

**SUNY BROOME COMMUNITY COLLEGE
BOARD OF TRUSTEES
December 6, 2013
Official
MINUTES**

TRUSTEES PRESENT James Orband, Margaret Coffey, Timothy Grippen, Angelo Mastrangelo, George Akel, Anthony Paniccia, Aishia Mortenson, Nicholas Serafini, Marc Newman

TRUSTEES ABSENT: Nancy LaBare

ALSO PRESENT: Dr. Kevin E. Drumm, Francis Battisti, Regina Losinger, Debbie Morello, Lynn Fedorchak, Robert Behnke, Patricia O'Day

Chairperson Orband called the meeting to order at 5:00 p.m.

1.0 APPROVAL OF MINUTES

Trustee Newman made a motion to approve the minutes of the October 31, 2013 Meeting of the Board of Trustees. The motion was seconded by Trustee Grippen and the minutes were unanimously approved as written.

2.0 PREFERRED AGENDA ACTION ITEMS

2.1 Recommend Approval of Resolution Revising Adopted Resolutions No. 1276 and No. 1290 for the 2013-2014 SUNY Broome Community College Tuitions and Fees

On June 27, 2013, the Board of Trustees approved Resolution No. 1276 adopting the SUNY Broome Community College 2013-14 Tuition and Fees. On September 12, 2013, the Board of Trustees approved Resolution No. 1290 revising Resolution No. 1276 adopting the SUNY Broome Community College 2013-14 Tuition and Fees. Included in the Board packets was a draft resolution amending the current tuition and fee schedule to increase the spring/summer international student health insurance fee by \$71 from \$650 to \$721 to accommodate taxes and fees assessed as part of the new federal Affordable Care Act (ACA). It was recommended that the Board of Trustees approves the resolution revising adopted Resolutions No. 1276 and No. 1290 for the 2013-14 SUNY Broome Community College Tuition and Fees with the stipulation that the Board of Trustees is provided a report of how many students are using Campus Student Health Services in a year.

2.2 Recommend Approval of Resolution for New Position Description – Budget and Institutional Effectiveness 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: Budget and Institutional Effectiveness Specialist.

2.0 PREFERRED AGENDA ACTION ITEMS CONTINUED

2.3 Recommend Approval of Final Payment to Include Release-of-Retainage to LeChase Construction Services, LLC for their Construction Management Work on the Natural Science Center

LeChase Construction Services, LLC has met their obligations to SUNY Broome Community College for their work on the Natural Science Center. Holt Architects, PC the architect on the project has also approved the final payment to include release-of-retainage. It was recommended that the Board of Trustees approves the final payment to include release-of-retainage to LeChase Construction Services, LLC for their Construction Management Work on the Natural Science Center in the amount of \$27,200.

2.4 Recommend Approval of Final Payment to Include Release-of-Retainage to Fahs Construction Group for their Work on the Natural Science Center Project

Fahs Construction Group has met their obligations to SUNY Broome on the Natural Science Center Project. All closeout documentation including releases has been obtained and approved by both the college and HOLT Architects, PC the architect on the project. It was recommended that the Board of Trustees approves the final payment to include release-of-retainage to Fahs Construction Group for their work on the Natural Science Center Project in the amount of \$481,866.95.

2.5 Recommend Approval of Final Payment to Include Release-of-Retainage with a Contingency to Piccirilli-Slavik and Vincent Plumbing and Heating, Inc. for their HVAC Contract Work on the Natural Science Center Project

Piccirilli-Slavik and Vincent Plumbing and Heating Inc. has met their HVAC work obligations to SUNY Broome on the Natural Science Center Project. All closeout documentation including releases has been obtained and approved by both the college and HOLT Architects, PC the architect on the project. Payment of full retainage will be released to Piccirilli-Slavik and Vincent Plumbing and Heating Inc. contingent upon minor punch list items being remedied, to LeChase Construction and SUNY Broome's satisfaction and sign-off. It was recommended that the Board of Trustees approves the final payment to include release-of-retainage with the referenced contingency to Piccirilli-Slavik and Vincent Plumbing and Heating Inc. for their HVAC Contract Work on the Natural Science Center Project in the amount of \$24,741.38.

2.0 PREFERRED AGENDA ACTION ITEMS CONTINUED

2.6 Recommend Approval of Final Payment to Include Release-of-Retainage with a Contingency to Piccirilli-Slavik and Vincent Plumbing and Heating, Inc. for their Plumbing Contract Work on the Natural Science Center Project

Piccirilli-Slavik and Vincent Plumbing and Heating Inc. has met their plumbing contract work obligations to SUNY Broome on the Natural Science Center Project. All closeout documentation including releases has been obtained and approved by both the college and HOLT Architects, PC the architect on the project. Payment of full retainage will be released to PS&V Plumbing & Heating contingent upon minor punch list items being remedied to LeChase Construction and SUNY Broome's satisfaction & sign-off. It was recommended that the Board approves the final payment to include release-of-retainage with the referenced contingency to Piccirilli-Slavik and Vincent Plumbing and Heating Inc. for their plumbing contract work on the Natural Science Center Project in the amount of \$17,717.91.

