BROOME COMMUNITY COLLEGE
BOARD OF TRUSTEES
October 28, 2010
Official

MINUTES

TRUSTEES PRESENT Angelo Mastrangelo, Timothy Grippen, Joyce Majewski, Sandra Harper, George Akel, Margaret Coffey, Marc Newman

TRUSTEES ABSENT: Nicholas Serafini, Robert Moppert, James Orband

ALSO PRESENT: Dr. Kevin E. Drumm, Grant Newton, Martin Guzzi, Rich David, Elizabeth A. Wood, Robert Behnke, Patricia O'Day

Chairperson Mastrangelo called the meeting to order at 6:10 p.m.

1.0 APPROVAL OF MINUTES

Trustee Newman made a motion to approve the minutes of the September 16, 2010 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 of Final Payment to Include Release-of-Retainage to Wilkins Mechanical Inc. for their Contract Work on the Gas Line Replacement Project

Wilkins Mechanical Inc. has met its obligations to Broome Community College as the Mechanical Contractor on the campus Gas Line Replacement Project. Final Payment is recommended recognizing that Wilkins Mechanical Inc. has completed contractual work to include their punch list. All closeout documentation including releases will be obtained and approved by both the college and county prior to providing a final check to Wilkins Mechanical Inc. It was recommended that the Board of Trustees approves the final payment of $38,914.00 to include Release of Retainage to Wilkins Mechanical Inc. for their contract work on the Gas Line Replacement Project.

Trustee Newman inquired as to how retainage is typically held and what are the conditions of the retainage being released, is there a warranty provided by the contractor for a specified period of time? Mr. Newton responded that we typically hold back 5% until we are completely satisfied that the work has been done to our standards. There is not a warranty attached that he knows of. Trustee Grippen added that usually the engineer certifies that the work is done. At the end of the project the engineer will produce a "punch list" and once the items on the list are complete the engineer certifies the project and the retainage is released.

2.2 Recommend Approval of Final Payment to Include Release-of-Retainage to Shumaker Consulting Engineering and Land Surveying for their Contract Work on the Alms Building Demolition Project

Shumaker Consulting Engineering and Land Surveying has met their obligations to Broome Community College as the professional services provider on the Alms Building Demolition Project. All closeout documentation including releases will be obtained and approved by both the college and county in place prior to providing a final check to Shumaker Consulting Engineering and Land Surveying. It was recommended that the Board of Trustees approves the final payment of $ 2,941.25 to include Release-of-Retainage to Shumaker Consulting Engineering and Land Surveying for their contract work on the Alms Building Demolition Project.

Trustee Akel 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.

3.0 ACTION ITEMS

3.1 Recommend Approval of Change of Date of the January Finance and Facilities and Board of Trustee Meetings

Pursuant to Article 2, "Meetings," Section 2.9 "Notice of Meetings" paragraph two, of the Bylaws of the Broome Community College Board of Trustees, the Board may change the dates, times and places of any future regular meetings upon majority vote of the Board of Trustees provided at least one week notice is given to all trustees, the President of Broome Community College, the County Executive and the Clerk of the County Legislature. Dr. Angelo Mastrangelo, Chairperson of the Board of Trustees requested that the date of the January Finance and Facilities meeting be changed from January 18, 2011 to January 25, 2011 and the Board of Trustees meeting be changed from January 20, 2011 to January 27, 2011. It was recommended that the Board of Trustees approves the change in the January 2011 Finance and Facilities and Board of Trustees meeting

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

3.2 Recommend Approval of Resolution for the Guild Labor Contract

Since Plan C legislation of 1990 (Section 2305-A), the Board of Trustees has been responsible for the negotiation of all labor contracts on behalf of the College. Through its designated negotiators, the Board has negotiated successfully to conclusion a successor agreement with the Administrative Guild (Guild) for the period September 1, 2010 to August 31, 2012. It was recommended that the Board of Trustees approve the terms of the tentative labor agreement with the Administrative Guild (Guild).

Trustee Majewski made a motion to approve Action Item 3.2, Trustee Coffey 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 attended the Association of Community College Trustees Conference in Toronto where he presented with Alberto Miller and a colleague from South Texas College on International Workforce Development which was very well received. There is a lot of interest in this topic due to the fact that, like BCC a lot of community colleges are looking for an alternative source of income. The whole area of proprietary sources of income is becoming more and more of a hot topic every year throughout higher education. BCC is on the cutting edge when it comes to some of the things that we're doing here on the workforce development side particularly with our outreach to other parts of the world.

The biggest topic was the success agenda. The emphasis on access has shifted nationally to success and how to we graduate more students. A lot of federal money will be tied to the success rate of students. BCC should do very well in that area as our success numbers are much better than average as compared to the average community college. The national goal that we are being asked to meet is to graduate twice the number of students in 2020 than we are graduating today. We are already 30% higher than the national average with the percentage that we graduate. It will be the top of the agenda nationally for community colleges for the foreseeable future.

