

**BROOME COMMUNITY COLLEGE
BOARD OF TRUSTEES
July 29, 2010
Official**

MINUTES

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

TRUSTEES ABSENT: James Orband

ALSO PRESENT: Dr. Kevin E. Drumm, Grant Newton, Martin Guzzi, Rich David, Elizabeth A. Wood, Robert Behnke, Patricia O'Day

Chairperson Mastrangelo called the meeting to order at 6:00 p.m.

1.0 APPROVAL OF MINUTES

Trustee Moppert made a motion to approve the minutes of the June 24, 2010 Board of Trustees meeting. The motion was seconded by Trustee Majewski and the minutes were unanimously approved as written.

2.0 PREFERRED AGENDA ACTION ITEMS

2.1 Recommend Approval of Resolutions for BCC 2010-2011 Budget, Sponsor Services, Full-Time Positions and Tuition and Fees

On July 22nd the Broome County Legislature voted to adopt the 2010-2011 operating budget as proposed by the College and recommended by the County Executive. This budget did not include any increase in county support, like most other New York State Community Colleges. Broome County is experiencing financial challenges during this economic downturn and is not able to provide additional support to the college next year.

Draft BCC Board of Trustees resolutions adopting the tuition and fees, operating budget, sponsor services, and full-time positions are presented. Proposed changes to tuition and fees are displayed on the Finance and Facilities version of the resolution.

2.2 Recommend Approval of Resolution for Actual Salaries for Management/Confidential Personnel for 2010-2011

According to Local Law Intro. No. 8, 1990, entitled "A Local Law Amending the Broome County Charter and Administrative Code with Respect to Broome Community College," the Plan C legislation, authorizes the Board of Trustees to approve salaries as recommended and to fix compensation for unrepresented administrative positions. It was recommended that the Board of Trustees approve a 3% increase in actual salaries for management/confidential personnel effective September 1, 2010.

2.3 Recommend Approval of Resolution for Minimum Salaries for management/Confidential Personnel for 2010-2011

According to Local Law Intro. No. 8, 1990, entitled "A Local Law Amending the Broome County Charter and Administrative Code with Respect to Broome Community College," the Plan C legislation, authorizes the Board of Trustees to approve minimum salaries as recommended and to fix compensation for unrepresented positions. It was recommended that the Board of Trustees approves the 3% increase of minimum salaries for the management/confidential personnel effective September 1, 2010.

2.4 Recommend Approval of Final Payment to Include Release-of-Retainage to Gorick Construction Co., Inc. for their Contract Work on the Alms Building Demolition Project

Gorick Construction Co., Inc. has met its obligations to Broome Community College as the General Contractor on the Alms Building Demolition Project. The design team, Shumaker Consulting Engineering and Land Surveying, recommends that final payment be made recognizing that Gorick Construction Co., Inc. 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 Gorick Construction Co., Inc. It was recommended that the Board of Trustees approves final payment of \$10,120.75 to Gorick Construction Co., Inc.

Trustee Moppert made a motion to approve Action Items on the Preferred Agenda. The motion was seconded by Trustee Newman. The motion was unanimously approved.

3.0 ACTION ITEMS

3.1 Recommend Approval to Set Date of the Annual Meeting

Pursuant to the By-Laws of the Broome Community College Board of Trustees, the annual meeting will be held in September, for the purpose of election of officers, the nominating committee and any other matters to establish at the annual meeting dates, times and places for regular meetings for the current academic year. It was recommended that the Board of Trustees set the date of September 16, 2010 as the date of the annual meeting for 2010.

Trustee Majewski made a motion to approve Action Item 3.1, Trustee Grippen seconded the motion and it was unanimously approved.

3.2 Recommend Approval of Perkins IV Postsecondary & Adult Formula Allocation Grant

It was recommended that the Board of Trustees accept the Perkins IV Postsecondary & Adult Formula Allocation Grant in the amount of \$339,859.00

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 Appointment of a Board of Trustees Member to the BCC Shared Governance Task Force

The Shared Governance Task Force is a formal vehicle to continue discussion within the College community and among relevant constituencies concerning how to improve the structure and the functioning of shared governance on the BCC campus. In response to the Middle States Accreditation report that shared governance be implemented at Broome Community College, a Shared Governance Task Force has been created by the President. The Middle States monitoring report is due on March 1, 2011 and Broome Community College's goal is to report significant progress concerning the implementation of Shared Governance on campus in this report. A diverse membership will enhance dialogue and ideas and a member of the Board of Trustees as a Task Force member is vital to the implementation of Shared Governance at BCC. It was recommended that the BCC Board of Trustees Chairperson appoint a member of the Board of Trustees to the Broome Community College Shared Governance Task Force for a term of (2) two years.

Chairperson Mastrangelo appointed Trustee Grippen to the Broome Community College Shared Governance Task Force for a term of (2) two years.

