

BROOME COMMUNITY COLLEGE

Board of Trustees

Finance and Facilities Committee

January 25, 2011

MINUTES

TRUSTEES PRESENT: Chairperson Grippen, George Akel, Joyce Majewski, Margaret Coffey

ALSO PRESENT: Dr. Drumm, Regina Losinger, Debra Morello, Julia E. Peacock, Richard Armstrong, Jeanette Tillotson, Elizabeth A. Wood

Chairperson Grippen called the meeting to order at 7:34 a.m.

1. ACTION ITEMS

1.1 RECOMMEND APPROVAL OF PAYROLL CERTIFICATION

G. Akel moved that the Finance and Facilities Committee approves the filing of the College payroll for the months of November and December 2010. J. Majewski seconded the motion, and it was unanimously approved.

1.2 RECOMMEND APPROVAL OF PETTY CASH EXPENDITURES

J. Majewski moved that the Finance and Facilities Committee approves expenditures from petty cash accounts for the months of November and December 2010 and reimburse the funds in the amounts designated. G. Akel seconded the motion, and it was unanimously approved.

1.3 RECOMMEND APPROVAL OF THE VERIZON NEXT STEP PROGRAM GRANT FOR SPRING 2011

M. Coffey moved that the Finance and Facilities Committee on behalf of the Board of Trustees approves acceptance of this grant for the period of January 1, 2011 to June 30, 2011 in an amount up to \$122,323. G. Akel seconded the motion, and it was unanimously approved.

1.4 RECOMMEND APPROVAL OF THE VERIZON NEXT STEP PROGRAM GRANT FOR FALL 2011

M. Coffey moved that the Finance and Facilities Committee on behalf of the Board of Trustees approves acceptance of this grant for the period of July 1, 2011 to December 31, 2011 in an amount up to \$130,586. G. Akel seconded the motion, and it was unanimously approved.

1.5 RECOMMEND APPROVAL OF RESOLUTION FOR AN UNPAID LEAVE OF ABSENCE FOR KATIE MCGOWAN BUCCI

G. Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approves an unpaid leave of absence to Katie McGowan Bucci, Staff Assistant, Fast Forward, from February 21, 2011 to December 1, 2011 according to the terms of the applicable bargaining unit agreement. J. Majewski seconded the motion, and it was unanimously approved.

1.6 RECOMMEND APPROVAL OF RESOLUTION FOR AN UNPAID LEAVE OF ABSENCE FOR REGINA LOSINGER

G. Akel moved that the Finance and Facilities Committee recommends that the Board of Trustees approves an unpaid leave of absence to Regina Losinger, Budget Officer, from January 1, 2011 to August 31, 2011 to serve in a promotional capacity as the Acting Vice President of Administrative and Financial Affairs. M. Coffey seconded the motion, and it was unanimously approved.

1.7 RECOMMEND APPROVAL OF RESOLUTION FOR AN UNPAID LEAVE OF ABSENCE FOR DEBRA MORELLO

M. Coffey moved that the Finance and Facilities Committee recommends that the Board of Trustees approves an unpaid leave of absence to Debra Morello, Dean of Continuing Education, from January 1, 2011 to August 31, 2011 to serve in a promotional capacity as the Acting Vice President of Student and Community Engagement. J. Majewski seconded the motion, and it was unanimously approved.

2. INFORMATION ITEMS

2.1 President's Report

Dr. Drumm updated the committee on the failure of heating units in the Decker Health Science Building. Regina Losinger reported that nine (9) of the units failed, and they were pulling an additional six (6) units to check them also. The coils in the units froze and when they started warming up, they cracked and then flooded. Four (4) faculty offices were damaged; two (2) very badly. Four (4) classrooms were affected and out of service. Ceilings and insulation also came down, and there was three (3) inches of water also. They are triaging the units and some of the units may need replacing at a cost of between \$4K and \$6K which Regina is going to submit to insurance. She let the committee know that the maintenance staff has been phenomenal. The units were part of the original building which is 13 years old.

Trustee Akel asked if there was any permanent damage to records. Julia Peacock responded that the quality assurance records for the Dental Hygiene Clinic were lost. They are going to try to scan what is left as these are records that have to go to the accrediting agency.