The Vice President for Student and Community Engagement Search is moving along nicely. Dr. Drumm met with Fran Battisti, Chairman of the search committee. They are pleased with the pool of candidates and are in the interview process now.

The Wales first floor corridor is almost complete. Trim painting and re-hanging the artwork is all that is left to do. It will be much more inviting for visitors to the Wales Building.

We continue to stay focused on the budget and are in good shape as far as what we now have planned and where we are today. It will all come down to enrollment figures concerning growth in the budget. We will be looking for many new initiatives to grow our revenue streams.

Shared Governance and Institutional Effectiveness Task Forces are making good progress. Greg Talley is chairing the Institutional Effectiveness Task Force and Meghan McGuinness is chairing the Shared Governance Task Force. Angelo Mastrangelo and Dr. Drumm attended the last Shared Governance Task Force meeting. The Middle States report is due on March 1st concerning the Shared Governance and Institutional Effectiveness Task Forces.

Chairperson Mastrangelo commented that he is very impressed with the progress that they are making on the Shared Governance Task Force. One of the committee members brought up the fact that they would like the Board to be more informed as to their progress. Dr. Mastrangelo explained to the committee that the Board will support whatever the President is supporting.

The Shared Governance and Institutional Effectiveness Task Forces have been invited to present to the Board at the December 2nd meeting.

4.2 BCC Foundation Report

Dr. Judy Siggins presented the October 2010 Foundation report to the Board and a copy of this report was included in the Board package.

The Presidential Honors Scholarship Reception was held last week. Attending the event were new students and returning students, the donors, faculty and members of the administration.

Dr. Siggins acknowledged Dr. Mastrangelo who founded the Second Chance Scholarship Foundation and praised him for his fundraising abilities. She and Dr. Mastrangelo met with donors one of which indicated that BCC can expect a seven figure gift from him.

Dr. Siggins, Dr. Drumm, Art Smith, Foundation President and Dr. James Terzian, Foundation President Elect are attending the Chancellor's SUNY Foundation Summit in New York City on Monday.

4.3 BCC Campus Operations Activity

Updates were given on various capital projects for October 2010 by Mr. Newton and a summary of these updates was included in the Board package.

Mr. Newton reported that the HOLT contract was signed this week. Ms. Peacock is forming a Science/Technology Design Team that will meet with HOLT to assist in the design of the building.

BCC has experienced power outages over the last several weeks. The old transformer is back and the other one is being repaired.

In our effort to keep the Board members informed we will continue to send the Board members the link to the Facilities Update page.

4.4 Budget Transfers

Budget Transfers for September 2010 were included in the Board package.

4.5 Grant Approvals

Mr. Newton reviewed Grant approvals for September 2010.

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 Update

This report is routine and for informational purposes.

Ms. Regina Losinger reported that despite having lost the additional 1.6 million in state aid from the Governor's budget and loosing another $76,000 in state aid and having our enrollments come in almost 2% less than budget we have a balanced budget at this point.

We've been focused on reducing costs. The four areas that we are focusing on are;

1. We are on the receiving end of lower than budgeted health insurance rate increases. We budgeted for a 10% increase and it is actually at a quarter of that percentage.
2. We have been strategic about our personnel planning priorities.
3. We left nearly half a million set aside and have added several hundred thousand dollars to it.
4. We've centralized our non-tech fee funded equipment money and will look at this very cautiously in terms of spending it. As an example, we're not looking at replacing furniture or computers unless it is absolutely critical.

If and when the state recovers it's still about enrollments and three quarters of our revenue is driven by enrollments.

Trustee Akel asked if other community colleges have had a decrease in enrollments.

Dr. Drumm responded that one other college had no growth, a few others were up only by a point or two and others were up between 5% and 10%.

Vice Chair, Grippen asked how much growth potential we have given our current facilities.

Dr. Drumm responded that our fastest area of growth is distance learning, those classes tend to fill quickly.

Ms. Losinger added that other areas of growth we are looking at are our Fast Forward Program and Summer enrollments.

Chairperson Mastrangelo commended Dr. Drumm and his staff for the terrific job they've done concerning the budget.

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 26, 2010

Chairperson Mastangelo, Acting Chair of the Finance and Facilities Committee submitted the minutes for the October 26, 2010 meeting. The Committee went into Executive Session at 7:50 a.m. to discuss personnel matters related to the Guild Labor contract. The Committee came out of Executive Session at 8:00 a.m. The meeting was called to order at 7:30 a.m. The meeting adjourned at 8:01 a.m.

6.0 COMMUNICATIONS

None

Trustee Majewski made a motion to adjourn. The motion was seconded by Trustee Akel 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 2, 2010 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.