

**SUNY BROOME COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES
August 24, 2017
Official**

TRUSTEES PRESENT Marc Newman, Angelo Mastrangelo, Anthony Paniccia, Nicholas Serafini, Sharon Ball, Orion Barber, James Orband

TRUSTEES ABSENT: Margaret Coffey, George Akel

ALSO PRESENT: Dr. Kevin E. Drumm, Francis Battisti, Michael Sullivan, Carol Ross, Jesse Wells, Patricia O'Day, Bob Behnke, Esq.

Vice Chairperson Newman called the meeting to order at 5:02 p.m.

Vice Chairperson Newman welcomed new Board of Trustee member Sharon Ball to the Board.

1.0 APPROVAL OF MINUTES

Trustee Orband made a motion to approve the minutes of the June 15, 2017 meeting of the Board of Trustees. The motion was seconded by Trustee Serafini and the motion was unanimously approved.

2.0 PREFERRED AGENDA ACTION ITEMS

2.1 Recommend Approval of Resolution for a Partial Unpaid Leave of Absence for Courtney O'Hagen

The Board of Trustees acts to approve a request for unpaid leave for an employee in the SUNY Broome Community College Faculty Association 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 & Facilities Committee, it was recommended that the Board of Trustees grant a partial unpaid (80%) (FMLA eligible) child rearing leave of absence to Courtney O'Hagen, Associate Professor, in the Psychology & Human Services Department from August 21, 2017 to December 20, 2017.

2.2 Recommend Approval of Lease Agreement with Xerox for the Copy Center

In accordance with Policy 1.7 Purchasing, upon recommendation of the Finance and Facilities Committee, the Board of Trustees shall approve any purchases or shall award any contracts greater than or equal to \$50,000. Approval was requested for SUNY Broome Community College's Copy Center to lease a Xerox Copier D95CP at a cost of \$1,121.55 a month for 60 months (consumable supplies included). It was recommended that the Board of Trustees approves the Copy Center leasing a Xerox Copier D95CP at a cost of \$1,121.55 a month for 60 months (consumable supplies included).

2.0 PREFERRED AGENDA ACTION ITEMS CONTINUED

2.3 Recommend Approval of Advertising with Riger Advertising Agency, Inc. for the 2017-2018 Academic Year

Per Purchasing Policy 1.7, upon recommendation of the Finance and Facilities Committee the Board of Trustees shall approve any purchases or shall award any contracts greater than or equal to \$50,000. Riger Advertising Agency, Inc. secures and schedules advertising placements for SUNY Broome's marketing campaigns. Riger works directly with multiple individual radio and TV stations, and web advertising networks, and is compensated solely through commissions earned from each (at the industry standard 15%). This allows SUNY Broome to coordinate all advertising buys through a single centralized entity, rather than working with each outlet individually. It was recommended that the Board of Trustees approves advertising with Riger Advertising Agency, Inc. for the 2017-2018 academic year not to exceed \$70,000.

2.4 Recommend Approval of Resolution Amending the 2017-2018 BCC Tuition and Fees Resolution No. 1466

On June 15, 2017 the Board of Trustees approved Resolution No. 1466 for the College's 2017-2018 Tuition and Fees. It was necessary to amend the resolution to include an exemption to the Course Overload Fee excluding students enrolled in the AA1 or the AS1 programs. It was recommended that the Board of Trustees approve the resolution amending the 2017-2018 BCC Tuition and Fees Resolution No. 1466.

2.5 Recommend Approval of Resolution for Revising Purchasing Policy 1.7

The SUNY Broome Community College Board of Trustees sets policy for the College. Purchasing Policy 1.7 was approved on February 28 1991, revised February 27, 1992, October 8, 2014 and December 3, 2015. The Finance and Facilities Committee recommended revising the policy as follows: Contract change orders that are greater than \$25,000 and remove the portion of the policy "*or 10% of the original contract awarded – whichever is less,*" shall be approved by a Board of Trustees subcommittee of 3 members and reported to the Finance and Facilities Committee and full Board at their regular meetings. These approvals may be given electronically. The revised policy was included for review. It was recommended that the Board of Trustees approves the resolution revising Purchasing Policy 1.7.

Trustee Paniccia made a motion to approve Preferred Agenda Action Items; 2.1, 2.2, 2.3, 2.4, and 2.5. Trustee Serafini seconded the motion. Action Items; 2.1, 2.2, 2.4, and 2.5 were unanimously approved. Action Item 2.3 was approved with a vote of six (6) ayes and one (1) abstention from Trustee Orband.

