

**BROOME COMMUNITY COLLEGE
BOARD OF TRUSTEES
October 27, 2011
Official**

MINUTES

TRUSTEES PRESENT Angelo Mastrangelo, Timothy Grippen, Marc Newman, Joyce Majewski, Willie Murray, George Akel, Margaret Coffey, James Orband

TRUSTEES ABSENT: Robert Moppert, Nicholas Serafini

ALSO PRESENT: Dr. Kevin E. Drumm, Regina Losinger, Debbie Morello, Rich David, Robert Behnke, Patricia O'Day

Chairperson Grippen called the meeting to order at 5:05 p.m.

1.0 APPROVAL OF MINUTES

Trustee Majewski made a motion to approve the minutes of the September 15, 2011 Board of Trustees meeting. The motion was seconded by Trustee Newman and the minutes were unanimously approved as written.

2.0 PREFERRED AGENDA ACTION ITEMS

Chairperson Grippen asked that action item 2.3 on the Preferred Agenda be held for amendment. Trustee Coffey made a motion to remove action item 2.3 from the Preferred Agenda, the motion was seconded by Trustee Mastrangelo. The motion passed unanimously.

2.1 Recommend Approval of Bid #12-1 for Educational Services to the College of Staten Island

The College of Staten Island is the sole source of service to provide study abroad programs that meet BCC's programmatic needs in Italy; Quito, Ecuador; Guayaquil, Ecuador; Greece and China for the academic year 2011-12. The number of students enrolled in the program will determine the total contractual cost of services. The total recommended bid for study abroad programs with the College of Staten Island is not to exceed \$750,000. It was recommended that the Board of Trustees approve the bid for educational services in an amount not to exceed \$750,000.

2.2 Recommend Approval of Resolution Revising Policy 1.4 of the BCC Policy and Procedure Manual – Non-Discrimination Statement

The Broome Community College Board of Trustees set policy for the College. In order to comply with current recommendations of the Department of Education's Office for Civil Rights (OCR), it is necessary to update our policy statement to clarify that sexual discrimination here includes sexual harassment and sexual violence. The President recommended to the Board for their review and approval the revision of BCC Policy 1.4 – Non-Discrimination Statement. The purpose of the policy is to comply with Title VI and VII of the Civil Rights Act of 1964, as amended, Title IX of Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, as amended, and Section 402 of the Vietnam Era Veterans Readjustments Assistance Act of 1974. It was recommended that the Board of Trustees approves the revision of the Broome Community College Policy No. 1.4, Non-Discrimination Statement.

Trustee Majewski made a motion to approve Action Items 2.1 and 2.2 on the Preferred Agenda. The motion was seconded by Trustee Newman. The motion was unanimously approved.

2.3 Recommend Approval of Resolution for Revising the Six-Year Capital Improvement Program Request for Years 2012-2017

As part of Broome County's budget process, Broome Community College is required to submit a Six-Year Capital Improvement Program (CIP) for consideration. At the April 21, 2011 Board of Trustees meeting Resolution No. 1159 was passed for the College's Six-Year Capital Improvement Program and submitted to Broome County. The President requested that a revision to the College's Six-Year Capital Improvement Program that was submitted to Broome County with Resolution No. 1159 to include a capital project to restore and improve the ground floor of the Learning Resources Center that was flooded in September, and to create a second Science Building capital project that incorporates funds raised via our Foundation and matches them with state dollars. It was recommended that the Board of Trustees approves the resolution for the revised Six-Year Capital Improvement Program.

Chairperson Grippen asked that action item 2.3 on the Preferred Agenda be held for amendment. Trustee Coffey made a motion to remove action item 2.3 from the Preferred Agenda, the motion was seconded by Trustee Mastrangelo. The motion passed unanimously.

Ms. Losinger explained that the Library Ground Floor Flood Recovery and Improvements project is only an estimated cost and is not ready to move forward.

Trustee Mastrangelo made a motion to amend the existing resolution to remove the Library Ground Floor Flood Recovery and Improvements project. Trustee Akel seconded the motion. The motion passed unanimously.