4.0 INFORMATION ITEMS

4.1 President's Report

Dr. Drumm presented his July President's Report to the Board.

Dr. Drumm requested that an executive session be held to discuss personnel matters and to apprise the Board of the Guild contract negotiations.

Dr. Dumm met with Holt Engineers for a formal meeting concerning the new Science and Technology building. A contract is expected to be presented to the Board at the September meeting.

He attended the NYCCAP meeting in Syracuse on July 28th to discuss the NYS budget and the Governor's veto. Also discussed at the meeting was what the Legislative agenda would be moving forward and to create legislative priorities, two of the top priorities are restoring our base aid and capital funding.

The biggest concern at the meeting was the loss of the stimulus monies for the 2011-2012 fiscal year budget. We will need to be fiscally conservative and extremely cautious with our 2010-2011 budget this year and also with the use of our fund balance in order to be prepared to balance our 2011-2012 budget.

Our enrollment has improved and we have cut the deficit in half from 6% to 3% down in registration. The trend is very positive and we should be in good shape by September.

This month the search for the Vice President of Community and Student Engagement will commence with a projected hire date of January 1. Dr. Drumm will be looking for a person with experience in facilities with residence halls or student unions and a community outreach background.

Trustee Harper asked if it is mandatory that a Vice President of Community and Student Engagement be hired at this time or can it be deferred for a year. Dr. Drumm responded by saying that it is not mandatory but it is critical to hire someone at this time especially since BCC is trying to grow enrollment.

Trustee Newman asked if paying a management company to oversee the operations of future dorms is being considered. Dr. Drumm answered that this is one of the models that we will consider and will look at all of the options available.

Discussion was held concerning the possibility of future construction of dorms on campus.

Dr. Drumm reported that the County passed our budget last week. He met with the Education and Recreation Committee and it was a very positive meeting.

4.2 BCC Foundation Report

Chairperson Mastrangelo reviewed the July 2010 Foundation report to the Board and a copy of this report was included in the Board package.

Dr. Drumm attended a reception hosted by Delta Engineering where well over 100 people were in attendance many of which are BCC alumni.

Dr. Mastrangelo added that the BCC Foundation will be receiving \$500,000 from the Second Chance Foundation. Jim Cahill has agreed to continue working directly with the BCC Foundation for at least for one more year.

An anonymous donor has added the BCC Foundation to his will which is expected to amount to approximately several million dollars.

4.3 BCC Campus Operations Activity

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

4.4 Budget Transfers

Budget Transfers for June 2010 were included in the Board package.

4.5 Grant Approvals

Grant approvals for June 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 reported that we are well positioned with the fund balance for the end of the year and that she shares the same concerns as Dr. Drumm regarding the outer years.

4.9 Press Clippings

This report is routine and for informational purposes.

Mr. David reviewed the Spring/Summer issue of Significance magazine was included in the Board packets, pointing out the many diverse topics included in this issue.

4.10 Proposed Schedule of Finance and Facilities Committee Meetings and Board of Trustee Meetings for 2010-2011

Dr. Drumm presented a schedule of proposed meetings for the Board of Trustees and the Finance and Facilities Committee for 2010-2011 for the Board to review as this will be an action item at the September meeting.

4.11 Banner Overload Compensation

Mr. Newton reviewed the proposed Banner Overload payments for the Spring 2010 semester. Mr. Newton commended all the people involved in Banner for their hard work and commitment.

5.0 COMMITTEE REPORT

5.1 Minutes from Finance and Facilities Meeting of June 22, 2010

Trustee Grippen, Chair of the Finance and Facilities Committee submitted the Minutes for the July 20, 2010 meeting. The meeting was called to order at 7:28 a.m. The meeting adjourned at 7:59 a.m.

6.0 COMMUNICATIONS

6.1 NYCCT 2010 Trustee Institute

Trustee Moppert asked that any Board member interested in attending the September 10-11, 2010 NYCCT Trustee Institute to please notify the Board secretary.

EXECUTIVE SESSION

Chairperson Mastrangelo called for Executive Session to discuss personnel issues

At 6:56 p.m. A motion was made by Trustee Newman to adjourn to Executive Session and seconded by Trustee Moppert. The motion passed unanimously.

Mr. Newton and Elizabeth Wood were asked to attend Executive Session.

Trustee Serafini made a motion to end Executive Session at 7:28 p.m. The motion was seconded by Trustee Akel and it was passed unanimously.

Trustee Majewski made a motion to adjourn. The motion was seconded by Trustee Coffey and the motion passed unanimously. The meeting adjourned at 7:30 p.m.

THE NEXT FULL BOARD OF TRUSTEES MEETING IS SCHEDULED FOR THURSDAY, SEPTEMBER 16, 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.