

**SUNY BROOME COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES
September 21, 2017
Official**

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

TRUSTEES ABSENT: None

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

Chairperson Coffey called the meeting to order at 5:01 p.m.

Trustee Orband joined the meeting at 5:15 p.m. after the vote on the Preferred Agenda and Action Items 3.1, 3.2, 3.3 and 3.4 were voted on and after Information Item 4.1 was presented.

1.0 APPROVAL OF MINUTES

Trustee Ball made a motion to approve the minutes of the August 24, 2017 meeting of the Board of Trustees. The motion was seconded by Vice Chair Newman and the motion was unanimously approved.

2.0 PREFERRED AGENDA ACTION ITEMS

2.1 Recommend Approval of Resolution for New Position Description for Senior Learning Specialist

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: Senior Learning Specialist.

Trustee Barber made a motion to approve Preferred Agenda Action Item; 2.1. Trustee Akel seconded the motion. The motion was approved with a vote of eight (7) ayes and one (1) abstention from Trustee Paniccia.

3.0 ACTION ITEMS

3.1 Recommend Approval of Slate of Officers for 2017-2018

Pursuant to the By-Laws of the SUNY 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 SUNY Broome Board of Trustees Nominating Committee for 2017-2018 met on September 11, 2017 and recommended that Marc Newman be appointed Chairperson for 2017-2018 and Anthony Paniccia be appointed Vice Chairperson for 2017-2018, both for a term of (1) one year as provided for in the By-Laws.

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

3.2 Recommend Approval of Nominating Committee for 2018-2019

Pursuant to the By-Laws of the SUNY 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 2017-2018 met on September 11, 2017 and recommended the following members to serve on the Nominating Committee for 2018-2019: Nicholas Serafini, Chairperson, Anthony Paniccia, and George Akel.

Vice Chair Newman made a motion to approve Action Item 3.2. Trustee Akel 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 2017-2018

A schedule of the Finance & Facilities Committee and Board of Trustees meetings for 2017-2018 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 2017-2018.

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

Trustee Mastrangelo made a motion to amend the date of the 5 p.m. October 19, 2017 Board of Trustees Meeting to 5 p.m. Monday, October 16, 2017 Trustee Serafini seconded the motion and it was unanimously approved.

Trustee Barber made a motion to amend the date and time of the October 17, 2017 Finance and Facilities Committee meeting and incorporate the meeting into the Monday, October 16, 2017 Board of Trustees meeting. The motion was seconded by Trustee Mastrangelo and it was unanimously approved.

3.0 ACTION ITEMS CONTINUED

3.4 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 Akel made a motion to approve Action Item 3.4. Trustee Ball seconded the motion and it was unanimously approved.

3.5 Recommend Approval of Resolution for SUNY Broome Community College Board of Trustee Approval and Authorization to Fund \$19,800,000 for Renovation of the Carnegie Library for the Culinary Program, Hospitality and Special Events

On March 31, 2016, the Board of Trustee approved Resolution No. 1409 for the SUNY Broome Community College Board of Trustees Approval to Proceed With Renovation of Carnegie Library into a Center Housing Culinary, Events, and Credit and Non-Credit Courses. The College has secured funding commitments from the following sources: (1) new market tax credits, (2) historic tax credits; (3) Empire State Development Corporation grant funding, and (4) SUNY to fund the renovation and capital costs of the Carnegie building for the Culinary Program for approximately \$19.8 million. It was recommended that the Board of Trustees approves the resolution for SUNY Broome Community College Board of Trustee Approval and Authorization to fund \$19,800,000 for Renovation of the Carnegie Library for the Culinary Program, Hospitality and Special Events.

Chairperson Coffey asked that Action Item 3.5 be discussed after the Information Items. Trustee Barber made a motion to discuss Action Item 3.5 after the Information Items.

After discussion Trustee Ball made a motion to table Action Item 3.5 until the Monday, October 16th Board of Trustees Meeting. Trustee Serafini seconded the motion and it was unanimously approved.

