

**BROOME COMMUNITY COLLEGE
BOARD OF TRUSTEES
February 21, 2013
Official
MINUTES**

- TRUSTEES PRESENT** Timothy Grippen, Joyce Majewski, Willie Murray, George Akel, James Orband, Angelo Mastrangelo, Nicholas Serafini, Margaret Coffey
- TRUSTEES ABSENT:** Marc Newman
- ALSO PRESENT:** Dr. Kevin E. Drumm, Dr. Francis Battisti, Regina Losinger, Debbie Morello Rich David, Elizabeth A. Wood, Cheryl Sullivan, Patricia O'Day

Chairperson Grippen called the meeting to order at 5:10 p.m.

1.0 APPROVAL OF MINUTES

Trustee Serafini made a motion to approve the minutes of the January 17, 2013 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 Resolution Recommending Candidates for Term Appointment

According to BCC Policy 1.14, the Board of Trustees shall approve changes in the appointment status (term and continuing) of members of the professional staff and in accordance with any applicable negotiated contract. It was recommended that the Board of Trustees approves the following candidates for term appointment: Katie Bucci, Amy Cook, Joseph DeAngelo, Colleen Eggleston, Melissa Glenn, Jamie Heron-Starr, Amanda Hollister, Brian Loy, Joel Miller, Erin O'Hara-Leslie, Denisa Talovic

2.2 Recommend Approval of Resolution Recommending Candidates for Continuing Appointment

According to BCC Policy 1.14, the Board of Trustees shall approve changes in the appointment status (term and continuing) of members of the professional staff and in accordance with any applicable negotiated contract. It was recommended that the Board of Trustees approves the following candidates for continuing appointment: Oz Aydemir, Daniel Brennan, Dominick DeMichele, Abby Gehris, Richard Kazmark, Charles Petrolawicz, Tairi Roque-Urrea

2.3 Recommend Approval of Resolution for New Position Description – Director of Marketing and Communications

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: Director of Marketing and Communications

2.0 PREFERRED AGENDA ACTION ITEMS CONTINUED

2.4 Recommend Approval to Amend the Professional Services Contract with DELTA Engineers to include Construction Management Services for the Flood Recovery Project

On March 27, 2012, the Board of Trustees approved a Professional Services Contract with DELTA Engineers for Professional Services associated with the Flood Recovery Project not to exceed \$73,884. The construction bids were recently opened, and the paperwork is currently with the County Law Department to prepare the four construction contracts. Due to the magnitude of the project and overall daily supervision that the Campus Operations Department feels is required, we are recommending that DELTA's contract be amended to include Construction Management. It was recommended that the Board of Trustees approves the amendment of DELTA's Professional Services Contract to include Construction Management at a total cost not to exceed \$119,581.

2.5 Recommend Approval to Amend the Emergency Purchase to Contract with Postler & Jaeckle Corp. for Replacing the Failing Heating Hot Water Supply and Return Piping for the Student Services Building

On the December 11, 2012 the Finance and Facilities Committee approved the emergency purchase to contract with Postler & Jaeckle Corp. in the amount of \$81,000 for replacing the failing heating hot water supply and return piping. It was discovered at the end of October that the water piping in the crawl space of the Student Service's Building was in very bad physical condition and is failing. A proposal was obtained from Postler & Jaeckle Corp. in the amount of \$81,000 for replacing the failing heating hot water supply and return piping. According to our purchasing guidelines, an emergency purchase was initiated in order for Postler & Jaeckle Corp. to immediately begin repairs. There were no as-builts for this building which prohibited P&J from discovering all of the water lines that needed to be replaced. There were 15 to 20 supply and return lines that were subsequently found during the construction phase that needed to be replaced. This purchase is now over \$100,000 and per Board Policy 1.7: Purchasing the amended contract requires Board of Trustee approval. It was recommended that the Board of Trustees approves amending the emergency purchase to contract with Postler & Jaeckle Corp. in the amount of \$104,000 for replacing the failing heating hot water supply and return piping for the Student Services Building.

2.0 PREFERRED AGENDA ACTION ITEMS CONTINUED

2.6 Recommend Approval to Purchase Supplies/Equipment for the Natural Science Center from Fisher Scientific and Thermo Electronic North America, LLC

Current Board of Trustee Policy 1.7: Purchasing requires purchases and contracts over \$100,000 to have Board of Trustee's approval including purchases on NYS Contract. The committee responsible for recommending supplies/equipment for the Natural Science Center has obtained quotes for purchases from Fischer Scientific and Thermo Electronic North America, LLC, which are on NYS Contract. These purchases will be replacing very old equipment for Biology and Chemistry that was originally in the old Science Building.

