

**BROOME COMMUNITY COLLEGE
BOARD OF TRUSTEES
September 18, 2008
Official**

MINUTES

TRUSTEES PRESENT: Vice Chair Angelo Mastrangelo, George Akel, Nicholas Serafini, Timothy Grippen, Joyce Majewski, Zachariah Riley, James Orband, Marc Newman

TRUSTEES ABSENT: Robert Moppert, Chairperson

ALSO PRESENT: Dr. Daniel T. Hayes, Grant F. Newton, Julie Peacock, Nancy LaBare, Elizabeth A. Wood, Richard David, Robert Behnke, Patricia O'Day

Vice Chairperson Mastrangelo called the meeting to order at 6:03 p.m.

1.0 APPROVAL OF MINUTES

Trustee Riley made a motion to approve the minutes of the July 29, 2008 Board of Trustees meeting. The motion was seconded by Trustee Serafini and the minutes were unanimously approved as written.

Vice Chairperson Mastrangelo introduced Greta Wingate, President of the Faculty Association Union who addressed the Board regarding the relationship between the Faculty Association and the Board of Trustees, the Taylor Law, continuing appointment, the grievance procedure and the composition of the Presidential Search Committee.

2.0 ACTION ITEMS

2.1 Recommend Approval of Slate of Officers 2008-2009

Pursuant to the By-Laws 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 2007-2008 recommended that Robert Moppert be appointed Chair and Angelo Mastrangelo be appointed Vice Chair, both for a term of (1) year as provided for in the By-Laws.

Trustee Newman made a motion to approve Action Item 2.1, the BCC Board of Trustees Nominating Committee recommendation for 2008-2009 that Robert Moppert be appointed Chairperson and Angelo Mastrangelo be appointed Vice Chairperson, both for a term of (1) year as provided for in the By-Laws. The motion was seconded by Trustee Akel and the motion was unanimously approved.

2.2 Recommend Approval of the Nominating Committee 2009-2010

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 one year. The Nominating Committee of 2008-2009 recommended the following members to serve on the Nominating Committee for 2009-2010: George Akel, Chair, Nicholas G. Serafini, Jr., and Marc Newman

Trustee Newman made a motion to approve Action Item 2.2, the Nominating Committee of 2008-2009 recommendation that the following members serve on the Nominating Committee for 2009-2010: George Akel, Chair, Nicholas G. Serafini, Jr., and Marc Newman. The motion was seconded by Trustee Majewski and the motion was unanimously approved.

2.3 Recommend Approval of Schedule of Board of Trustee Meetings 2008-2009

A schedule of the Finance & Facilities Committee and Board of Trustees meetings for 2008-2009 was attached in the Board package.

Trustee Newman made a motion to approve Action Item 2.3, the Schedule of the Finance & Facilities Committee and Board of Trustees meetings for 2008-2009. The motion was seconded by Trustee Akel and the motion was unanimously approved.

2.4 Recommend Approval of Revised Position Descriptions

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 approve the following revised position descriptions: Interim Vice President for Academic Affairs and Interim Vice President for Student Affairs.

Trustee Newman made a motion to approve Action Item 2.4, approval of revised position descriptions. The motion was seconded by Trustee Orband 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 Akel made a motion to approve Action Item 2.5, payment of membership dues for September 1, 2008 to August 31, 2009 to the New York Community College Trustees of the State University of New York, Inc. (NYCCT). The motion was seconded by Trustee Orband and the motion was unanimously approved.

2.6 Recommend Approval of Resolution for BANNER Team Recognition

In 2008, Dr. Daniel T. Hayes, Interim President, requested that the Broome Community College BANNER Team employees be recognized for their contribution and dedicated service to the BANNER Project.

Trustee Grippen made a motion to approve Action Item 2.6, Resolution recognizing the BANNER Team. The motion was seconded by Trustee Serafini and the motion was unanimously approved.

PREFERRED AGENDA ITEMS 2.7, 2.8 AND 2.9

2.7 Recommend Approval of Revised 2008-2009 Tuition and Fees

It is proposed that the 2008-09 tuition and fees resolution be revised to exclude persons over the age of 60 who take course(s) for audit from the vehicle registration fee. The financial impact to the college is very minimal - the fee is \$50 per year per vehicle or \$10 for summer only, and in a typical semester there are approximately 10 registrants, not all of whom bring vehicles on campus.

2.8 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 \$397,578.96 to be uncollectible. This represents the write-offs of outstanding receivables, which are now two years old. Please recall that the Finance & Facilities Committee adopted a guideline to write off uncollectible 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. 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.

2.9 Recommend Approval of Presidential Search Committee Members

Upon a presidential vacancy, the Board of Trustees shall appoint a committee to advise the full board on the appointment of a new president. In accordance with the SUNY Board of Trustees guidelines, the committee shall consist of, but not limited to, teaching faculty, administration, support staff, students, alumni, the College sponsor and the Board of Trustees. Joyce Majewski, Board of Trustees member requests that the Board of Trustees approve the members of the 2008 Broome Community College Presidential Search Committee.