3.0 ACTION ITEMS CONTINUED

3.5 Recommend Approval of Resolution for SUNY Broome Community College Board of Trustee Approval and Authorization to Fund \$19,800,000 for Renovation of the Carnegie Library for the Culinary Program, Hospitality and Special Events CONTINUED

Discussion Concerning Action Item 3.5

Mr. Sullivan: For the last year we had two parallel processes. One was a significant financial gap in terms of the initial beginning of the project and then where we are today and trying to identify sufficient sources to achieve at least a balance to whatever the cost were. In parallel to that process was a year process whereby in order to attain the funding sources; had a lot of regulations to comply with both for the two major funding sources, New Market Tax Credits and Historic Tax Credits. Harris Beach is our tax counsel led by Tony Marshall and Steve Marshall. They will walk you through the tax structure and the various LLC's that need to be created, the relationship with The Agency so you're familiar with the structure. We are having extensive discussions with the investment bank community, US Bank, Empire State Development, new market tax credit, SUNY, NYS Division of Budget; these are the key stake holders to get this to financing. Erika Wesner is the key person for the College both on the financial side and the construction side. Passero; the President of the company is John Caruso and Steve Trobe who is the project manager for the Capital Master Plan, Mechanical Building and for the Carnegie Building. On the programmatic academic side we have Professor Rey Wodjat who has been integral to the team as well as Dean Mollen who is also here tonight.

Mr. Sullivan: Harris Beach will give an overall sense of the finance structure and various corporations. Passero will speak to the cost side of the structure; how we valued engineered it, how it went from \$12 million to \$19.8 million, their architect services, design of the building and the limitations relative to National Park Service as well as all of the equipment and how it all has to fit within National Park Service Department of Interior Design.

Mr. Sullivan gave an overview of the project which included reviewing the draft resolution and additional information included in the Board packet.

Trustee Mastrangelo: Physically, where is the parking.

Mr. Sullivan: I am going to provide a handout as to what we're currently exploring in terms of parking which I think will be a multi strategic approach. The Incubator will have some parking and we're taking a serious look at a shuttle service. We might model something similar to Security Mutual who has security escort service after dusk. David Ligeikis is pursuing other parking opportunities that were discussed at the August F & F meeting. I have a handout that I'll distribute. We have some time prior to the project but I don't think it's too soon to pursue those discussions for student and faculty security as well as sufficient parking.

Trustee Mastrangelo: You said all historic tax credits have been approved. I thought we were waiting on \$2 million.

Dr. Drumm: We were waiting but we got word that with these two tweaks it's done.

Discussion Concerning Action Item 3.5 Continued

Vice Chair Newman: Do we have any funding that we need to grab or it goes away?

Mr. Sullivan: Tony Marshal will talk about the new market tax credits side. This will be our third amended reservation letter. Initially June 30 they wanted a closing on the project. In the new market tax credit arena it behooves the CDE the intermediary whose getting the funding from the federal government to utilize this funding as quickly as possible, close on deals because they don't get future funding until they show the Federal government that they've used their \$55 million allotment that they received this year which was a two-year allotment. They gave us a reservation letter for June 30. Then National Parks Service said no to the submission so we went back to them and they gave us to November 20 to close on the project. Right now they're telling us that they're losing their patience. If we can't get this closed there are a lot of people standing in line that would like New Market Tax Credits. Meanwhile, we've had further discussions with New Market Tax Credits and they're saying we need this closed by February or March of next year. When you back the timetable, the Board would ideally approve the project today but to the extent that it goes to October we really need that as kind of call the question. New Market is saying that's as far as we can assure you that your allocation is available. It is time sensitive.

Chairperson Coffey: But our drop dead date is February or March of next year.

Mr. Sullivan: To close on the project. But if you back the clock up in terms of timeline. Say the Board approves the project in October; then we have to rebid the project. The architects need 90 days to redesign the project based on now the approved National Parks Service with the condition; they need to redesign the project with the new addition, that's 90 days. Vendors get 21 days to prepare a submission, we need to review it, and we need to present the awarded bids to the Board. That in the timetable with October would be sometime in January or February. Once we have bidders approved we can execute contracts with vendors and we can close on the financing.

Chairperson Coffey: So when do we have to pass this resolution.

Mr. Sullivan: I would say the latest would be sometime in the month of October in order to ensure that we still can get \$3.7 million of both New Market and the SUNY match. If we lose the \$1.85 million in New Market we lose \$1.85 million in SUNY match.

Mr. Sullivan invited Tony Marshall of Harris Beach to give a brief presentation relative to the financing structure.

Mr. Marshall reviewed and answered Board members questions regarding the finance structure as it relates to New Market Tax Credits and Historic Tax Credits. He also referenced Information Item 4.3 page 6, page 7 and page 8 which was included in the Board packets.

President of Passero Associates John Caruso and Steve Trobe commented and answered the Board members questions concerning the construction of the Carnegie Building.

Discussion Concerning Action Item 3.5 Continued

Professor Rey Wodjat answered questions related to the academic program.

