

**BROOME COMMUNITY COLLEGE
BOARD OF TRUSTEES
September 17, 2009
Official**

MINUTES

TRUSTEES PRESENT Angelo Mastrangelo, Timothy Grippen, Robert Moppert, George Akel, Nicholas Serafini, Zachariah Riley, James Orband, Marc Newman, Margaret Coffey

TRUSTEES ABSENT: Joyce Majewski

ALSO PRESENT: Dr. John W. Deans, Grant F. Newton, Julie Peacock, Nancy LaBare, Elizabeth A. Wood, Robert Behnke, Patricia O'Day

Chairperson Moppert called the meeting to order at 6:01 p.m.

1.0 APPROVAL OF MINUTES

Trustee Riley made a motion to approve the minutes of the July 23, 2009 Board of Trustees meeting. The motion was seconded by Trustee Newman and the minutes were unanimously approved as written.

2.0 ACTION ITEMS

2.1 Recommend Approval of Slate of Officers 2009-2010

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 2009-2010 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 Orband made a motion to approve Action Item 2.1, the BCC Board of Trustees Nominating Committee recommendation for 2009-2010 that Angelo Mastrangelo be appointed Chairperson and Timothy Grippen be appointed Vice Chairperson, both for a term of (1) year. The motion was seconded by Trustee Serafini and the motion was unanimously approved.

Chairperson Moppert welcomed Dr. Angelo Mastrangelo as the new Chairperson of the Board of Trustees.

Dr. Deans thanked Chairperson Moppert for his years of service as Chair of the Board of Trustees and presented him with a photo of the May 2009 graduation ceremony.

Chairperson Mastrangelo stated that he and Vice Chairperson Grippen are looking forward to serving as the Chair and Vice Chair.

2.2 Recommend Approval of the Nominating Committee 2010-2011

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 2009-2010 recommended the following members to serve on the Nominating Committee for 2010-2011: Marc Newman, Chairperson, Nicholas G. Serafini, Jr., and George Akel.

Trustee Serafini made a motion to approve Action Item 2.2, the Nominating Committee of 2009-2010 recommendation that the following members serve on the Nominating Committee for 2010-2011: Marc Newman, Chairperson, Nicholas G. Serafini, Jr., and George Akel. The motion was seconded by Trustee Riley and the motion was unanimously approved.

Trustee Moppert introduced Rick Materese, Broome County Legislator who was in attendance.

2.3 Recommend Approval of Schedule of Board of Trustee Meetings 2009-2010

A schedule of the Finance & Facilities Committee and Board of Trustees meetings for 2009-2010 was attached in the Board package.

Trustee Akel made a motion to approve Action Item 2.3, the Schedule of Finance & Facilities Committee and Board of Trustees meetings for 2009-2010. The motion was seconded by Trustee Newman and the motion was unanimously approved.

2.4 Recommend Approval of Resolution for Revised Bylaws

Pursuant to Article 126, Section 6306 of the New York State Education Law, an amendment to the Broome Community College Board of Trustees Bylaws Article 1, "Introduction," Section 1.3, "Membership," must be made to reflect the change in the Board members term of office from nine to seven years.

According to Broome Community College Board of Trustees Bylaws Article 8 "Amendments", Section 8.1, "These Bylaws may be amended by a two-thirds vote of the Board of Trustees at either a special or regular meeting of the Board of Trustees, provided notice in writing of the proposed amendments shall have been mailed to the trustees at least 20 days prior to the meeting." A copy of the Revised Bylaws were mailed to each of the Trustees on August 24, 2009 noting that the Revised Bylaws would be presented for approval at the September 17, 2009 Board of Trustees meeting.

Trustee Coffey made a motion to approve Action Item 2.4, approval of revised Board of Trustees Bylaws. The motion was seconded by Trustee Newman and the motion was unanimously approved.

2.5 Recommend Approval of NYCCT Membership

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 formulate 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 \$2,000.00.

Trustee Newman made a motion to approve Action Item 2.5, payment of membership dues for September 1, 2009 to August 31, 2010 to the New York Community College Trustees of the State University of New York, Inc. (NYCCT). The motion was seconded by Trustee Coffey and the motion was unanimously approved.

PREFERRED AGENDA ITEMS 2.6, 2.7, 2.8 AND 2.9

2.6 Recommend Approval of Write-Offs of Student Accounts Receivables

The office of the college Controller has reviewed the status of the Student Accounts Receivables and has found \$351,997.41 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.

2.7 Recommend Approval of Resolution for Unpaid Leave of Absence for Martin J. Guzzi

The Board of Trustees acts in accordance with the terms of the BCC Guild labor contract to approve a request for unpaid leave for an employee in that bargaining unit. It was recommended that the Board of Trustees approve an unpaid leave of absence from October 1, 2009 to January 1, 2010 to Martin J. Guzzi, Registrar, Office of the Registrar to serve in a promotional capacity as Acting Vice President for Student Affairs.

