

**BROOME COMMUNITY COLLEGE
BOARD OF TRUSTEES
September 15, 2011
Official**

MINUTES

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

TRUSTEES ABSENT: Marc Newman

ALSO PRESENT: Dr. Kevin E. Drumm, Regina Losinger, Debbie Morello, Rich David, 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 July 28, 2011 Board of Trustees meeting. The motion was seconded by Trustee Akel and the minutes were unanimously approved as written.

2.0 PREFERRED AGENDA ACTION ITEMS

2.1 Recommend Approval Resolution for Waiver of Residency Requirement

Under Plan C, the Board of Trustees is responsible for personnel matters including compliance with all civil service laws and employment laws under the Broome County Charter, state laws, federal, and local laws. Broome County has adopted residency requirements for certain employees including the administration and President of Broome Community College. Under the County Charter and Code, authority has been delegated to the Board of Trustees to grant waivers of this residency requirement. It was recommended that the Board of Trustees approves the request for a permanent waiver of the residency requirement for Jason Zbock while employed by the College in his current position as Institutional Effectiveness Officer.

2.2 Recommend Approval of Resolution for Unpaid Leave of Absence for Regina Losinger

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 Regina Losinger, Budget Officer, from September 1, 2011 to December 31, 2011 to serve in a promotional capacity as the Acting Vice President for Administrative & Financial Affairs.

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 September 1, 2011 to December 31, 2011 to serve in a promotional capacity as the Acting Vice President for Student & Community Engagement.

2.4 Recommend Approval of Resolution for Unpaid Leave of Absence for Jill Reid

The Board of Trustees acts in accordance with the terms of the Faculty Association labor contract 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 and Facilities Committee, it was recommended that the Board of Trustees grant an unpaid leave of absence to Jill Reid, Publications Assistant, from August 22, 2011 to January 31, 2012 to serve in a promotional capacity as the Acting Director of Publications.

2.5 Recommend Approval of Final Payment to Include Release-of-Retainage to Weathermaster Roofing Co., Inc. for their Contract Work on the Roof Replacements Phase II Phase III Project

Weathermaster Roofing Co., Inc. has met its obligations to Broome Community College as the Contractor on the Roof Replacements Phase II and III Project. Final Payment is recommended recognizing that Weathermaster Roofing 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 Weathermaster Roofing Co., Inc. It was recommended that the Board of Trustees approves final payment of \$76,607.00 to include Release of Retainage to Weathermaster Roofing Co., Inc. for their contract work on the Roof Replacements Phase II and III Project.

2.6 Recommend Approval of Write-Offs of Student Account Receivables

The office of the college Controller has reviewed the status of the Student Accounts Receivables and has found \$557,659.96 to be uncollectable. This represents the write-offs of outstanding receivables, which are now two-years old. Please recall that the Finance and Facilities Committee adopted a guideline to write off uncollectable accounts two years old or older at its October 1992 meeting. These receivables were accumulated as a result of tuition obligations incurred by students who registered and subsequently did not attend classes and deferrals based on financial aid awards to students who later became ineligible due to withdrawal from the college or changes in credit load and/or academic standing (see attached breakdown). It is understood that the students' obligation to the college remains and appropriate holds have been placed on their accounts. Collection efforts by college staff and various contracted collection agencies will continue. It was recommended that the Board of Trustees approves the write-offs of uncollectable accounts for receivables in the amount of \$557,659.96.

Trustee Akel made a motion to approve Action Items 2.1, 2.2, 2.3, 2.4, 2.5 and 2.6 on the Preferred Agenda. The motion was seconded by Trustee Moppert. The motion was unanimously approved.

3.0 ACTION ITEMS

3.1 Recommend Approval of Slate of Officers for 2011-2012

Pursuant to the By-Laws of the Broome Community College Board of Trustees, at the annual meeting held in September, the Board of Trustees shall elect a Chairperson and Vice Chairperson by majority vote of the Trustees. The BCC Board of Trustees Nominating Committee for 2011-2012 has recommended that Timothy Grippen be appointed Chairperson for 2011-2012 and James Orband be appointed Vice Chairperson, both for a term of (1) one year as provided for in the By-Laws.

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

Newly elected Chairperson Timothy Grippen assumed the Chairmanship and thanked Dr. Angelo Mastrangelo for his leadership during his tenure as Chairperson.

Dr. Drumm presented Dr. Mastrangelo with a plaque commemorating his tenure as Chairperson.

3.2 Recommend Approval of Nominating Committee for 2012-2013

Pursuant to the By-Laws of the Broome Community College Board of Trustees, at the annual meeting held in September, the Board of Trustees shall elect a Nominating Committee consisting of three trustees. Such Nominating Committee members shall serve a term of (1) one year. The Nominating Committee of 2011-2012 recommends the following members to serve on the Nominating Committee for 2012-2013; Nicholas Serafini, Chairperson, George Akel and Marc Newman

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

3.3 Recommend Approval of Schedule of Finance and Facilities Meetings and Board of Trustee Meetings for 2011-2012

A schedule of the Finance & Facilities Committee and Board of Trustees meetings for 2011-2012 was attached in the Board package. It was recommended that the Board of Trustees approves the schedule for the Finance and Facilities Committee meetings and Board of Trustees meetings for 2011-2012.

Trustee Mastrangelo made a motion to amend Action Item 3.3 to change the date of the December Finance and Facilities meeting to December 6, 2011 and the Board of Trustees meeting to December 8, 2011 and the March Finance and Facilities meeting to March 27, 2012 and the Board of Trustees meeting to March 29, 2012. Trustee Moppert seconded the motion. The motion passed unanimously.

