

**BROOME COMMUNITY COLLEGE
SPECIAL MEETING OF THE BOARD OF TRUSTEES
May 21, 2012
OFFICIAL
MINUTES**

TRUSTEES PRESENT Timothy Grippen, Willie Murray, George Akel, James Orband, Joyce Majewski, Margaret Coffey, Nicholas Serafini

TRUSTEES ABSENT: Marc Newman, Angelo Mastrangelo

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

Chairperson Grippen called the meeting to order at 5:08 p.m.

1.0 APPROVAL OF MINUTES

Trustee Akel made a motion to approve the minutes of the April 19, 2012 Meeting of the Board of Trustees. The motion was seconded by Trustee Serafini and the minutes were unanimously approved as written.

2.0 PREFERRED AGENDA ACTION ITEMS

None

3.0 ACTION ITEMS

3.1 Recommend Approval of Resolution for Candidates for Promotion

According to Policy 1.15 the Board of Trustees shall approve the granting of promotions to members of the professional staff in accordance with any applicable negotiated contract. Article 36 of the Faculty Association contract – Promotions sets forth the process under which employees covered by this contract can be promoted. It was recommended that the Board of Trustees approves the resolution for candidates for promotion

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

3.0 ACTION ITEMS CONTINUED

3.2 Recommend Approval of Resolution of Revised Position Description – Director of Campus Operations

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 revised position description: Director of Campus Operations

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

3.3 Recommend Approval of Resolution of Revised Position Description – Assistant Director of the Ice Center

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 revised position description: Assistant Director of the Ice Center

Trustee Majewski made a motion to approve Action 3.3, Trustee Coffey seconded the motion and it was unanimously approved.

3.4 Recommend Approval of Auditing Services

On March 15 2012 a Legal Notice was published in the Press & Sun Bulletin soliciting applicants to provide auditing services. On April 12, 2012, proposals were received in response to our RFP to provide auditing services for the College for fiscal years ending August 31, 2012, 2013, 2014, 2015, and 2016. It was recommended that the Board of Trustees approves the selection of Bonadio & Co., LLP for the College for fiscal years ending August 31, 2012, 2013, 2014, 2015, and 2016 at a total cost of \$143,450 and forward the contract to the Broome County Legislature for final approval as is required under the terms of Plan "C".

Discussion was held concerning the selection of Bonadio & Co., LLP.

Trustee Coffey made a motion to approve Action 3.4, Trustee Majewski seconded the motion and it was unanimously approved.

3.0 ACTION ITEMS CONTINUED

3.5 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 June 1, 2012 to December 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 3.5, Trustee Orband seconded the motion and it was unanimously approved.

3.6 Recommend Approval of AT Building Roof Replacement – Low Bids

Bids for the Applied Technology Building Roof Replacement Project were opened on May 18, 2012. References were checked, qualification statements approved, and the consultants endorsement received for the two low prime bidders. The value of the bids was within our budget and it allows us to proceed with the entire Scope-of-Work including desired Alternates. Find Attachments 1 & 2 providing Bid Results and Attachment 3, the Architect's Letter of Recommendation. It was recommended that the Board of Trustees approves the low bids of the two prime contractors for the Applied Technology Building Roof Replacement Project; Roof Contractor (Weathermaster Roofing Company, Inc.) and Mechanical Contractor (Southern Tier Custom Fabricators, Inc.).

Trustee Akel asked how long the warranty is. Terry Nunn responded that the standard warranty is twenty years with an extended warranty from twenty to thirty years for \$14,600. Trustee Akel asked if this includes labor and materials and manufactures warranty. Mr. Nunn replied yes.

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

4.0 INFORMATION ITEMS

4.1 Kor Group Presentation by Anne Callahan and Staff

Dr. Drumm introduced Anne Callahan who presented Phase II, conceptual ideas, for rebranding the College. It was recommended that the College change its name to SUNY Broome Community College.

4.1 Kor Group Presentation by Anne Callahan and Staff Continued

Discussion was held concerning the presentation. Chairperson Grippen stated that the facts presented need to be correct.

Trustee Serafini asked if SUNY approval is needed for a name change of the College. Dr. Drumm responded yes, several sister institutions have changed their name and it is fairly straight forward.

Trustee Coffey asked if the concepts can be mixed and matched. Dr. Drumm stated that yes they can but the messaged needs to be consistent.

Trustee Serafini prefers the campaign "Time Well Spent".

Trustee Majewski asked what the selection process on campus is. Dr. Drumm responded that before we do anything we need to check with SUNY first as to what the process is.