Regina will pursue what caused this. There was further discussion regarding how the building was affected. Dr. Drumm reported that there was a small amount of damage to the Libous Room which the Board members will see at Thursday's board meeting.

Dr. Drumm also commented on the Chancellor's State of the SUNY address which there was a lot of positive press. However, it will not have an impact on our budget situation.

The dates of the NYCCT Spring Conference are April 14th to 16th which is during our spring break the week of April 11th. He will have more details Thursday night.

Also ACCT has an annual congressional summit which he will be attending on February 14th to 16th in order to continue to meet our congressional staff.

There is also the reauthorization of the Higher Education Act which happened two years ago. It is expected that there will be a number of new reporting requirements to the federal government when those regulations finally come out. There is a group of community college leaders working on the voluntary framework for accountability. Previously we have had to report only two numbers to the federal government: The default rate on student loans and our three (3) year graduation rate for first-time, full-time students on financial aid.

Walter Bumphus is the new president of the American Association of Community Colleges effective January 1, 2011. He is doing a tour of the nation and CUNY will be hosting a meeting in a few weeks down at Bronx Community College.

The American Graduation Initiative, which was part of the Health Care Bill for \$2 billion, \$500 million was released for Department of Labor Workforce Training Grants. SUNY is putting a group of campuses together to do a statewide consortium proposal, and we have agreed to be part of that. Once SUNY makes a determination the areas of focus for the state-wide RFP, we will take a serious look at if we want to do one locally.

2.2 BCC Budget and Financial Developments

Regina let the committee know that Piaker & Lyons will be attending the Board meeting Thursday to give a report on our audit. We received a clean bill of financial health as expected. They are recommending that we have a review of our computing internal controls. It has been ten (10) years since we have had this done, and we have a new software system with Banner. This is routine, and Piaker & Lyons will be bringing someone in to perform the audit.

She also discussed the alignment of Financial Aid and Students accounts which are forming a new area of Student Financial Services that will be under Jeanette Tillotson, Controller. This one-stop approach will help students pay their tuition bills in one area.

She updated the committee on our enrollment which currently is down 5% comparing spring to spring despite the efforts of the Enrollment Management Team, Debra Morello and her staff, and Julia Peacock and the academic areas. Debra Morello reported that we have put in accelerated courses, which used to be known as trailer courses. We are hoping this will boost enrollment, and we have already posted our summer courses. We will be doing a winter session next year which is something brand new for us.

Julia Peacock reported that we are seeing more part-time students and trying to find out why this is occurring. We did just put in the Banner system and other schools have experienced reductions in their enrollment when they instituted the student Banner system. We are doing advisement and registration differently and that is being looked at also. There was further discussion regarding this. Binghamton University also reported that our transfer applications are down by almost half. We started looking into that yesterday. We are hearing from the advisors and chairpersons that students are informing them that they intend to finish BCC, but they do not want to transfer yet because they need to be working to help their household incomes. There was further discussion regarding students who also have used their financial aid allotments.

Trustee Coffey asked what other schools are having the same problems. Regina responded that she has not received a lot of information on this in the last few months and is waiting to see what happened with all the other schools for the fall semester as those numbers have not been available. There was further discussion regarding this issue.

Regina discussed the two (2) budget scenarios and the budget rules of thumb with the committee. She will have another discussion at the Board on Thursday.

She also reported that in addition to having 15.5% of our state aid cut this year, there were federal economic recovery funds used for nearly 20% of our budget. It is our understanding that these funds sunset this year and that is \$2.5 million dollars which is 20% of our current state aid. The year we just finished they had included \$1 million dollars of those funds which is more than doubling and they are now scheduled to go away.

There was a discussion regarding tuition increases as well as faculty load with the committee.

2.3 Reports for Board Information

- 2.3.1 BCC Facilities Update**
- 2.3.2 Personnel Report**
- 2.3.3 Budget Transfers**
- 2.3.4 Grant Approvals**
- 2.3.5 Investment Report**

These reports were submitted to the committee for information.

G. Akel made a motion to adjourn the meeting. J. Majewski seconded the motion, which was unanimously approved. The meeting was adjourned at 8:36 a.m.

***The next Finance and Facilities Committee Meeting is scheduled for
February 15, 2011 at 7:30 a.m. in W107 Conference Room***

Approved at the January 27, 2011 Board of Trustee Meeting