

BROOME COMMUNITY COLLEGE

Board of Trustees Finance and Facilities Committee

March 15, 2011

MINUTES

TRUSTEES PRESENT: Chairperson Grippen, George Akel, Joyce Majewski, Marc Newman

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 month of February 2011. 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 month of March 2011 and reimburse the funds in the amounts designated. G. Akel seconded the motion, and it was unanimously approved.

1.3 RECOMMEND APPROVAL OF RESOLUTION TO ENTER INTO AN AGREEMENT WITH THE NEW YORK STATE WEATHERIZATION DIRECTORS ASSOCIATION FOR THE CONSTRUCTION OF A TRAINING STRUCTURE (PRESSURE HOUSE) ON THE BROOME COMMUNITY COLLEGE CAMPUS AND TO ACCEPT OWNERSHIP OF THE PRESSURE HOUSE UPON COMPLETION

G. Akel moved that the Finance and Facilities Committee recommends to the Board of Trustees that the college enters into an agreement with the New York State Weatherization Directors Association for the construction of and leading to the ownership of a Pressure House. J. Majewski seconded the motion, and it was unanimously approved.

2. INFORMATION ITEMS

2.1 President's Report

Dr. Drumm is still awaiting formal news on the state budget. We are currently searching for three (3) teaching positions. At this time Regina Losinger updated the committee on the budget. She is budgeting for an 8.9% tuition increase. Some of our peers are anticipating going as high as 13% to 15%, and the average is approximately a 7% increase.

There is \$500,000 for critical personnel replacements; four (4) searches will use half of this amount. The remainder of the critical needs will be discussed further in Executive Council.

The 2011-12 proposed budget includes a 0.3% spending decline. The departments have been asked to bring their budgets in at 5% lower. Two (2) million dollars is proposed to be used out of the fund balance. This is not sustainable year after year, but the one (1) million budgeted this year is. We will be using \$3 million which is 42% of our fund balance.

Trustee Akel asked how the spring enrollment has been through the community college system in NY. Regina has not heard anything but will check with SUNY before the Board meeting Thursday.

Dr. Drumm let the committee know that our joint admissions program with Binghamton University (BU) is moving along. The finance group met recently to work on the fees. We will see what audience BU targets and how many of them will take advantage of the offer. The consensus is that the potential is quite large. Trustee Akel asked how close we were to an agreement with BU. Debra Morello responded that BU has already started to send out invitations to students. Dr. Drumm received a note from Sandra Stark from BU on Friday that she had been contacted by the New York Times. They were looking for admissions partnerships with competitive public universities because the privates have made the news. We are waiting for BU to contact the leads since they are their students. He will send an email to Sandra to follow up with her. He has spoken with Dr. Magrath about doing a press release.

He let the committee know about his trip to Columbia on March 1st and 2nd. He met with two (2) different large national organizations and the university that want to work with us. This will be primarily on the Continuing Education model and the potential market for workforce training. They are moving into the manufacturing, and their economy is booming. They are looking to us to help them with their work force training. In Bogota they want to train 25,000 call center workers in call center skills and English. It is a big market and we will see where it takes us. We also have 23 students that are in our associate degree program in Business and Quality Assurance. The schedule is to do three (3) semesters there and one (1) semester here. They are raising scholarship money there to send hopefully 23 kids here.

Our Fast Forward, which is our concurrent enrollment, is up for fall because we schedule those classes now for next year. Enrollment initiatives are going on several fronts right now.

2.2 BCC Budget and Financial Developments

Regina gave her report during the President's report.

2.3 Reports for Board Information

2.3.1 BCC Facilities Update

Regina reviewed the draft 10 Year BCC Facilities Improvement Plan which is based in the campus Master Plan. It also incorporates those critical facility needs that were discussed last month. At the Board meeting Thursday she will be looking for agreement to include the projects for our Broome County Capital Improvement Plan. There was discussion as the plan was reviewed.

2.3.2 Personnel Report

Elizabeth Wood reviewed the report for the committee. Trustee Akel asked which searches were underway. Elizabeth responded that there is a Technical Assistant II in Dental Hygiene Department, and two (2) Assistant Professors in Civil Engineering and Biology.

2.3.3 Budget Transfers

This report was submitted to the committee for information.

2.3.4 Grant Approvals

This report was submitted to the committee for information.

2.3.5 Investment Report

This report was submitted to the committee for information.

2.3.6 2011 Candidates for Professional Development Recognition Increment

This report was submitted to the committee for information and there was discussion regarding the increments.

2.4 Draft 10 Year BCC Facilities Improvement Plan

This was discussed during the BCC Facilities Update.

G. Akel made a motion to adjourn the meeting. J. Majewski seconded the motion, which was unanimously approved. The meeting was adjourned at 8:30 a.m.

***The next Finance and Facilities Committee Meeting is scheduled for
April 19, 2011 at 8:30 a.m. in W107 Conference Room***