

**SUNY BROOME COMMUNITY COLLEGE
BOARD OF TRUSTEES
January 16, 2014
Official
MINUTES**

- TRUSTEES PRESENT** James Orband, Margaret Coffey, Timothy Grippen, Angelo Mastrangelo, George Akel, Anthony Paniccia, Aishia Mortenson, Marc Newman, Nancy LaBare
- TRUSTEES ABSENT:** Nicholas Serafini
- ALSO PRESENT:** Dr. Kevin E. Drumm, Francis Battisti, Regina Losinger, Jesse Wells, 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 December 6, 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 for Unpaid Leave of Absence for Lawrence Allen

The Board of Trustees acts to approve a request for unpaid leave for an employee in the Broome Community College Educational Support Personnel Association to serve in a promotional capacity. 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 an unpaid leave of absence to Lawrence Allen, Accountant, Finance Department, from January 20, 2014 to May 16, 2014 to serve in a promotional capacity as the Budget and Institutional Effectiveness Specialist.

2.2 Recommend Approval of Resolution for New Position Description – Assistant to Director of Campus Operations for Physical Plant

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 revised position description: Assistant to Director of Campus Operations for Physical Plant

2.0 PREFERRED AGENDA ACTION ITEMS CONTINUED

2.3 Recommend Approval of Resolution for New Position Description – Assistant to Director of Campus Operations for Technical Services

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 revised position description: Assistant to Director of Campus Operations for Technical Services

2.4 Recommend Approval of Final Payment to Include Release-of-Retainage to Andrew R. Mancini Associates, Inc. for General Construction Services on the LRC Flood Recovery Project

Andrew R. Mancini Associates, Inc. has met their obligations to SUNY Broome for their General Construction Services on the LRC Flood Recovery Project. All closeout documentation including releases has been obtained and approved by both the College and Delta Engineers the architect on the project. It was recommended that the Board of Trustees approves the final payment to include release-of-retainage to Andrew R. Mancini Associates, Inc. for their General Construction Services on the LRC Flood Recovery Project in the amount of \$27,937.

2.5 Recommend Approval of Final Payment to Include Release-of-Retainage to Nelcorp Electrical Contracting Corporation for their Electrical Construction Services on the LRC Flood Recovery Project

Nelcorp Electrical Contracting Corporation has met their obligations to SUNY Broome for their Electrical Construction Services on the LRC Flood Recovery Project. All closeout documentation including releases has been obtained and approved by both the college and Delta Engineers the architect on the project. It was Recommended that the Board of Trustees approves the final payment to include release-of-retainage to Nelcorp Electrical Contracting Corporation for their Electrical Construction Services on the LRC Flood Recovery Project in the amount of \$12,706.70.

2.6 Recommend Approval of Final Payment to Include Release-of-Retainage to Louis N. Picciano & Son, Inc. for HVAC Construction Services on the LRC Flood Recovery Project

Louis N. Picciano & Son, Inc. has met their obligations to SUNY Broome for their HVAC Construction Services on the LRC Flood Recovery Project. All closeout documentation including releases has been obtained and approved by both the College and Delta Engineers the architect on the project. It was recommended that the Board of Trustees approves the final payment to include release-of-retainage to Louis N. Picciano and Son, Inc. for their HVAC Construction Services on the LRC Flood Recovery Project in the amount of \$18,402.75.

2.0 PREFERRED AGENDA ACTION ITEMS CONTINUED

2.7 Recommend Approval of Final Payment to Include Release-of-Retainage Louis N. Picciano & Son, Inc. for Plumbing Services on the LRC Flood Recovery Project

Louis N. Picciano & Son, Inc. has met their obligations to SUNY Broome for their Plumbing Services on the LRC Flood Recovery Project. All closeout documentation including releases has been obtained and approved by both the college and Delta Engineers the architect on the project. It was recommended that the Board of Trustees approves the final payment to include release-of-retainage to Louis N. Picciano and Son, Inc. for their Plumbing Services on the LRC Flood Recovery Project in the amount of \$4,849.35.