Trustee Newman made a motion to approved Action Item 2.3 as amended. Trustee Coffey seconded the motion. The motion passed unanimously.

3.0 ACTION ITEMS

3.1 Recommend Approval of Resolution Amending Resolution No. 1184 to Modify the Effective Date of the Smoke Free Facility Policy 1.30

The Broome Community College Board of Trustees set policy for the College. The President recommends to the Board for their review and approval a Resolution amending the Smoke Free Facility Policy 1.30, Resolution Number 1184 changing the effective date of the policy from November 17, 2011 to January 17, 2012. The purpose of the policy is to clearly provide to all students, faculty and staff regulations to implement a smoke free campus. It was recommended that the Board of Trustees approves the amendment to Resolution No. 1184, Smoke Free Facility Policy, changing the effective date from November 17, 2011 to January 17, 2012.

Trustee Coffey asked what action will be taken if someone is found smoking on campus. Dr. Drumm explained that during the first couple of months they will be asked politely to extinguish their tobacco product and be referred to smoking cessation programs; there will be no fines given during this time. After the leeway period violators will be ticketed and disciplinary action taken if necessary.

Trustee Majewski asked if the College should go smoke free and tobacco free to eliminate chewing tobacco as well. Dr. Drumm responded that tobacco free would be the next level of discussion and recommended that Shared Governance be asked to take on the issue as the next phase. Trustee Majewski responded; consider it asked.

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

3.2 Recommend Approval of Request to Adopt a Board Instrument for Self-Evaluation

As part of the Broome Community College overall institutional effectiveness plan each unit takes part in the local unit assessment process including the Board of Trustees. The Board of Trustees has completed two retreats that resulted in the generation of goals and recommendations. The institutional effectiveness officer is proposing the Board of Trustees engage in developing a self-assessment tool to complete these annual retreats. This self-assessment tool can be used to provide quantifiable and qualitative information to provoke conversations between Board members on future initiatives and satisfaction of progress towards completing these initiatives. This self-assessment tool will be a web-based survey administered by the institutional effectiveness officer. It was recommended that the Board of Trustees approves the request to adopt a Board Instrument for Self-Evaluation.

Trustee Mastrangelo made a motion to approve Action Item 3.2, and appointment of members to the Board Self-Evaluation Subcommittee. Trustee Orband seconded the motion and it was unanimously approved.

Chairperson Grippen appointed a Board Self-Evaluation Subcommittee. Members include; Trustee George Akel, Trustee Angelo Mastrangelo and Trustee Margaret Coffey.

3.3 Recommend Approval of Request to Appoint a Representative to Serve on the BCC Strategic Visioning Committee (SVC)

At the Fall 2011 College-wide meeting, the President announced that the Strategic Visioning Process that had begun in the Spring 2011 semester would continue throughout the current academic year. During the Fall 2011 semester the College will review and articulate the vision and mission of Broome Community College. It was recommended that a member of the Broome Community College Board of Trustees be appointed as a member of the Strategic Visioning Committee.

Chairperson Grippen appointed Trustee Angelo Mastrangelo to serve on the BCC Strategic Visioning Committee during the Fall Semester. Chairperson Grippen appointed Trustee Marc Newman to serve on the Committee during the Spring Semester.

3.4 Recommend Approval of Resolution for New Position Description – Assistant to the President for Institutional Initiatives

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 approves the new position description of Assistant to the President for Institutional Initiatives.

Trustee Akel made a motion to approve Action Item 3.4, Trustee Orband seconded the motion and it was unanimously approved.

3.5 Recommend Approval of Labor Contracts Committee Members

Pursuant to the By-Laws of the Broome Community College Board of Trustees, Article 4, section 4.2, the Chairperson of the Board may appoint other special committees to carry on the business of the Board of Trustees. It was recommended by Chairman Grippen that the Board of Trustees approves the following members serve on the Labor Contracts Committee for 2011-2012; James Orband, Marc Newman, Nicholas Serafini

Chairperson Grippen appointed Trustee James Orband, Trustee Marc Newman and Trustee Nicholas Serafini as members of the Labor Contracts Committee and Trustee Margaret Coffey to serve as an alternate on the Committee.