Dr. Drumm stated that the next step will be to present this to the College Assembly in the fall as well as the Council for Academic Issues and Council for Operational Issues. We would probably roll out the campaign next spring or summer when we open the Natural Science Center.

4.2 President's Report

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

Dr. Drumm reported that there were approximately fifty applications submitted for the position of Executive Vice President and Chief Academic Officer. The committee interviewed eleven people and did not recommend any to move forward in the process. Dr. Francis Battisti will be named as Acting Executive Vice President and Chief Academic Officer September 1st.

The College is investigating outsourcing the Bookstore. The Auxiliary Services Task Force, chaired by Debbie Morello along with Donna Firenze and Gary Finch recommended outsourcing the Bookstore. The RFP has gone out and Dr. Drumm will keep the Board members informed as to the outcome.

Commencement will be Thursday evening at the Broome County Veterans Memorial Arena. There will be a surprise speaker at the graduation.

The College is looking for two temporary deans, an Interim Dean of Liberal Arts and an Interim Dean of Business and Public Services to fill the positions after the retirements of deans in both positions.

This is Julie Peacock, Vice President of Academic Affairs last meeting. She is retiring after thirty-one years of service to the College. Dr. Drumm stated that Ms. Peacock has helped take the College through a very tough patch largely around the budget and turnover of Presidents and Vice Presidents and he has learned a lot of institutional memory from her. Dr. Drumm thanked her for her contributions to the College.

4.0 INFORMATION ITEMS CONTINUED

4.3 BCC Foundation Report

Dr. Judy Siggins presented the May 2012 Foundation report to the Board. A copy of this report was included in the Board package.

The Foundation has finished major fundraising efforts for the Natural Science Center and will be reaching out to Alumni and develop naming opportunities for the building.

The Foundations Executive Committee has begun to seriously face the possibility of helping the College get student housing on campus. They have met with Bob Ross a former Administrative Dean at TC3 who was responsible for all of the housing on that campus. The next step is meeting with a financial person to learn more of how the process would work.

4.4 BCC Facilities Update

This report is routine and for information purposes.

4.5 Budget Transfers

Budget Transfers for April 2012 were included in the Board package.

4.6 Grant Approvals

This report is routine and for informational purposes. Grant approvals for May 2012 were included in the Board package.

4.7 Investment Report

This report is routine and for informational purposes.

4.8 Personnel Activity Reports

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

4.0 INFORMATION ITEMS CONTINUED

4.9 Budget and Finance Update

This report is routine and for informational purposes.

A balanced proposed budget was submitted to the County on May 1st.

Trustee Akel asked how much below budget the bids came in for the AT roof. Ms. Losinger replied \$200,000 and is hoping that the roof on the Library that was just replaced that was outside the warranty period will be the next important need. Trustee Akel asked to get the Board members the details on the warranty.

4.10 NYS Community College 5 Year Student Enrollment FTE Trend

Ms. Losinger discussed the NYS Community College 5 Year Student Enrollment FTE Trend with the Board members. BCC is fourth from the bottom. A common thread for the colleges that were at the top of the list is student housing. Nearly all of the NYS community colleges are in decline in enrollments. Trustee Coffey asked if the top ten colleges all have dorms. Dr. Drumm replied no, some of them have dorms. Ms. Coffey asked how many do not have dorms. Ms. Losinger replied about half of them.

4.11 Press Clippings

This report is routine and for informational purposes.

Dr. Drumm stated that the College also received coverage on the Aspen Prize.

4.12 Initial II Appointments

A copy of the candidates for Initial II Appointments was attached to the Board package for information.

5.0 COMMITTEE REPORT

5.1 None

6.0 COMMUNICATIONS

6.1 Kitchen Chemistry Class – CHM 127 E-mail

A copy of this email was included in the Board packet for information purposes.

EXECUTIVE SESSION

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

Trustee Orband made a motion to adjourn to Executive Session and Trustee Serafini seconded the motion. The Trustees went into Executive Session at 6:20 p.m.

Elizabeth Wood and Regina Losinger were asked to attend the Executive Session.

Trustee Serafini made a motion to come out of Executive Session at 7:10 p.m. Trustee Majewski seconded the motion.

Trustee Akel made a motion to adjourn. The motion was seconded by Trustee Serafini and the motion passed unanimously. The meeting adjourned at 7:11 p.m.

THE NEXT FULL BOARD OF TRUSTEES MEETING IS SCHEDULED FOR 5:00 P.M. ON THURSDAY, JUNE 21, 2012 TO BE HELD IN THE LIBOUS ROOM OF THE DECKER HEALTH SCIENCES CENTER BUILDING