Fisher Scientific: Biology Purchases \$22,997.80, Chemistry Purchases \$ 146,282.36, Total Fisher Scientific: \$169,280.16

Thermo Electron North America, LLC: Chemistry Purchases \$16,969.90, Chemistry Purchases \$21,800.55, Chemistry Purchases \$31,414.75, Chemistry Purchases \$89,719.49, Chemistry Purchases \$130,838.22, Total Thermo Electron: \$ 290,742.91.

It was recommended that the Board of Trustees approves the purchases to Fisher Scientific in the amount of \$169,280.16 and Thermo Electronic North America, LLC in the amount of \$290,742.91.

Trustee Coffey 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 Serafini. The motion was unanimously approved.

3.0 ACTION ITEMS

3.1 Recommendation that the Chair Appoint a Committee to Conduct the President's Annual Evaluation and Review

Pursuant to the By-Laws of the Broome Community College Board of Trustees, Article 4, section 4.2, the Chairperson of the Board may appoint other special committees to carry on the business of the Board of Trustees. It was recommended that the Chairperson appoint a committee to conduct the President's Annual Evaluation and Review.

Chairperson Grippen appointed himself, James Orband and Angelo Mastrangelo, to the committee.

3.0 ACTION ITEMS CONTINUED

3.2 Recommend Approval to Purchase Furnishings for the Natural Science Center

Current Board of Trustee Policy 1.7: Purchasing requires purchases and contracts over \$100,000 to have Board of Trustee's approval including purchases on NYS Contract. The committee responsible for making recommendations for furnishing the Natural Science Center has obtained a quote in the amount of \$131,983.04 to The HON Company, from Syracuse Office Environments, which is on NYS Contract. The purchase will include; furniture in the 17 faculty offices (34 faculty total), furniture in the chair suite (3 chairperson offices, the receptionist area, and file room), furniture in the conference room, and lab chairs throughout the building. It was recommended that the Board of Trustees approves the purchase to the HON Company, c/o Syracuse Office Environments, in the amount of \$131,983.04.

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

3.3 Recommend Approval for Blanket Approval to Purchase Equipment/Furnishings for the Natural Science Center

Current Board of Trustee Policy 1.7: Purchasing requires purchases and contracts over \$100,000 to have Board of Trustee's approval including purchases on NYS Contract. At the February 19, 2013 Finance and Facilities Committee meeting it was recommended that a blanket approval be obtained by the Board of Trustees to purchase equipment/ furnishing over \$100,000 for the Natural Science Center up to the budgeted amount which is \$1,749,515. A monthly report will be provided of the purchases. It was recommended that the Board of Trustees approves a blanket approval to purchase equipment/furnishings for the Natural Science Center up to the budgeted amount of \$1,749,515.

Trustee Coffey made a motion to approve Action Item 3.3, Trustee Majewski seconded the motion and it was unanimously approved.

3.0 ACTION ITEMS CONTINUED

3.4 Recommend Approval of Resolution Authorizing a Limited Voluntary Separation Incentive Program

Continuing budgetary constraints make it advisable for the College to reduce the size of its workforce at this time. In so far as possible, the College prefers to make this reduction in force voluntary in nature. It was recommended that the Board of Trustees approves the offering of a limited Voluntary Separation Incentive Program.

Ms. Losinger reviewed the Voluntary Separation Incentive Program with the Board members stating that last year there were eleven people that took advantage of the separation. Of the eleven five of the positions were not refilled. The salaries of the departing people were \$721,000 and were replaced with a cost of \$267,000 so the cost of the incentive was \$432,000 and we broke even on it in eight months. The purpose of the incentive is to help us continue to bring our costs in line with our available revenues. We have been using our fund balance and it's getting to the point now that we need to get the cost down a little bit more as the fund balance is getting to the level where we will not want to reduce it much more.

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

4.0 INFORMATION ITEMS

4.1 Audit Presentation by The Bonadio Group

Tim Doyle of The Bonadio Group gave a summary presentation of Broome Community College's audit for the year ending August 31, 2012. Mr. Doyle stated that Broome Community College received an unqualified opinion on the Financial Statement the highest rating you can receive.