Dr. Drumm explained that the Faculty Association Contract calls for them to file with the College their intent to bargain by April 1st. He spoke with the representatives of the Union asking if they would consider beginning earlier and they replied that they will consider it. He would like to meet with the newly formed committee to discuss broader parameters.

Chairperson Grippen suggested calling for Executive Session to have a full Board discussion with the Committee and then the Committee can move forward from there. Dr. Drumm suggested holding the session at the December Board Meeting. Chairperson Grippen also suggested inviting Tom Beehan to attend the December Board of Trustees meeting as well.

3.6 Recommend Approval of Resolution for Physical Therapy Aide Certificate Program

The Certificate in Physical Therapy Aide is aimed at providing Physical Therapy Aide students the knowledge and skills to work under close supervision of a physical therapist or physical therapist assistant. The Physical Therapy Aide program will centralize education and fill a need in the community where potential employers presently fill positions through an on-the-job training. Graduates of this program will be highly skilled and effective Physical Therapy Aides ready to work. In accordance with the most recent SUNY Guidelines for the Submission of Undergraduate Academic Program Proposals, this program will be announced to the SUNY Provost and the Presidents of campuses in our coordinating areas for their reaction. In accordance with the SUNY Guidelines this proposed program must receive institutional approval in the form of approval by the local Board of Trustees. It was recommended that the Board of Trustees approves the Resolution for the College program proposal for a Certificate in Physical Therapy Aide.

Trustee Coffey asked if credits are accumulated with a certificate program. Ms. Peacock responded yes, 30 credits are accumulated.

Trustee Majewski made a motion to approve Action Item 3.6, Trustee Akel seconded the motion and it was unanimously approved.

4.0 INFORMATION ITEMS

4.1 President's Report

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

Dr. Drumm introduced Andrea Wade and Tracy Curtis as Co-Chairs of BCC College Assembly and stated that they are doing a terrific job. Margherita Rossi is chair of the Council for Academic Issues and John Petkash is chair of the Council for Operational Issues. They are all moving forward at a normal pace.

Jason Zbock is making great strides with Institutional Effectiveness and our new dashboard software which is being populated extremely rapidly with our data.

Enrollment numbers are still within our informally projected numbers. Enrollment numbers are down slightly across the state, some as much as 10% and a couple are up only by a couple of percents. The National trend concerning growth in community colleges has pretty much come to a halt and is flat nationally this year.

4.1 President's Report Continued

Trustee Orband and Dr. Drumm attended a meeting with the Chancellor in Troy, NY for a discussion concerning next year's budget. SUNY is proposing a \$205.00 per FTE increase for each year in the next 5 years. We are currently back to 1999 levels in our per FTE State subsidy, an actual dollar amount goes back to 2005. Tuition increases would be capped at 2% for the next 5 years as well. It is based on flat enrollment across the 30 community colleges for the next 5 years. If the State approves it it would take us 3 years to land 5 years behind, we would catch up to 2009 subsidies by 2014, so we'd still be 5 years behind 3 years from now and in year 4 and 5 we would begin to catch up. The next meeting with the Chancellor is in early December and Dr. Drumm hopes to hear more then. We did hear from the budget office that for the worst case scenario we should plan for a 5% reduction in per FTE subsidies. Dr. Drumm met with Assemblywoman Lupardo and she does support SUNY's plan and he is meeting with Senator Libous on Monday to discuss the plan.

Dr. Drumm sent a memo to all Trustees concerning an administrative restructuring that will begin next week.

The County Executive debate was hosted on campus on Monday. It was organized by the League of Women's Voters and our BCC faculty.

The first meeting of the academic year for the Binghamton Advantage Program was held and we now have 47 students in place living in Binghamton University dorms and studying at BCC. The consensus with both B.U. and BCC is that we should maintain the program and work to grow it. We are looking to maintain the program to bring in a new class next year and grow it as well. The residence space is limited at B.U. and could pose a problem for students needing housing. The fall of 2013 Binghamton University should have ample residence capacity.

