES PRESENT Angelo Mastrangelo, Timothy Grippen, Robert Moppert, Joyce Majewski, Sandra Harper, George Akel, Nicholas Serafini, Margaret Coffey, James Orband

TRUSTEES ABSENT: Marc Newman

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 6:03 p.m.

1.0 APPROVAL OF MINUTES

Trustee Orband made a motion to approve the minutes of the July 29, 2010 Board of Trustees meeting. The motion was seconded by Trustee Akel and the minutes were unanimously approved as written.

2.0 PREFERRED AGENDA ACTION ITEMS

2.1 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 \$534,831.11 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 \$534,831.11

2.2 Recommend Approval of Bid #11-1 for Educational Services to the College of Staten Island

The College of Staten Island is the sole source of service to provide study abroad programs that meet BCC's programmatic needs in Italy; Quito, Ecuador and Guayaquil, Ecuador for the academic year 2010-11. The number of students enrolled in the program will determine the total contractual cost of services. The total recommended bid for study abroad programs with the College of Staten Island is not to exceed \$900,000. It was recommended that The Board of Trustees approves the bid for educational services from the College of Staten Island in an amount not to exceed \$900,000.

2.3 Recommend Approval of Final Payment to Include Release-of-Retainage to Postler and Jaeckle Corp. for their Contract Work on the Boiler Replacement Phase II Project

Postler and Jaeckle Corp. has met its obligations to Broome Community College as the General Contractor on the Boiler Replacement Phase II Project. The design team, Bearsch Compeau Knudsen recommends that final payment be made recognizing that Postler and Jaeckle Corp. has completed contractual work to include their punchlist. All closeout documentation including releases will be obtained and approved by both the college and county prior to providing a final check to Postler and Jaeckle Corp. It was recommended that The Board of Trustees approves final payment of \$23,515.60 to include Release-of-Retainage to Postler and Jaeckle Corp, for their contract work on the Boiler Replacement Phase II Project.

2.4 Recommend Approval of Resolution to Establish 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 of twenty-six firms that expressed an interest in providing A/E Services for this project. It was recommended that the college contract with HOLT Architects, PC for Professional Services associated with the project. Their effort will include Architectural and Engineering services and other technical needs that will result in the design of the building, bidding support, contract award recommendations to multiple primes and construction administration.

Trustee Majewski 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 Coffey. The motion was unanimously approved.

3.0 ACTION ITEMS

3.1 Recommend Approval of Slate of Officers for 2010-2011

Pursuant to the Bylaws of the Broome County College Board of Trustees, at the Annual meeting held in September, the Board of Trustees shall elect a Chair and Vice Chair by majority vote of the Trustees. The BCC Board of Trustees Nominating Committee for 2010-2011 recommended that Angelo Mastrangelo be appointed Chairperson and Timothy Grippen be appointed Vice Chairperson, both for a term of (1) year as provided for in the Bylaws.

Trustee Moppert 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 2011-2012

Pursuant to the Bylaws 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 one year. The Nominating Committee of 2010-2011 recommended the following members to serve on the Nominating Committee for 2011-2012: Nicholas G. Serafini, Jr., Chairperson, Marc Newman and George Akel.

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

3.3 Recommend Approval of Schedule of Finance and Facilities Meetings and Board of Trustee Meetings for 2010-2011

A schedule of the Finance & Facilities Committee and Board of Trustees meetings for 2010-2011 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 2010-2011. It was noted that the January 18 and 20, 2011 meeting dates will be changed to another date.

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

3.4 Recommend Approval of Payment of 2010-2011 NYCCT Membership Dues

In the past, Broome Community College has paid membership dues to the New York Community College Trustees of the State University of New York, Inc. (NYCCT). The membership dues structure incorporates the FTE ranges among the colleges. The New York Community College Association of Presidents (NYCCAP) also formulates their dues to reflect the FTE differences of the colleges by creating three categories. NYCCT has created its dues structure to include these same categories. This year that membership will be \$2,160.00.

Trustee Majewski made a motion to approve Action Item 3.4, Trustee Moppert 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.

The search for the Vice President for Student and Community Engagement is well underway with Professor Fran Battisti as the chair of the Committee. The closing date for resumes is Monday, September 21, 2010 and he will keep the Board members informed as to the committee's progress as the search progresses.

Dr. Robert Schneider, Vice President, Middle States Commission on Higher Education was on campus September 15, 2010. Dr. Schneider's visit was to provide support and guidance to the campus to help prepare for the monitoring report which is due by March 1, 2011. Dr. Schneider met with a variety of groups but mostly with our Shared Governance Task Force. Dr. Schneider apologized for not including the members of the Board on the list of people he wanted to meet with during his visit. Dr. Drumm submitted the ACCT Retreat Report to Dr. Schneider to confirm Board involvement in the process. He stated that Dr. Schneider reported that we are making good progress and that he found what he expected to find at this point concerning the progress of the monitoring report. Dr. Drumm reminded the Board that Dean Talley is chairing our Institutional Effectiveness Task Force and Meghan McGuinness is chairing our Shared Governance Task Force.

