

**BROOME COMMUNITY COLLEGE
BOARD OF TRUSTEES
January 22, 2009
Official**

MINUTES

TRUSTEES PRESENT: Robert Moppert, Chairperson, Angelo Mastrangelo, Vice Chairperson, George Akel, Timothy Grippen, Zachariah Riley, James Orband

TRUSTEES ABSENT: Nicholas Serafini, Marc Newman, Joyce Majewski

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

Chairperson Moppert called the meeting to order at 6:02 p.m.

1.0 APPROVAL OF MINUTES

Trustee Orband made a motion to approve the minutes of the December 11, 2008 Board of Trustees meeting. The motion was seconded by Trustee Akel and the minutes were unanimously approved as written.

2.0 ACTION ITEMS

PREFERRED AGENDA ITEM 2.1

2.1 Recommend Approval to Purchase Bleachers for the Baldwin Gym from Nickerson Corporation

A Capital Project was approved to replace gymnasium bleachers. Nickerson Corporation holds State Contract PC63393 as a supplier of Hussey Bleachers. The college has assessed its needs in a new bleacher system and contacted users and maintainers of various systems. The Hussey product has been found to be a favorable/low maintenance product by the committee. The Nickerson Representative has worked with the college to address our needs and to prepare to provide us with the desired system and components.

Trustee Riley made a motion to approve Action Item 2.1 on the Preferred Agenda. The motion was seconded by Trustee Grippen. The motion was unanimously approved.

3.0 INFORMATION ITEMS

3.1 Entrepreneurial Assistance Program Presentation by Ginny Robert, Candie Stiles and Christine Baust

Debbie Morello, Dean of Continuing Education introduced Ginny Robert, Director of the Entrepreneurial Assistance Program and explained the background of the program and how the program works. Student presenters and Business Plan Competition winners Candie Stiles, owner of Kingdom Light Music Therapy and Christine Baust, owner of The Pumpelly House Estate presented information regarding their businesses. Both presenters described how the Entrepreneurial Assistance Program helped and supported them in their businesses.

Dr. Hayes praised the program and thanked the students for their presentations.

Chairperson Moppert thanked the students for sharing with the Board their experiences as students in the Entrepreneurial Assistance Program.

3.2 Audit Presentation by Angelo Gallo and Jeri Fiorentino of Piaker & Lyons

Auditor Angelo Gallo of Piaker & Lyons gave a presentation of Broome Community College's audit for the year ending August 31, 2008.

Regina Losinger, Budget Officer, discussed the Management's Discussion and Analysis section located on pages 4 through 14 of the Financial Statements report.

3.3 President's Report

Dr. Hayes presented his January 2009 President's Report to the Board.

Dr. Hayes reported that the PAST architect did not arrive today to do the walk through of the Alms House. We did send the appropriate paperwork to the State indicating our intent to demolish the facility. We have through December 31, 2009 to demolish the building and are working with the County to begin this process.

Chairperson Moppert asked Bob Behnke if the Board will need to vote on further issues related to the Alms House.

Mr. Behnke responded no, other than a contract to demolish. It is already in your State Capital Budget and the County will have to move it into this year's capital budget.

Dr. Hayes stated that out of 30 community colleges surveyed by The Community College Budget Survey included in the Board packet, 26 responded. We are doing the kinds of things that most of the institutions are doing for next year. We're trying to make cuts where possible, we're trying to hold positions open and are considering a tuition increase. All 26 community colleges that responded indicated that they are going to increase tuition next year.

Dr. Hayes reviewed the Revenue Trends and Comparisons information that was handed out to the Board members. Dr. Hayes discussed Governor Paterson's proposal of a 10% decrease in state aid. In our case this would amount to a 1.1 million shortfall from the State next year. The Governor has also proposed that we also lose 10% of our third and fourth quarter for the current year. Most likely the State Legislators will not approve this year's 10% cut.

The college is doing four things to cope with the proposed cut for next year. First, we will try to increase enrollment. Our enrollment numbers are up by 5% and we would like to keep a sustained enrollment increase for the fall and spring of next year. Second, we are making some cuts. We will try to reduce the amount we have budgeted for our utility costs by up to \$100,000. We are looking at the option of a 4 day extended day summer work week to possibly shut things down on Fridays. We are looking at keeping positions open to the extent that we can. We have been cautious regarding positions filled since September, and in that time we have had 7 positions that have been intentionally deferred or eliminated on top of 20 to 22 positions that the college has not filled for the last 2 or 3 years. Third, we are looking to cautiously use some more fund balance in our budget next year. Lastly, we will have to look at increasing tuition. As we start to finalize our budget figures this spring, this is a year that we will have to consider a higher than normal increase in our tuition. With the appropriate balance of the above four points we will be able to deal with the 1.1 million revenue loss.

3.4 BCC Foundation Report

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

3.5 Capital Operations Activity/Capital Project Change Orders

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

3.6 Budget Transfers

Budget Transfers for December 2008 were reviewed by Mr. Newton.

3.7 Grant Approvals

Grants which were received in January 2009 were reviewed by Mr. Newton. A summary of grants was included in the Board package.

3.8 Investment Report

This report is routine and for informational purposes.

3.9 Personnel Activity Reports

These reports are routine (with planned activity) and for informational purposes.

3.10 Budget Update

This report is routine and for informational purposes.

3.11 Press Clippings

This report is routine and for informational purposes.

4.0 COMMITTEE REPORTS

4.1 Minutes from Finance and Facilities Meeting of January 20, 2009

Vice Chair Mastrangelo submitted his Minutes for the January 20, 2009 Finance and Facilities meeting. The meeting was called to order at 7:36 a.m. and adjourned at 8:20 a.m.

5.0 COMMUNICATIONS

5.1 Middle States

Chairperson Moppert spoke to the Board regarding the Middle States Accreditation process. A trustee self-study questionnaire is being developed by the College Governance Committee and will be distributed to each trustee.

Dr. Hayes explained that one of the required criteria of the accreditation is the issue of college governance and the role of the trustees. Participation in the survey, once distributed, would be very much appreciated.

EXECUTIVE SESSION

Chairperson Moppert called for Executive Session to discuss personnel issues and collective bargaining. At 7:27 p.m. A motion was made by Trustee Akel to adjourn to Executive Session and seconded by Trustee Riley. The motion passed unanimously.

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

Trustee Grippen made a motion to end Executive Session at 8:10 p.m. The motion was seconded by Trustee Riley.

Trustees went into Executive Session at 7:27 p.m. The Executive Session ended at 8:10 p.m.

Trustee Orband made a motion to adjourn. The motion was seconded by Trustee Grippen and the motion passed unanimously. The meeting adjourned at 8:11 p.m.

THE NEXT FULL BOARD OF TRUSTEES MEETING IS SCHEDULED FOR THURSDAY, FEBRUARY 19, 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 LIBOUS ROOM.