2.7 Recommend Approval of Final Payment to Include Release-of-Retainage with a Contingency to Schuler-Haas Electric Corporation for their Electrical Contract Work on the Natural Science Center Project

Schuler-Haas Electric Corporation has met their electrical contract work obligations to SUNY Broome on the Natural Science Center Project. All closeout documentation including releases has been obtained and approved by both the college and HOLT Architects, PC the architect on the project. Payment of full retainage will be released to Schuler-Haas Electric contingent upon minor punch list items being remedied, to LeChase Construction & SUNY Broome's satisfaction & sign-off. It was recommended that the Board of Trustees approves the final payment to include release-of-retainage with the referenced contingency to Schuler-Haas Electric Corporation for their electrical contract work on the Natural Science Center Project in the amount of \$172,875.70.

Trustee Grippen made a motion to approve Action Items 2.1, 2.2, 2.3, 2.4, 2.5, 2.6 and 2.7 on the Preferred Agenda. The motion was seconded by Trustee Newman. The motion was unanimously for Action Items 2.1, 2.2, 2.3 and 2.7 Action Items 2.4, 2.5 and 2.6 were approved with one abstention.

3.0 ACTION ITEMS

3.1 Recommend Approval of Resolution for Unpaid Leave of Absence for Jesse E. Wells

The Board of Trustees acts to approve a request for unpaid leave for an employee in the SUNY Broome Community College Administrative Guild to serve in a promotional capacity. It was recommended that the Board of Trustees grant an unpaid leave of absence to Jesse E. Wells, Director of Marketing and Communications, Marketing and Communications Department, from December 1, 2013 to March 31, 2014 to serve in a promotional capacity as Acting Director of Marketing, Communications and Public Information.

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

4.0 INFORMATION ITEMS

4.1 President's Report

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

Dr. Drumm reported that Rich David has formally resigned from his position as Public Affairs Officer and is preparing to take over as Mayor of the City of Binghamton.

SUNY is revising the chargeback formula used to bill other New York State counties (out of district, same as out of state) for their residents attending community colleges in other counties to better reflect what is in the education law and to smooth out the chargeback rate, which currently includes an adjustment for prior year actual versus budgeted costs, revenues and enrollments, so they won't get huge variances from year to year to better enable them to budget for it.

The law is based upon the original community college funding philosophy of costs being shared equally by students, state and sponsors, which include the local government, a one third, one third, one third formula. It limits the amount that can be charged to other counties for their residents attending community colleges in other counties, and the amount that can be charged to out-of-state and international students, to no more than the sponsoring government contributes per resident student.

The chargeback formula SUNY is looking at puts us somewhere in the middle of NYS community colleges (some lose revenues as a result of the formula change, and some gain) if it were to go into effect in September our annual chargeback revenues would be reduced by over \$800,000 annually.

We have always charged double tuition which is standard throughout the country and is in accordance with SUNY regulations. But the NYS education law doesn't technically allow for that, it limits us to essentially charge what our county pays us per FTE, an amount equal to 1.5 rather than double tuition, a \$700,000 a year revenue loss. There is a lot of conversation for this and what we will be allowed to charge.

The current recommendation is that the chargeback formula be phased in over five years; 5% and then 30%, 50%, 60% and then 100%. Neither of the formulas are finalized and we will have more on this in the future

Start-Up NY – we're in the process of submitting a gross plan, a very general plan, to SUNY concerning what businesses we are focusing on. A potential of using commercial space for us, would provide a logistical issue for our classes, but with the vast availability of commercial space in this area, if it's inexpensive enough that in itself would probably qualify us for a waiver for not having to have it within that square mile footprint of your campus. Unless we had something on campus we could lease them for even less it puts us in good shape to apply for a waiver. It would be a good thing for local commercial real estate holders, we would have Town issues with neighborhoods, the issue would be logistics for students participating and holding classes at the businesses would be more of a challenge than if the classes were held on campus. We continue discussions with a local brewery and bottling operation who have found a facility in Conklin, NY. Dr. Drumm will keep the Board apprised of any updates.

4.0 INFORMATION ITEMS CONTINUED

4.1 President's Report Continued

Our Housing Board just met and everything is on schedule. We have 18 deposits already and 280 calls have been made to students who have inquired about housing. We will be visiting Simplex to see how the modules are constructed and modules will begin to be delivered to campus after the first of the year.

We have launched the marketing for our AA1 Program, our one year Liberal Arts Associates degree. It is an intense accelerated program and geared toward top students.

Winter term enrollments are skyrocketing and have enrolled 347 as opposed to the 257 that were enrolled last year.