Mr. Sullivan continued to answer financial and project construction questions concerning the Carnegie building.

Discussion was held concerning parking for the Carnegie Building.

The Board members each voiced their opinion on whether to vote on action item 3.5 at this meeting. It was decided to table action item 3.5 until the October meeting. The October meeting will be held on the 16th when all Trustees are available to attend in order to have time to submit the resolution to the County Legislators for approval at their meeting on the 19th.

Trustee Paniccia: Can we change the bylaws for this vote to be able to vote by proxy if a Trustee cannot be present or video conference in for the vote.

Cheryl Sullivan, Esq.: If you make a motion to take the vote electronically and approve that. You need a motion regardless of how you're appearing in the meeting; whether it's by telephone or whatever.

Trustee Akel made a motion to approve attendance by telephone or electronically at the October meeting. Trustee Mastrangelo seconded the motion and it was unanimously approved.

Ms. O'Day contacted Mr. Bob Behnke, Broome County Attorney on September 22, 2017 concerning the vote to approve attendance and vote by telephone or electronically. Mr. Behnke stated that per NYS Open Meeting Law Trustees must either appear in person or via video conferencing to count as a quorum and to vote.

4.0 INFORMATION ITEMS

4.1 President's Report

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

Dr. Drumm thanked Chairperson Coffey for her two years of service and leadership as Chair of the Board of Trustees.

Enrollment continues to be strong. We won't have firm numbers until the end of the month or early October as our concurrent enrollment comes in.

Dr. Drumm attended the SUNY President's meeting in Albany. During the meeting they heard from schools where enrollment is up; some more than we are.

Our intense summer registration period was held two weeks before classes begin this year. This is the first time that we have done it two weeks before. Procrastinators don't tend to be successful in College, so the idea is to not put procrastinators in a position where they can fail. Also getting through the financial aid process in time to pay your bill is virtually impossible when you come in to the system late. Having that extra week before classes began to help students and get them through the financial process; we actually de-registered 20% fewer students than we historically have by giving them that week to get their ducks in a row with their finances. For that population it worked very well. For the schools that have done this; their retention went up. We will see come January how it may have impacted retention.

One of the major discussions at the Community College SUNY President's meeting was around the new funding formula that is being recommended. There's three boxes; one of them being performance funding and consternation about it but no consensus about a performance funding piece at this point. The other two are; funding would be based on a block grant philosophy like the County not based on enrollment. In Wyoming we moved from FTE to block grant funding. The advantage to block grants is that you can plan on it and there is a Higher Education Price Index inflationary figure built into the block grant. The other piece of it is; we have an Educational Opportunity Program (EOP) and this formula proposes that the state provide funding for students in that category. We don't expect anything to happen this winter except debate but you never know how the Governor feels about block grant funding versus being enrollment driven.

We recently received news regarding our State Title IX review and we were one of 24% of the colleges in the state that received a passing grade with flying colors with full compliance. Dr. Drumm thanked Dean Schuhert and others for their work on this.

Laura Hodel received accolades from Higher Education Services Corporation (HESC) for being ahead of the curve the entire time throughout the certification process for our 185 Excelsior Scholarship students. Many schools were behind in processing those students.

4.0 INFORMATION ITEMS CONTINUED

4.1 President's Report Continued

Dr. Drumm attended a reception and meeting with the SUNY Chancellor. She is doing a lot of listening and collecting data before she decides what she wants to do. Much of the day was spent talking about what SUNY can do for us and also how we can help SUNY.

We have 30 high school students on campus completing their high school. They started in middle school with our P-TECH Program which focuses on STEM and Health. They will receive their high school diploma and their college diploma when they are done.

4.2 Economic Development and Diversity Update – Dr. Carol Ross

Dr. Ross presented the Student Development and Diversity 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 September 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 September 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.

4.6 Budget Transfers

Budget Transfers for August 2017 were included in the Board package.

4.7 Grant Approvals

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

4.11 Media Report

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

5.0 COMMITTEE REPORT

5.1 Finance and Facilities Committee Meeting Minutes

The Finance and Facilities Committee minutes for the Tuesday, September 21, 2017 meeting will be on the October 16, 2017 Board of Trustees Agenda.

Chairperson Coffey adjourned the meeting at 7:38 p.m.

**THE NEXT FULL BOARD OF TRUSTEES MEETING IS SCHEDULED FOR
5:00 P.M. ON MONDAY, OCTOBER 16, 2017
TO BE HELD IN THE LIBOUS ROOM, D117 OF THE DECKER HEALTH SCIENCES
CENTER BUILDING**