2.8 Recommend Approval of Resolution Amending 2011 Capital Improvement Program to Add \$100,000 in Grant Funding to Wales Building Upgrades Project

On March 21, 2013 the Board of Trustees amended the 2011 Capital Improvement Program with Resolution 1245 to increase the Wales Building Upgrades budget by \$1,600,000 – from \$3 million to \$4.6 million - to incorporate additional private and state funding so that the entire building rather than just a portion of it could be renovated. It is necessary to again amend the Capital Improvement Program to complete the renovation by adding an additional \$100,000 in grant monies to the Wales Building Upgrades budget to fund moving and other anticipated costs. Broome County and SUNY approvals are also being sought. It was recommended that the Board of Trustees approves a resolution amending Resolution No. 1245 for the Wales Building Upgrade Capital Improvement Project to add \$100,000 in grant funding.

Trustee Grippen made a motion to approve Action Items 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7 and 2.8 on the Preferred Agenda. The motion was seconded by Trustee Akel. The motion unanimously passed for Action Items 2.1, 2.2, 2.3, 2.5 and 2.8. Action Items 2.4, 2.6 and 2.7 were approved with one abstention from Chairperson Orband.

3.0 ACTION ITEMS

3.1 Recommend Approval of Resolution Approving the Updated College Seal

SUNY Broome Community College desires a graphical update to its official College seal. The College recently made changes to its name and brand identity, and now intends to modify its seal to strengthen and reflect those changes. During the Fall 2013 semester the College talked with stakeholders including alumni, employees, students and others to gain their input and review a wide range of styles and options. The College has elected to closely follow the layout and stylistic design of its original college seal. The College has reviewed all of the feedback from its stakeholders. It was recommended that the Board of Trustees approves the resolution updating the SUNY Broome Community College seal for all use and application, which will take place in approximation to the academic year 2014-2015.

Trustee Akel made a motion to approve Action Item 3.1. Trustee Paniccia 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 SUNY Broome Community College's audit for the year ending August 31, 2013. Mr. Doyle stated that SUNY Broome Community College received an unmodified opinion on the Financial Statement, the highest level of assurance that can be issued on an audit.

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. Also, noted no noncompliance that would be material to the financial statements with laws, grant contracts and other requirements.

In the area of compliance with laws, regulations and grant contracts, SUNY 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.

They are required to report on, internal controls with regards to compliance with the Federal requirements for these programs and an opinion on whether or not the College complied in all material respects with those requirements. Each year the Federal Government puts out a compliance supplement for all its Federal Programs, and this year we reviewed the student financial aid cluster with the College which included the direct student loans, PELL grant awards, the work study program as well as the supplemental education opportunity grants. A report on those programs noted that there were no material weaknesses in the internal controls over compliance and no significant deficiencies on the internal controls over compliance. We are also required to issue an opinion as to whether you complied in all material respects with those requirements, and we issued the College an unmodified opinion, the highest level of assurance that these auditors can provide. So you did comply in all material respects with the Federal requirements of the student financial aid programs.

The College was also listed as a low risk auditee. There's Federal criteria as to what determines a low risk auditee, and you would be required to not have a qualified opinion in the last two years and to not have any material weaknesses in either your internal controls over financial reporting or your internal controls over compliance. The College has not had any of those findings in the last two years or this year so you were made a low risk auditee.

One notation on the financial statements, the College did comply this year with GASBY63 (Governmental Auditing Standards). The sole purpose of it was to change the terminology from net assets from you equity classification to net position. That's all that changed, and you will note that you did comply and implement that standard this year.

