BROOME COMMUNITY COLLEGE
BOARD OF TRUSTEES
December 8, 2011
Official

MINUTES

TRUSTEES PRESENT Angelo Mastrangelo, Timothy Grippen, Joyce Majewski, Willie Murray, George Akel, Margaret Coffey, Nicholas Serafini

TRUSTEES ABSENT: Marc Newman, James Orband

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

Chairperson Grippen called the meeting to order at 5:07 p.m.

1.0 APPROVAL OF MINUTES

Trustee Mastrangelo made a motion to approve the minutes of the October 28, 2011 Board of Trustees meeting. The motion was seconded by Trustee Murray and the minutes were unanimously approved as written.

2.0 PREFERRED AGENDA ACTION ITEMS

2.1 Recommend Approval of Resolution New Position Description – Associate Vice President and Dean

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 following new position description: Associate Vice President and Dean

2.2 Recommend Approval of Resolution for Unpaid Leave of Absence for Cheryl L. Heath

The Board of Trustees acts in accordance with the terms of the BCC Educational Support Personnel Association labor contract and Civil Service rules to approve a request for unpaid leave for an employee in that bargaining unit. Based on the recommendation of the administration and the review and recommendation of the Finance & Facilities Committee it was recommended that the Board of Trustees grant a mandatory unpaid leave of absence under Civil Service rules to Cheryl L. Heath, Recorder, Office of the Registrar, from December 1, 2011 to May 31, 2012 to serve a 26-week provisional period in her promotional appointment as Senior Recorder, Office of the Registrar.

2.3 Recommend Approval of Resolution for Unpaid Leave of Absence for Debra Morello

The Board of Trustees acts to approve a request for unpaid leave for an employee in the management confidential group. Based on the recommendation of the administration and the review and recommendation of the Finance and Facilities Committee, it was recommended that the Board of Trustees grant an unpaid leave of absence to Debra Morello, Dean of Continuing Education, from January 1, 2012 to May 31, 2012 to serve in a promotional capacity as the Acting Vice President for Student & Community Engagement.

Trustee Akel made a motion to approve Action Items 2.1, 2.2 and 2.3 on the Preferred Agenda. The motion was seconded by Trustee Serafini. The motion was unanimously approved.

3.0 ACTION ITEMS

3.1 Recommend Approval of SUNY Community College Child Care Program Grant

It was recommended that the Board of Trustees approves the acceptance of the SUNY Community College Child Care Program grant in the amount of $60,200 for a grant period of July 1, 2011 – June 30, 2012. The required match from parents is 35% - $21,070 to be met through tuition and fees received from parents. The funding will be used for Child Care Center staff salaries.

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

3.2 Recommend Approval of Resolution for Manufacturing Technology A.A.S. Program

The AAS Degree in Manufacturing Technology is aimed at providing instruction for people employed in manufacturing and is intended to enhance each individual's employability and personal intellectual development. 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. Also 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 A.A.S. Degree in Manufacturing Technology.

Trustee Akel made a motion to approve Action Item 3.2, Trustee Majewski seconded the motion and it was unanimously approved.

4.0 INFORMATION ITEMS

4.1 President's Report

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

Dr. Drumm expressed condolences at the loss of Robert Moppert, long time Trustee and Alumnus.

Dr. Drumm attended the SUNY Presidents meeting last Thursday in New York City. The topic was largely focused on shared services. BCC is in conversation with a couple of sister institutions regarding adding to our roster of shared services. He will keep the Board informed as to the progress of sharing services. There is a lot of discussion around our budget request for the additional $205 per FTE for next year for over five years. We would know what our FTE subsidy would be for the next five years so we would be in roughly similar shape to the state ops knowing that they can raise tuition $300 for the next five years so we can actually do some serious budgetary planning.

Also discussed at the Presidents meeting were the recent events at Penn State and Syracuse University.