We are down by 1½% FTE's from last year. As of today we are slightly within the budget that we passed. It has been a lot of hard work on the part of the vice presidents and department heads and he thanked them for what they have done to help trim the budget. This year we should be fine but next year will be much more of a challenge.

Trustee Akel asked how much in to the fund balance was used to balance the budget. Dr. Drumm answered that we are below the 1.8 million maximum projection by roughly \$150,000 that we started the conversations with last Spring. Chairperson Mastrangelo commended President Drumm and everyone who has worked so hard this year for not having to use the fund balance.

Chairperson Mastrangelo attended the September 9, 2010 NYCCT Special Meeting of Community Board Chairs and NYCCT Board. He stated that Chancellor Zimpher was also in attendance and made an apology for not listening as well as she should have and stated that Albany could have been handled in a better way and hopefully the future will be better.

Lastly, Dr. Drumm reported that we have a contract with the KOR Group marketing firm. The population of our region is not growing and the College will become more and more dependent on enrollment, meaning that any growth in our budget and operations will likely come from enrollment. With a shrinking pool of people in the region we need to find new markets to grow enrollment and reach deeper into the markets that we have. Community colleges are moving from an input paradigm, that is an open access institution to an output paradigm, how successful we are with graduating students, helping them transfer and find good jobs.

Also, several of our sister institutions have changed their names over the last few years, generally adding SUNY in the title and have dropped community college from their name. This is something that the KOR Group will help the College evaluate to help us determine if we want to change our name or not.

Trustee Serafini asked who makes the ultimate decision on a name change. Dr. Drumm responded that it is a BCC Board of Trustees and SUNY decision.

Dr. Drumm introduced Anne Callahan, Principal of KOR Group who introduced members of her team and answered questions posed by the Board.

Discussion was held regarding renaming of the College.

Dr. Judy Siggins presented the September 2010 Foundation report to the Board and a copy of this report was included in the Board package.

The latest issue of Broome Magazine was included in the Board package. Dr. Siggins noted that the Foundation Annual Report was included in with the magazine.

The Chronicle of Higher Education has listed Broome Community College as twelfth in the Country for endowment size for community colleges.

The annual meeting will be held on Thursday, September 23, 2010. New Foundation Board members will be welcomed at this meeting.

Chairperson Mastrangelo pointed out that on Page 8 of the Broome Magazine a new Nursing Scholarship Fund which was founded by Vice Chair Grippen in honor of his wife Sally.

4.3 BCC Campus Operations Activity

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

September 1, 2010 Banner was fully implemented. Mr. Newton reported that accounts receivables and student records were successfully carried over. Debbie Morello and Regina Losinger's area were instrumental in this process and they did a fabulous job of transferring all the data.

4.4 Budget Transfers

Budget Transfers for July and August 2010 were included in the Board package.

4.5 Grant Approvals

Grant approvals for July and August 2010 were reviewed by Mr. Newton.

4.6 Investment Report

This report is routine and for informational purposes.

4.7 Personnel Activity Reports

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

4.8 Budget Update

This report is routine and for informational purposes.

Regina Losinger asked the Board members if it would be useful for her to present the investment report in a more informative format.

The Board members agreed to the change in format and Ms. Losinger will present the new format to the Board at a later meeting.

Ms. Losinger reported that due to Banner we are finally able to view commitment of funds and she will revisit this at the next Board meeting.

4.9 Press Clippings

This report is routine and for informational purposes.

5.0 COMMITTEE REPORT

5.1 Minutes from Finance and Facilities Meeting of September 14, 2010

Trustee Grippen, Chair of the Finance and Facilities Committee submitted the Minutes for the September 14, 2010 meeting. The meeting was called to order at 7:30 a.m. The meeting adjourned at 8:00 a.m.

Chairperson Mastrangelo noted that the final cost of the Science Technology Building is considerably less thanks to Marc Newman and George Akel. Due to their assistance we were able to save tens of thousands of dollars.

6.0 COMMUNICATIONS

- 6.1** Article from The Leader, *Corning Community College Ready to Take Next Step on Dorm Plan* was included in the Board packet for informational purposes

Trustee Moppert made a motion to adjourn. The motion was seconded by Trustee Akel and the motion passed unanimously. The meeting adjourned at 6:43 p.m.

THE NEXT FULL BOARD OF TRUSTEES MEETING IS SCHEDULED FOR THURSDAY, OCTOBER 28, 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.