3.0 ACTION ITEMS

3.1 Recommend Approval to Set the Date of the Annual Meeting

Pursuant to the By-Laws of the SUNY Broome Community College Board of Trustees, the annual meeting will be held in September, for the purpose of election of officers, the appointment of the nominating committee and any other matters to establish at the annual meeting. It was recommended that the Board of Trustees to set the date of September 14, 2017 as the date of the annual meeting for 2017, meeting to be held at 5:00 p.m.

Trustee Barber made a motion to amend Action Item 3.1 moving the Annual Meeting date to September 21, 2017 at 5:00 p.m. Trustee Mastrangelo seconded the motion and it was unanimously approved. Trustee Barber made a motion to amend the date of the Finance and Facilities Committee meeting from September 12, 2017 at 8:00 a.m. to September 21, 2017 at 8:00 a.m. Trustee Mastrangelo seconded the motion. The motion was unanimously approved. Trustee Orband made a motion to approve Action Item 3.1 as amended. Trustee Paniccia seconded the motion and it was unanimously approved.

3.2 Recommend Approval of Resolution Approving the SUNY Broome Community College Strategic Plan for 2017-2022

SUNY Broome Community College's Strategic Plan provides a guide for the college community to improve collaborative planning for institutional initiatives and serves as a basis to develop goals at the institutional division and department level. During the fall 2016 and spring 2017 semester, several activities facilitated by the Institutional Effectiveness Office in conjunction with a College Assembly work group collectively produced a new SUNY Broome Community College's Strategic Plan for 2017-2022. These activities were attended by faculty, staff, administrators, students and local community members, which yielded newly defined strategic directions with six strategic initiatives and the SUNY Broome Institutional Learning Outcomes approved by the Council for Academic Issues were integrated into the strategic plan. The SUNY Broome Executive Council approved the strategic plan on August 8, 2017. It was recommended that the Board of Trustees approves the Resolution approving the SUNY Broome Community College Strategic Plan for 2017-2022.

Trustee Orband made a motion to table Action Item 3.2 until the September Board of Trustees meeting. Trustee Orion seconded the motion and it was unanimously approved.

3.0 ACTION ITEMS CONTINUED

3.3 Recommend Approval of Resolution Re-naming the Mechanical Building The Paul and Mary Calice and Mildred Barton Advanced Manufacturing Center

Pursuant to SUNY Broome Community College Policy 1.27, Naming of College Spaces for Recognition Purposes, the Board of Trustees authorizes the College President to develop a list of college spaces and locations which may be named in recognition of an individual or a group who has made a significant financial contribution to the College. Emil Calice has made a significant financial contribution to the Broome Community College Foundation. The Broome Community College Foundation Board of Directors approved the Emil Calice \$3,400,000 restricted grant for the renovation of the Mechanical Building at their April 28, 2016 Board meeting. It was recommended that the Board of Trustees approves the official re-naming of the Mechanical Building The Paul and Mary Calice and Mildred Barton Advanced Manufacturing Center.

Trustee Paniccia made a motion to approve Action Item 3.3. Trustee Mastrangelo seconded the motion and it was unanimously approved.

4.0 INFORMATION ITEMS

4.1 President's Report

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

Dr. Drumm introduced and welcomed Dr. Carol Ross, Vice President for Student Development and Chief Diversity Officer.

Dr. Drumm welcomed Sharon Ball to the Board of Trustees.

Enrollment continues to be good. We had the financial de-registration yesterday, it was a smaller list than last year. We are up about 1.5% right now after dropping all those students for non-payment but typically about 40% will re-register today and tomorrow. We are 2.5% ahead of budget and 1.5% ahead of where we were last year.

We had our Fall Faculty Staff Assembly this morning. It was very upbeat and received good feedback on it. Dr. Drumm thanked Dr. Battisti for organizing the Assembly.

On Tuesday morning at F & F we discussed holding a Special Meeting of the Board in September to discuss the details of the Carnegie Culinary Project. Because it is likely to be a lengthy discussion the F & F Committee wanted to devote a special meeting for this. Ms. O'Day will be asking for availability of dates and times from you. This will also will be an open meeting. Dean Mollen and Rey Wodjat will also be asked to be in attendance at this meeting. A vote is not required at this meeting but a vote will probably be done in October. Vice Chair Newman stated that it is important that all Board members participate in this discussion.

4.0 INFORMATION ITEMS CONTINUED

4.1.1 Daniel Strol Letter

A letter from Daniel Strol, Location Manager for DGA and IBT 817 was included in the Board package. Mr. Strol was on campus filming a commercial for NYS Empire Development Corporation and wrote to commend all the staff that he worked with and encountered during his time on campus.