The Governmental Auditing Standards Report is the second report they are required to report on which has two areas, internal controls on financial reporting and compliance with laws, regulations and grant contracts. In the area of internal controls on financial reporting they found no material weaknesses and no significant deficiencies in those controls. In the area of compliance with laws, regulations and grant contracts BCC is in compliance in all material respects with significant grants contracts and legal requirements and found no noncompliance that was material to the financial statements.

The last area is the Federal Compliance Audit which is an audit on Federal Awards. This year they tested student financial aid and career and tech education basic grants. They are required to report on, internal controls with regards to compliance with the Federal requirements for these programs and found no material weaknesses identified in either of the programs or significant deficiencies. They issued unqualified reports on both programs that BCC is in compliance in all material respects with the Federal requirements applicable to those programs.

4.0 INFORMATION ITEMS CONTINUED

4.1 Audit Presentation by The Bonadio Group Continued

Financial Statement report was unqualified, no material weaknesses or significant deficiencies relating to the key controls in those financial reporting and in the Federal awards, no material weaknesses or significant deficiencies on the compliance of the programs and unqualified opinion that BCC is in all material respects compliant with the requirements of the programs.

Mr. Doyle thanked the management and staff for their preparedness for the audit.

Ms. Losinger congratulated Jeanette Tillotson for a job well done.

4.2 President's Report

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

Dr. Drumm reported that he has been elected as Vice Chairman of NYCCAP for a two year term which will require him to attend executive committee meetings and possibly travel to Albany once or twice more often throughout the year.

Favorable bank proposals concerning residence halls were received, the consultant is moving forward on the contract for the finance bonding and we are looking for a closing by April, between April 15 and May 1. We are continuing to work out the contract with Ciminelli and the team. Hopefully we will be able to break ground by May 1 or sooner.

Enrollment continues to remain where we budgeted it to be. Once Fast Forward, our concurrent enrollments, come in with the high schools we may be further within our budget parameters and come out in the black. He thanked Dean Ligeikis and Katie Bucci for the terrific job they've done in growing our Fast Forward Program. He and the BCC team had an outstanding meeting with Dr. Martinez, Superintendent of the Binghamton School District and her staff today to discuss partnering across the district with Binghamton schools.

Dr. Drumm discussed the Governor's State Budget. A \$3 million dollar pool which would be value added based on high needs high demand programs would be available for Performance Based funding. This means for example that if there's a high demand for civil engineers in the area and we need to grow that program in order to meet the need we could put in for money to grow that program because there is a demand for the jobs. The real surprise was that in our base funding, which was not increased in the Governor's budget, there is a piece of it that is performance based focused on AAS (Associate of Applied Science) and AOS (Associate of Occupational Studies) career degree programs, for us it's 40% of our enrollments. We either have to be in partnership with industry, like our Verizon program or if we have an arrangement with a professional association like our Lab Tech Association that we work with for our state wide lab tech program then those degrees would be fine. If however for example we were graduating 150 civil engineers from the AAS program and the department of labor said there was only 100 jobs in a given year they are not going to pay us for the 50 graduates the following year. They want to make sure the occupational degrees are focused on job demand either locally or statewide.

4.0 INFORMATION ITEMS CONTINUED

The upside is for example if we were to offer a two year degree in Fashion Design; unless we can demonstrate there's a shortage from FIT and other fashion programs it would be fine for us to offer it but we are not going to get state subsidy for it, those FTE's are not going to count because we don't have 50 jobs in the fashion industry in our service district. On the other hand if we were to partner with FIT because FIT couldn't meet the demand and the graduates wanted to go to NYC for jobs we would be okay. There will be a mock tracking for this fiscal year and no impact for this year but all the formulas will be put in place for the following year 2014-2015 the performance based funding will be in place unless the legislature chooses to jettison the whole thing. For the AA and AS degrees there is no impact on the new funding formula.

Our budget simulation is based on an additional \$150 per FTE in base aid which is what we got for this year and a 2.9% tuition increase. We are still \$500 away from where we were 3 years ago. If we don't get the \$150 it's going to be a tough road ahead. Dr. Drumm will have more to share next month.