He is having continued conversations concerning the Binghamton Advantage Program and what they are going to do for fall to continue it and how after this coming fall may be significantly expanded due to the housing capacity expected to grow at Binghamton University the year after next. We continued to make good progress in this area of shared service.

Dr. Drumm attended the Welcome Reception for the new Binghamton University President Harvey G. Stenger, Jr. on November 29th.

He also attended President McGrath's retirement reception on December 6th. The College received an ovation at the reception when Dr. McGrath mentioned the new Binghamton Advantage partnership and our two institutions working together on it.

The College submitted our Middle States report on December 1st and he is sure that they will be pleased with our progress. A lot of good leadership went into making rapid good progress and Dr. Drumm thanked the faculty and staff who were involved with it. Another report is due September 1, 2012 and will be focused primarily on institutional effectiveness. This will include working on a Board self-assessment instrument that will be used this summer. Jason Zbock, Institutional Effectiveness Officer will work with the Board's sub-committee on the self-assessment instrument.

Dr. Drumm reported that we are decreasing our deficit for enrollment numbers. We began at 15% and are 12% behind at present time. The College has a new portal that students are using to register and are requiring that the student be advised this year before receiving their PIN number. Trustee Coffey asked if the College is using additional strategies to make sure students get enrolled. Dr. Drumm responded that we are using additional strategies from where we were a year ago and we will have central registration in January. We are also phoning students and sending postcards instead of letters. We are also doing much more

4.1 President's Report Continued

marketing and are working with an enrollment consultant to enrich our admissions process. We will have a major new outreach effort for the fall and will have three new sites.

STEM is up and Health Sciences remains steady. Trustee Mastrangelo stated that he heard a complaint that BCC doesn't accept enough nurses into the program. Vice President of Academic Affairs Julie Peacock responded that the limitation is due to limited clinical sites and space limitation.

The Regional Economic Development Awards were announced and our area was awarded $40 million dollars. BCC will have a roll in whatever workforce training comes as part of this.

4.2 BCC Foundation Report

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

A news conference was held yesterday concerning the Second Chance Scholarship Program.

4.3 BCC Facilities Update

This report is routine and for informational purposes.

Ms. Losinger announced that the new science building has been tentatively named the Natural Science Center. The bid documents are being prepared and anticipate them being out to bid in early January.

4.4 Budget Transfers

Budget Transfers for October & November 2011 were included in the Board package.

4.5 Grant Approvals

This report is routine and for informational purposes. Grant approvals for December 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.

4.9 Press Clippings

This report is routine and for informational purposes.

4.10 Annual Report for Fiscal Year Ending 2010-2011

A copy of the BCC Annual Report for Fiscal Year Ending 2010-2011 was included in the Board of Trustees package for information.

5.0 COMMITTEE REPORT

5.1 Minutes from Finance and Facilities Meeting of December 6, 2010

The Minutes for the December 6, 2010 Finance and Facilities meeting were included in the Board package. The meeting was called to order at 7:30 a.m. The meeting adjourned at 7:46 a.m.

6.0 COMMUNICATIONS

6.1 None

EXECUTIVE SESSION

Chairperson Grippen called for a motion for Executive Session to discuss collective bargaining.

Trustee Mastrangelo made a motion to adjourn to Executive Session and Trustee Akel seconded the motion. The Trustees went into Executive Session at 5:37 p.m.

Trustee Akel made a motion to come out of Executive Session at 6:25 p.m. Trustee Mastrangelo seconded the motion.

Trustee Akel made a motion to adjourn. The motion was seconded by Trustee Mastrangelo and the motion passed unanimously.

The meeting adjourned at 6:26 p.m.

THE NEXT FULL BOARD OF TRUSTEES MEETING IS SCHEDULED FOR THURSDAY, JANUARY 19, 2011 IN THE LIBOUS ROOM OF DECKER HEALTH SCIENCES CENTER BUILDING AT 5:00 PM.