4.2 Academic Affairs Update – Dr. Francis Battisti

Dr. Battisti presented the Academic Affairs Update to the Board. A copy of this report was included in the Board package.

4.3 Student Assembly Update – Trustee Orion Barber

Trustee Barber presented the August 2017 Student Assembly update to the Board. A copy of this report was included in the Board package.

4.4 Broome Community College Foundation Report – Ms. Cathy Williams

The August 2017 BCC Foundation Report to the Board was included in the Board package.

4.5 SUNY Broome Facilities Update – Mr. Michael Sullivan

This report is routine and for information purposes. A copy of this report was included in the Board package.

Trustee Mastrangelo: We have to make the Carnegie addition larger in order to get the tax credits.

Mr. Sullivan: We have to make the addition larger in order to respond to National Park Service.

Trustee Mastrangelo: How much more does that add to the cost.

Mr. Sullivan: Approximately \$2 million dollars.

Trustee Mastrangelo: But if we have to make it larger; what does that add.

Mr. Sullivan: The expansion of the addition was an additional \$2 million dollars.

Trustee Mastrangelo: That's what you're referring to in this. You said we now have to make it larger in order to get the approval. It is more than the \$2 million dollars to make it larger.

Mr. Sullivan: The dollar increase to make it larger than originally planned is \$2 million dollars is the estimate.

4.0 INFORMATION ITEMS CONTINUED

4.5 SUNY Broome Facilities Update – Mr. Michael Sullivan Continued

Trustee Mastrangelo: That's to get \$2 million dollars in tax credits.

Dr. Drumm: No, about \$3.3 million dollars for the budget more than that for closing.

Trustee Mastrangelo: So we spend \$2 million dollars to get \$3 million dollars. Does that include the new investment tax credits.

Dr. Drumm: Yes.

Trustee Mastrangelo: But then we have to spend another \$2 million dollars to get those.

Dr. Drumm: No, we have to spend the \$2 million dollars to get the historic.

Trustee Mastrangelo: We were going to spend \$2 million dollars on equipment. We're going to \$5 million dollars to get the new tax credits. We've increased that by \$3 million dollars.

Dr. Drumm: That's the \$1.8 million dollars in new market tax credits is part of that.

Trustee Mastrangelo: So we're spending \$5 million dollars to get \$3.5 million dollars.

Dr. Drumm: The total tax credits are about \$4.5 million dollars but there are closing costs in there. So it's an additional \$2 million dollars to ultimately get \$4.5 million dollars. The project will go from \$15 million dollars to \$20 million dollars.

Vice Chair Newman: We will discuss this further at the Special Meeting of the Board.

4.6 Budget Transfers

Budget Transfers for June and July 2017 were included in the Board package.

4.7 Grant Approvals

This report is routine and for informational purposes. Grant Approvals for August 2017 were included in the Board package.

4.8 Investment Report

This report is routine and for informational purposes.

4.9 Human Resource Update

These reports are routine (with planned activity) and for informational purposes. A copy of this report was included in the Board package.

4.0 INFORMATION ITEMS CONTINUED

4.10 Budget and Finance Update

This report is routine and for informational purposes. A copy of this report was included in the Board package.

Mr. Sullivan reported that we continue to forecast a balanced budget without the use of fund balance.

4.11 Media Report

This report is routine and for informational purposes. A copy of the media report was included in the Board package.

4.12 Proposed Schedule of Finance and Facilities Committee Meetings and Board of Trustees Meetings for 2017-2018

A copy of the Finance and Facilities Committee and Board of Trustees meetings was included in the Board package for information and review. The schedule of meeting dates will be voted on at the September Board meeting.

5.0 COMMITTEE REPORT

5.1 Finance and Facilities Committee Meeting Minutes

The Minutes of the Finance and Facilities Committee minutes were submitted for the Tuesday, August 22, 2017 meeting. There was not a quorum to call the meeting to order; Dr. Drumm gave his information report to the committee. Chair Marc Newman called the meeting to order after quorum requirements were met at 9:24 a.m. The Finance and Facilities Committee called for a Special Meeting of the Board to discuss the Carnegie Project.

The meeting adjourned at 10:18 a.m.

Vice Chairperson Newman called for a motion to adjourn the meeting. Trustee Orband made a motion to adjourn. Trustee Paniccia seconded the motion. The meeting adjourned at 5:21 p.m.

**THE NEXT FULL BOARD OF TRUSTEES MEETING IS SCHEDULED FOR
5:00 P.M. ON THURSDAY, SEPTEMBER 21, 2017
TO BE HELD IN THE LIBOUS ROOM, D117 OF THE DECKER HEALTH SCIENCES
CENTER BUILDING**