Dr. Drumm discussed the reorganization surrounding the Public Information Office, Web and Media Resources Office, and Media Resources. Media Resources which is media support for faculty has been relocated to Information Technology Services and is working out well, now it's a one stop shop which eliminates confusion concerning what area to contact for tech support. This allows the Public Information Office to concentrate on marketing and their web resources.

The next phase will be an administrative reorganization. Dr. Battisti and Ms. Morello are in temporary vice presidency positions and so in a major effort to move people into permanent roles and based on the budget we will be going through a mid-level reorganization over the next month or two. He plans to make Dr. Battisti permanent which will happen soon and then will focus on Ms. Morello's area. So over the next month or two the department beneath both Dr. Battisti and Ms. Morello will be moved around a little bit. One area we're focusing on is enrollment management. We don't have a solid enrollment management department and are taking a serious look at how to organize our enrollment management area. We are also discussing how to move forward with the FSA so that our fund balance improves in the future.

Dr. Drumm thanked Dr. Battisti for accepting the position as Acting Executive Vice President and Chief Academic Officer stating that he's has been doing a great job.

4.2.1 KOR Branding

Dr. Drumm reported that the branding is being discussed in College Assembly at this time. The branding doesn't really change our name it changes our brand because SUNY Broome Community College is our name and we just haven't emphasized the "SUNY" over the years. The ideal time to roll it out is when we open the Natural Science Center and hopefully we will have broken ground on the residence halls. A firm decision still needs to be made on exactly how it will be rolled out.

4.0 INFORMATION ITEMS CONTINUED

4.3 BCC Foundation Report

Dr. Judy Siggins presented the February 2013 Foundation report to the Board. A copy of this report was included in the Board package.

Dr. Siggins also reported that the Polar Plunge team raised money to memorialize Lee Skorko with a Scholarship fund and is nearly at the point of endowment.

4.4 Council for Academic Issues– Kennie Leet

Kennie Leet, Chair of the Council for Academic Issues presented an update to the Board. A copy of this report was included in the Board package.

Ms. Leet commented that there has been good participation from faculty concerning the Council for Academic Issues from all divisions and from administration asking the council to weigh in on the issues

4.5 BCC Facilities Update

This report is routine and for information purposes.

Ms. Losinger discussed funding pools stating that she is concerned about the state funding pool. For years they would put a pot of money in each community college based on relevant enrollment; if we were 5% of the greater enrollments we would get 5% of the greater funding pool. Millions of the money has been sitting there for years and years and I am now seeing the bottom of the barrel. After all the renovations are done that we have underway right now we will be down to \$200,000 in funding pool. To undertake anything significant such as any big building renovations like the Mechanical Building or Student Services, not only would we have to convince local sponsors to put money out there but also we'll need to convince the state.

4.6 Budget Transfers

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

4.7 Grant Approvals

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

4.8 Investment Report

This report is routine and for informational purposes.

4.9 Personnel Activity Reports

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

Ms. Wood stated that new job descriptions concerning the reorganization can be expected to be brought to the Board for approval in the near future.

4.0 INFORMATION ITEMS CONTINUED

4.10 Budget and Finance Update

This report is routine and for informational purposes.

Ms. Losinger discussed the new role that Shared Governance is taking in strategic budget planning. She is hoping for recommendations within the next week or two. There were concrete ideas discussed concerning how to close the \$1million budget gap as well as discussions regarding education and information sharing.

4.11 Press Clippings

This report is routine and for informational purposes.

Vice Chair Orband joined the Board of Trustees meeting at 6:00 p.m.

5.0 COMMITTEE REPORT

5.1 Minutes from Finance and Facilities Meeting of February 19, 2013

James Orband, Chairperson of the Finance and Facilities Committee submitted the Minutes for the February 19, 2013 meeting. Chairperson Orband reviewed the meeting stating that the meeting was called to order at 7:29 a.m., all action items were reviewed and the Committee received a budget update. The meeting adjourned at 7:46 a.m.

6.0 COMMUNICATIONS

None

Trustee Serafini made a motion to adjourn. The motion was seconded by Trustee Akel and the motion passed unanimously. The meeting adjourned at 6:03 p.m.

THE NEXT FULL BOARD OF TRUSTEES MEETING IS SCHEDULED FOR THURSDAY, MARCH 21, 2013 IN THE LIBOUS ROOM OF THE DECKER HEALTH SCIENCES CENTER BUILDING at 5:00 P.M.