Trustee Moppert made a motion to approve Action Item 3.3, as amended, Trustee Mastrangelo seconded the motion and it was unanimously approved.

3.4 Recommend Approval of Resolution for a Smoke Free Facility Policy Third and Final Reading

The Broome Community College Board of Trustees set policy for the College and the College Council and Student Assembly recommended to the President of the College and the President has recommended to the Board for their review and approval a Smoke Free Facility Policy. The Board of Trustees at the July 28, 2011 Board of Trustees meeting amended and voted that the Restricted Smoking Policy be changed to read Smoke Free Facility Policy. The purpose of the policy is to clearly provide to all students, faculty and staff regulations to implement a smoke free campus. It is recommended that the Board of Trustees approves the third and final reading of the Smoke Free Facility Policy.

Trustee Moppert asked if the campus supports the smoking policy. Dr. Drumm stated that the Student Assembly and the College Council recommended that the College be a smoke free facility.

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

4.0 INFORMATION ITEMS

4.1 President's Report

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

Enrollment is up by about a third of a percent, which is good news. Continuing with a national trend, FTE's are down slightly by 1 1/3%, due to people taking less credits. As far as our FTE's, we are exactly at the average for SUNY community colleges. We have a lot of opportunity to grow, there are markets that we have not strategically reached out to historically or we have reached out at one time and don't any longer but will in the future. The biggest strength we have is our distance learning. We're up to 250 sections with distance learning courses. Our weakness is that we only have one or two degrees that you can actually complete fully online. We have enormous opportunity to add complete programs to our distance learning online sections.

We have approximately 300 students enrolled in our outreach locations. The outreach locations include; Owego, Downtown Binghamton University Center, Roberson, Deposit and the Huron Campus. There is enormous opportunity to grow our outreach locations as well. Overall Dr. Drumm is very pleased as to where the College is today concerning enrollments.

Dr. Drumm discussed the impact of the flood on the campus stating that we lost the first floor of the Library due to eight inches of standing water which affected the Learning Assistant Center. Testing thus far is negative concerning any hazardous materials in this area. We are hoping to be back in the classrooms by January. Dr. Drumm commended the maintenance and facilities crew for their incredible work they did immediately after the flood. We had 6-8 facilities staff that were in while the College was closed around the clock as well as Regina Losinger, Debbie Morello, Greg Talley, Rick Armstrong, John Ruck and Joe O'Connor, half of the Learning Assistance Center staff who all did exceptional work. Dr. Drumm thanked Regina Losinger in her new role as Acting Vice President for Academic and Financial Affairs for her leadership during this emergency. A professional clean-up company has been hired for a contract of \$20,000 to clean the Library. Dr. Drumm will send photos of the campus flooding to the members of the Board. Dr. Drumm reported that there were approximately 15% of students absent on the Tuesday after the flooding.

4.2 BCC Foundation Report

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

4.3 BCC Facilities Update

This report is routine and for informational purposes.

Ms. Losinger distributed photos of the Learning Assistance Center flooding to the members of the Board.

Ms. Losinger stated that we will be ready to go out to bid for the Science Building in January. We are on schedule and are planned to be within budget for the building. Dr. Siggins and the Foundations are working on fundraising for the building.

4.4 Budget Transfers

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

Ms. Losinger stated that with the fall enrollment improvement we are very close to budget.

We finished last year with the budget in balance. This is the first time in years that we have actually used the fund balance that we were budgeted to use.

Our FLAC Committee had a successful implementation of the six beta areas to automate our adjunct and overload contracts. This is a paperless contract approval process. We are hoping to have most of the campus on board for the spring semester and the Health Sciences area implemented next fall.

4.5 Grant Approvals

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

5.0 COMMITTEE REPORT

5.1 Minutes from Finance and Facilities Meeting of September 14, 2010

Trustee Grippen, Chair of the Finance and Facilities Committee submitted the Minutes for the September 14, 2010 meeting. The meeting was called to order at 7:32 a.m. The meeting adjourned at 8:51 a.m.

6.0 COMMUNICATIONS

- 6.1** Dr. Drumm introduced Jason Zbock, Institutional Effectiveness Officer to the members of the Board of Trustees and welcomed him to Broome Community College. Mr. Zbock was a Math Professor at Morrisville Community College previous to him accepting the position with BCC. Dr. Drumm acknowledged Greg Talley stating that he is in the process of transitioning his information to Mr. Zbock. Dr. Drumm thanked Dr. Mastrangelo for his help with Dr. Drumm's transition to Broome Community College.
- 6.2** Chairperson Grippen asked if the Board will continuously discuss the Board Retreat goals. Dr. Drumm suggested that the Board meet quarterly.
- 6.3** Trustee Mastrangelo would like to meet to review the by-laws and suggested meeting via conference call. Dr. Drumm stated that he spoke with Mr. Behnke concerning this and it should not be a problem to meet and vote to change the by-laws via conference call.

Trustee Majewski made a motion to adjourn. The motion was seconded by Trustee Akel and the motion passed unanimously. The meeting adjourned at 6:47 p.m.

THE NEXT FULL BOARD OF TRUSTEES MEETING IS SCHEDULED FOR THURSDAY, OCTOBER 27, 2011 IN THE LIBOUS ROOM OF DECKER HEALTH SCIENCES CENTER BUILDING AT 5:00 PM.