Dr. Drumm and Brian Rose will meet tomorrow at the STEP UP meeting and will discuss a variation on the Binghamton Advantage Program specifically targeting students for STEM careers and will involve the high schools in the process. This will get students interested in STEM early and bring them up through BCC to BU into STEM careers. The STEP UP Committee (Southern Tier Education Pipeline of United Professionals) is the steering committee that resulted from the Pipeline Summit held last May. Dr. Kelli Ligeikis heads the Pipeline and STEP UP initiative. It is made up of schools, BCC, BU, the Greater Binghamton Chamber of Commerce as well as other groups to make the pipeline from K-12 through college and to work locally to make it easier for kids to navigate and figure out what they might want to do. We will have every sophomore in the county at BCC next year the day after Columbus Day visiting the campus and will update the Board as the date gets closer.

Discussion was held concerning Binghamton Advantage Students on the BCC campus and in the student housing at Binghamton University.

Congressman Richard Hanna visited campus for a tour and held a roundtable discussion with faculty and students. He is sponsoring a bill around STEM which would incentivize students to pursue STEM disciplines in college.

Dr. Drumm thanked Joe O'Connor for the professional way he handled the two inebriated former students that were on campus yesterday causing a disturbance.

4.2 BCC Foundation Report

Dr. Judy Siggins presented the October 2011 Foundation report to the Board. A copy of this report was included in the Board package.

The Presidential Honors Reception was held on October 19th and was a wonderful evening. Thirteen new students and ten returning students were recognized.

Dr. Siggins invited the Board members to attend the President's Roundtable which will be held on November 3rd.

Trustee Coffey asked if the Foundation will be receiving the money from the Alumni Association once it is dissolved. Dr. Siggins responded that according to the Alumni Association by-laws the Foundation should receive the funds.

4.3 BCC Facilities Update

This report is routine and for informational purposes.

Ms. Losinger reported that the expansion of the Recycling Program has been rolled out, 26 multi bin recycle bins have been installed around campus. The College is now recycling; glass, plastic, cans, paper and cardboard and are considering expanding the program even further to remove waste cans from classrooms and office spaces.

4.4 Budget Transfers

Budget Transfers for September 2011 were included in the Board package.

4.5 Grant Approvals

This report is routine and for informational purposes. Grant approvals for October 2011 were included in the Board package.

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 and Financial Developments

This report is routine and for informational purposes.

Ms. Losinger reported that we have a comprehensive budget update and forecast for 2011-12 and the budget is in balance but it's a very tight forecast. There are two critical assumptions underlying this, first that the health Insurance rates don't increase in 2012 and second that the spring enrollments don't decline by more than 2%. She is watching it very carefully.

4.9 Press Clippings

This report is routine and for informational purposes.

5.0 COMMITTEE REPORT

5.1 Minutes from Finance and Facilities Meeting of October 25, 2010

Trustee Orband, Chair of the Finance and Facilities Committee submitted the Minutes for the October 25, 2010 meeting. The meeting was called to order at 7:35 a.m. The meeting adjourned at 7:50 a.m.

6.0 COMMUNICATIONS

- 6.1** Article from The New York in the World Publication, SUNY Levin Institute, *Binghamton and the Southern Tier* was included in the Board packet for informational purposes

EXECUTIVE SESSION

Chairperson Grippen called for a motion for Executive Session to discuss personnel matters.

Trustee Akel made a motion to adjourn to Executive Session and Trustee Coffey seconded the motion. The Trustees went into Executive Session at 6:12 p.m.

Trustee Mastrangelo made a motion to come out of Executive Session at 6:33 p.m. Trustee Akel seconded the motion.

Trustee Akel made a motion to adjourn. The motion was seconded by Trustee Orband and the motion passed unanimously. The meeting adjourned at 6:34 p.m.

THE NEXT FULL BOARD OF TRUSTEES MEETING IS SCHEDULED FOR THURSDAY, DECEMBER 8, 2011 IN THE LIBOUS ROOM OF DECKER HEALTH SCIENCES CENTER BUILDING AT 5:00 PM.