SUNY 20/20 update – Dr. Drumm reported that the minimum that you can ask for is \$5 million dollars and this requires a \$5 million dollars match. We are partnering with Binghamton University because it is difficult for a college our size to find the match. We are working on the potential for a student incubator with Binghamton University i the incubator project downtown because the money that is lined up for the incubator could be used as the \$5 million dollars match. The deadline for submission is Monday, December 9th.

Dr. Drumm reminded the Board members that the College Holiday Reception will be held Friday, December 6th from 4:30 to 6:30 p.m. and will be held in the Student Dining Hall.

4.2 Student Assembly Update – Aishia Mortenson

Trustee Mortenson presented the Student Assembly Update to the Board. A copy of this report was included in the Board package.

Students are opposed to the Drop/Add fee and feel that it is confusing that the drop/add should be one or the other and not both. The Assembly is working with Dr. Battisti on this and there is an evaluation process with this as well.

The Student Assembly officially voted unanimously in opposition of being a tobacco free campus and will be working to advocate for smoking areas to be designated on campus.

Dr. Drumm stated that the College is working with the Town of Dickinson to create a no loitering zone in the area where students are congregating to smoke and will keep the Board apprised of future updates

Trustee Newman suggested that the College have a license agreement and a designated smoking area near the residence hall.

4.0 INFORMATION ITEMS CONTINUED

4.3 Council for Academic Issues Update – Rachael Hagerman

Rachael Hagerman presented the Council for Academic Issues Update to the Board. A copy of this report was included in the Board package.

4.4 Council for Operational Issues Update – Robin Petrus

Robin Petrus presented the Council for Operational Issues Update to the Board. A copy of this report was included in the Board package.

4.5 Broome Community College Foundation Report

Ms. Cathy Williams presented the December 2013 Foundation report to the Board. A copy of this report was included in the Board package.

The Truman Foundation granted permission to move a \$50,000 matching grant from the Waverly site to the Owego site to help us purchase technology for our students in Owego.

The Annual Foundation Summit will be held in January with one of the topics being the Comprehensive Campaign.

We have 18 paid deposits for our residence halls. Jeff Horowitz, Housing Director has done a great job in individual outreach to students.

4.6 SUNY Broome Facilities Update

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

4.7 Budget Transfers

Budget Transfers for November 2013 were included in the Board package.

4.8 Grant Approvals

This report is routine and for informational purposes. Grant approvals for December 2013 were included in the Board package.

4.9 Investment Report

This report is routine and for informational purposes.

4.0 INFORMATION ITEMS CONTINUED

4.10 Human Resource Update

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

Ms. Fedorchak reported that Richard Gallagher held two workshops for the campus on the topic of Maximizing Interactions with Others, we had approximately 85 attendees and are hoping to have him back in the future.

4.11 Budget and Finance Update

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

Last year's books were closed out very close to budget on the expenditure end of things. We had planned on using 1.3 million dollars of fund balance and used \$1 million dollars. Our fund balance landed at 3.1 million dollars which is close to what we had forecasted. This is equal to approximately 6% of our budget.

4.11.1 Draft Affordable Care Act Adjunct Instruction Health Threshold and Conversion to Clock Hours

Ms. Losinger discussed with the Board the Draft Affordable Care Act Adjunct Instruction Health Threshold and Conversion to Clock Hours which was included in the board package.

A resolution will be presented at next month's meeting for a vote.

4.12 Press Clippings

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

4.13 Annual Report for Fiscal Year Ending 2012-2013

A copy of the SUNY BCC Annual Report for Fiscal Year Ending 2012-2013 was included in the Board of Trustees package for information.

4.14 Weather Related Closure and Cancellation Procedure

The Weather Related Closure and Cancellation Procedure was included in the Board package for informational purposes.

5.0 COMMITTEE REPORT

5.1 Minutes from the Finance and Facilities Meeting of December 3, 2013

Margaret Coffey, Chairperson of the Finance and Facilities Committee submitted the Minutes for the December 3, 2013 meeting. Chairperson Coffey reviewed the meeting stating that the meeting was called to order at 9:31 a.m. and all action items were approved. The meeting adjourned at 10:04 a.m. The next meeting is scheduled for January 14, 2014 at 9:30 a.m.

6.0 COMMUNICATIONS

6.1 None

Chairperson Orband called for a motion to adjourn.

Trustee Mortenson made a motion to adjourn. The motion was seconded by Trustee Newman and the motion passed unanimously.

The meeting adjourned at 5:50 p.m.

THE NEXT FULL BOARD OF TRUSTEES MEETING IS SCHEDULED FOR 5:00 P.M. ON THURSDAY, JANUARY 16, 2014 TO BE HELD IN THE LIBOUS ROOM OF THE DECKER HEALTH SCIENCES CENTER BUILDING