4.0 INFORMATION ITEMS CONTINUED

4.1 Audit Presentation by the Bonadio Group Continued

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

4.2 President's Report

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

Open SUNY - Dr. Drumm attended the State of the University Address in Albany. SUNY Broome was highlighted as one of the six colleges among eight programs to launch Open SUNY. The Chancellor hopes that this will become the largest online education effort in the United States over the next few years. When you aggregate 64 campuses and all that we're already doing online, all the courses that were offering across the 64 campuses and the number of programs that are offered individually and we funnel that down to essentially one marketing effort and portal, the hope is to compete with the big players in the online market which is the largest and fastest growing higher education market in the country. It is largely for degree completers, those who have some college but haven't completed their degree. They are launching eight programs, two of the six colleges are offering Masters Degrees (6 colleges and 8 programs) and our Clinical Laboratory Tech Program was chosen to be among those 8 programs with one other community college, Finger Lakes Community College which is offering their Tourism Program. This is a tremendous honor for us to be selected. There were 48 proposals submitted so 48 of the 64 institutions put in to offer a degree for the inaugural launch and they chose only six. Most of the credit goes to Dr. Andrea Wade and Rachael Hagerman, who heads up our Medical Lab Tech area. This is an outstanding program to begin with and is already being offered state wide with clinicals statewide. This gives us an opportunity to further our reach and piggyback on SUNY's reach, brand and public relations and to help the state reach a critical workforce shortage of clinical lab technicians across the state. One of the things that need to be worked out is the finance details of the program.

SUNY Chargebacks - we thought this was resolved but recently the Association of Counties is still discussing the chargeback issue. As a reminder the goal was to smooth out the annual bill to the counties. We are still looking at a five year phase in. The disagreement is whether we are looking at a three year or a five year average. The Association of Counties and SUNY are discussing this. Dr. Drumm will keep the Board informed on this issue.

SUNY Recharges – this is what SUNY charges us for some central support services. We received a surprise charge for Degree Works this year that we didn't budget for. Recharge categories are Open SUNY and Degree Works, the degree audit program. Trustee Akel asked what is the magnitude of the charge backs. Regina Losinger responded that the bill for Degree Works would be \$10,000 (which is unbudgeted) of a \$328,000 charge that they are trying to send our way, in addition to the cost that we're bearing as a campus directly to put this required degree auditing software in place which we have a good \$30,000 plus on the table of our own cost related to it.

4.0 INFORMATION ITEMS CONTINUED

4.2 President's Report Continued

The out of district tuition seems to have been resolved. We are just looking for a written formal opinion from SUNY legal.

There are a dozen housing modules which are ready to stack on Wednesday. Dr. Drumm showed the Board members a video of a tour of Simplex where the modules are constructed. There are almost 40 students signed up for housing thus far. Trustee Akel asked if the construction is on schedule. Trustee Paniccia responded that we are 2 weeks behind schedule and hopefully they can pick up the 2 weeks when the modules are being built. Dr. Drumm stated that Simplex has two plants and they will be manufacturing our modules in both plants beginning this week. Trustee Newman asked if liquidated damages are in the Ciminelli contract and what are they. Dr. Drumm responded yes and it is a daily charge and believes it is \$80,000 per day.

Dr. Drumm will be attending with Alberto Miller the US/Russia Joint Dual Degree Partnership Conference at the SUNY Global Center in New York City on January 31 to February 1. SUNY Broome is the only community college that is represented among 30 colleges that are invited to the conference. The conference is being put on by Bard College. This is based on our partnership with Novosibirsk which is located in Siberia. We have been offering a distance business degree in partnership with Novosibirsk for at least 10 years and they are interested in growing the partnership.

Enrollment is running close to budget for spring. Next week is central registration. We had a huge winter term enrollment. Applications and inquiries are up for fall.

Carnegie Library Project update – the state REDC board decided not to fund our project. They decided to fund projects that already have all their funding lined up. We were told off line that if we have the funding lined up for next year, the project would continue to be a priority and could get funding for next year. We have had some interest in private donations already so we should be gearing up a private foundation campaign shortly.

There is a letter of support in your packet and Dr. Drumm would like to submit this letter to anybody from our service area who submits an application for a casino license. Dr. Drumm saw a map for the Southern Tier and it goes all the way up to almost Turning Stone. We understand that there might be an application submitted in the Wilmont area. He would like to support both Tioga Downs and Traditions at the Glen applications and would like to support a third application if submitted as well.

Our signage company is delaying our progress on replacing the two campus entrance signs. The company has spent our deposit for the signs and has asked us for the other 50% to build the signs. We are working with Bob Behnke to resolve the issue with this company.