Trustee Serafini made a motion to approve Action Items 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. Hayes highlighted items in the President's Report.

Included in the report were routine correspondence from SUNY and the State Education Department which included, letters regarding the program revision and approval of the College's Telecommunication Technology AAS Degree, program approval for the College's Homeland Security Associate in Science Degree and information regarding preliminary estimates for campus enrollment projections from SUNY.

State University Budget cuts were also included. Dr. Hayes stated that, fortunately only the categorical aid programs including, rent aid childcare facilities aid and other types of categorical aid were cut by 6%. Due to this cut Broome Community College stands to lose \$8,000. The economy has experienced tremendous turmoil within the last few days which might result in additional cuts. State officials are signaling that the 2009 budget year may be a difficult year for colleges.

Dr. Hayes sent a letter to Michael Marinaccio, Town of Dickinson Town Supervisor relative to student dormitory housing, stating that the College is in an exploratory phase and is working with United Development who will develop a proposal for the Town's consideration. BCC is looking to be good neighbors, and has the best interest of our students, the institution and the residents of this area.

Dr. Hayes, Grant Newton and Rick Armstrong are reviewing the list of projects in the College's Master Plan. The County Legislature suggested presenting to them and the County Executive a list of College project priorities. When the list is complete it will be brought to the Legislature and County Executive.

Middle States Accreditation self study is underway. There are 14 committees in place, one for each of the 14 standards that Middle States currently operates with for Colleges. One standard is College Governance, Dr. Hayes asked the Board members to consider serving on this committee with another Trustee, faculty members, administrators, students and staff members. The Middle States visitation will occur the next academic year and it is critical to have Trustee involvement in this process. Dr. Hayes asked that interested Board members contact him within the next few days if they would like to serve on this committee.

3.2 BCC Foundation Report

Dr. Judy Siggins presented the September 2008 Foundation report to the Board and a copy of this report was included in the Board package.

3.3 Capital Projects

Updates were given on various capital projects for August 2008 and September 2008 by Mr. Newton and a summary of these updates was included in the Board package.

3.4 Budget Transfers

Budget Transfers for July 2008 and August 2008 were reviewed by Mr. Newton.

3.5 Grant Approvals

Mr. Newton reported that there was no Grant activity during July 2008 and August 2008.

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.

3.8.1 BANNER Implementation Budget

Mr. Newton reviewed the Banner Implementation Budget stating that the primary source of funding has been the fund balance and not entirely from the operating budget. A copy of the budget was included in the Board package.

3.8.2 Faculty Health Insurance Analysis

Mr. Newton reviewed the Faculty Health Insurance Analysis which was requested by Dr. Hayes. A copy of this analysis was included in the Board package.

3.8.3 Comparison of BCC Faculty Contract and Community Colleges

Mr. Newton reviewed the Comparison of BCC Faculty Contract and Community Colleges. A copy of this report was included in the Board package.

3.9 Press Clippings

This report is routine and for informational purposes.

3.10 Initial II Appointment

A copy of the candidate for Initial II Appointment was attached to the Board package for information.

4.0 COMMITTEE REPORTS

4.1 Minutes from Finance and Facilities Meeting of July 29, 2008

Vice Chair Mastrangelo submitted his Minutes for the July 29, 2008 meeting.

4.2 Minutes from Finance and Facilities Meeting of September 16, 2008

Vice Chair Mastrangelo submitted his Minutes for the September 16, 2008 meeting. The meeting was called to order at 7:30 a.m. and adjourned at 8:40 a.m.

5.0 COMMUNICATIONS

None

6.0 OTHER

6.1 Vice Chairperson Mastrangelo announced that the SUNY Board of Trustees appointed Dr. Hayes as Interim President of Broome Community College at their September 16, 2008 meeting.

6.2 Vice Chairperson Mastrangelo welcomed Julie Peacock and Nancy LaBare to their first official Board of Trustees meeting as Interim Vice President.

Julie Peacock congratulated the Liberal Arts Division on its new Associates in Science Music program.

Nancy LaBare reported that the College held its first Orientation Program this summer and it was very successful.

6.3 Vice Chairperson Mastrangelo announced the resignation of Alex DePersis from the Board of Trustees.

Trustee Akel made a motion to present Mr. Depersis with a resolution recognizing his years of service to the Broome Community College Board of Trustees. The motion was seconded by Trustee Majewski and the motion was unanimously approved.

EXECUTIVE SESSION

Vice Chairperson Mastrangelo called for Executive Session to discuss collective bargaining and negotiations. At 6:40 p.m. A motion was made by Trustee Majewski to adjourn to Executive Session and seconded by Trustee Akel. The motion passed unanimously.

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

Trustee Majewski made a motion to end Executive Session at 7:50 p.m. The motion was seconded by Trustee Akel.

Trustees went into Executive Session at 6:40 p.m. The Executive Session ended at 7:50 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 7:51 p.m.

THE NEXT FULL BOARD OF TRUSTEES MEETING IS SCHEDULED FOR THURSDAY, OCTOBER 23, 2008, 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.