2.8 Recommend Approval of Resolution for Unpaid Leave of Absence for Cynthia Mowry

The Board of Trustees acts in accordance with the terms of the BCC Guild labor contract to approve a request for unpaid leave for an employee in that bargaining unit. It was recommended that the Board of Trustees approve an unpaid leave of absence from October 1, 2009 to January 1, 2010 to Cynthia Mowry, Assistant Registrar, Office of the Registrar to serve in a promotional capacity Registrar.

2.9 Recommend Approval of Resolution for Unpaid Leave of Absence for Julia Peacock

The Board of Trustees acts to approve a request for unpaid leave for an employee in the management confidential group. It was recommended that the Board of Trustees approve an unpaid leave of absence from February 1, 2010 to July 31, 2010 to Julia Peacock, Dean of Health Sciences and Science, Technology, Engineering and Mathematics (STEM) to serve in a promotional capacity as Interim Vice President for Academic Affairs.

Trustee Newman made a motion to approve Action Items 2.6, 2.7, 2.8 and 2.9 on the Preferred Agenda. The motion was unanimously approved.

3.0 INFORMATION ITEMS

3.1 President's Report

Dr. Deans highlighted items in the President's Report.

Dr. Deans announced that he attended the SUNY Board of Trustees meeting on Tuesday, September 15, 2009 where his status as Interim President of Broome Community College was approved.

A copy of the Plan C agreement between the Broome County Legislature and BCC was included in the Board members packets for their review. All thirty SUNY community colleges are currently governed by Plan C provisions. There is no relationship more important than the one between the College and its sponsor and efforts to insure each party understands and respects the other's role are critical to effective governance.

Dr. Deans stated that he will be attending the NYCCAP meeting in Albany on October 1 and 2, 2009.

The new Computer Security and Forensics A.A.S. degree program is being "rolled out" and a promo piece will soon be publicized.

Chairperson Mastrangelo stated that the Board is very pleased that Dr. Deans is Broome Community College's Interim President and that they hear nothing but good things concerning him.

3.1.1 H1N1 Presentation by Peggy Smith, Director of Health and Wellness Center

Peggy Smith updated the Board concerning campus education and preparation for the H1N1 influenza.

3.1.2 ABET Reaccreditation/follow-up Presentation by Julie Peacock

Julie Peacock reported to the Board that the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology passed both the Civil Engineering Technology and the Mechanical Engineering Technology programs to receive full accreditation through September 30, 2015. The Electrical Engineering Technology program received accreditation through September 30, 2011.

3.1.3 BCC Recent Budget Developments by Regina Losinger

Regina Losinger gave a PowerPoint presentation to the Board titled, Everything You Always Wanted to Know About the BCC Operating Budget. The presentation was followed by a question and answer session.

3.2 BCC Foundation Report

Dr. Judy Siggins presented the September 2009 Foundation report to the Board and a copy of this report was included in the Board package.

3.3 BCC Campus Operations Activity

Updates were given on various capital projects for August 2009 and September 2009 by Mr. Newton and a summary of these updates was included in the Board package.

3.4 Budget Transfers

Budget Transfers for July 2009 and August 2009 were reviewed by Mr. Newton.

3.5 Grant Approvals

Grant approvals for July 2009 and August 2009 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.

3.9 Press Clippings

This report is routine and for informational purposes.

4.0 COMMITTEE REPORTS

4.1 Minutes from Finance and Facilities Meeting of September 15, 2009

Vice Chair Mastrangelo submitted his Minutes for the September 15, 2009 meeting. The meeting was called to order at 7:30 a.m. Executive Session was called at 7:55 a.m. to discuss personnel matters. Executive Session ended at 8:20 and the meeting adjourned at 8:25 a.m.

5.0 COMMUNICATIONS

None

EXECUTIVE SESSION

Chairperson Mastrangelo called for Executive Session to discuss personnel matters. At 7:10 p.m. A motion was made by Trustee Newman to adjourn to Executive Session and seconded by Trustee Serafini. The motion passed unanimously.

Dr. Deans, Grant Newton and Elizabeth Wood were asked to attend Executive Session.

Trustee Serafini made a motion to end Executive Session at 7:32 p.m. The motion was seconded by Trustee Newman.

Trustees went into Executive Session at 7:10 p.m. The Executive Session ended at 7:32 p.m.

Trustee Akel made a motion to adjourn. The motion was seconded by Trustee Serafini and the motion passed unanimously. The meeting adjourned at 7:33 p.m.

THE NEXT FULL BOARD OF TRUSTEES MEETING IS SCHEDULED FOR THURSDAY, OCTOBER 22, 2009 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 LIBRARY ROOM.