4.0 INFORMATION ITEMS CONTINUED

4.2 President's Report Continued

Dr. Drumm spoke to Lyceum today at Noon which are a group of elder academic statesmen that meet at Binghamton University on a regular basis. There were 125 members attending the luncheon today. The topic of discussion was the transcript going the way of the LP. As we go to student learning outcomes and not credit. The transcript will be eliminated. There is a major effort out west to eliminate credit transfer amongst 16 community colleges and universities. Their Liberal Arts transfer, their core curriculum will be solely based on student learning outcomes. There will be more on this in the future.

The Faculty Staff Assembly will be Thursday, January 23 beginning at 8 a.m. with breakfast and the program will begin at 9 a.m. Dr. Drumm invited the Board members to attend.

4.2.1 The Secrets of Million-Dollar Ready Colleges Article

A copy of this article was included in the board packet.

Dr. Drumm stated that SUNY wants to start up a state wide \$3 billion dollar fundraising campaign and have been working with SUNY for quite some time with our Foundation. This will include all the SUNY Institutions.

4.3 Academic Affairs Update – Dr. Francis Battisti

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

Dr. Battisti reported that the HIVE, the SUNY Broome Radio station has been approved to go live on campus through the internet. There is no additional cost to the campus for this.

Dr. Battisti distributed to the Board a flyer on Outreach, the SUNY Broome's Academic News Magazine which is all about the academic programing at the College. This is sent to all the superintendents and counselors in the high schools.

4.0 INFORMATION ITEMS CONTINUED

4.3.1 Recommendation to Rename the BCC Little Theater to The Angelo Zuccolo Theater

Dr. Battisti discussed the draft resolution to rename the BCC Little Theater to the Angelo Zuccolo Theater.

Chairperson Orband stated that the board should judge this as an exception today and then 6 months from now vote on the resolution. Bob Behnke agreed that a motion should be made to vote on the exception.

A motion was made by Trustee Akel to judge the renaming of the BCC Little Theater to the Angelo Zuccolo Theater as an exception per the SUNY Broome Community College Policy number 1.27. The motion was seconded by Trustee Grippen and it was unanimously approved.

Six months from January 16, 2014 this will be brought back to the Board of Trustees for a vote to rename the BCC Little Theater to the Angelo Zuccolo Theater.

4.4 Student Assembly Update – Tom Mastro

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

4.5 College Assembly Update – Julie Lakin

Julie Lakin presented the College Assembly Update to the Board. A copy of this report was included in the Board package.

4.6 Institutional Effectiveness Update – Jason Zbock

Jason Zbock presented the Institutional Effectiveness Update to the Board. A copy of this report was included in the Board package.

Dr. Drumm stated that our midpoint report is due June 2016 for Middle States Accreditation and we will be working on this over the next 18 months.

4.7 Broome Community College Foundation Report

A copy of the January 2014 Foundation report to the Board was included in the Board package.

4.0 INFORMATION ITEMS CONTINUED

4.8 SUNY Broome Facilities Update

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

Ms. Losinger reported:

The Flood Restoration Project for the Library is complete. The last of the replacement furniture is arriving and we are moving people back in.

We will be going out to bid to replace 60% of our underground electrical infrastructure. As part of this we are considering what we should have as a backup electrical system should our primary transformer fail. Discussion was held in Finance and Facilities concerning the possibility of a generator rather than having a second backup transformer. We are in discussions with MATCO regarding the possibility and how feasible it is. Trustee Paniccia stated that most institutions this large have two transformers and alternate between them should one fail. Most buildings are backed up by their own individual generators and with the risk of failure here due to NYSEG it's probably less than 4 hours there's probably not a need for a backup generator for the entire campus. Ms. Losinger stated that part of the broader discussion in context within which this came up is if we had some major health issue or ongoing power outage in the region that a second transformer wouldn't be of use. This might also help us in that instance. Trustee Paniccia stated that if it's not a nursing home or a hospital most institutions do not have a backup generator for their entire campus. Anything that's related to elderly or health care have to follow the JCAHO standards you as a university do not have to follow those standards so I don't see that prudent but I'll be glad to be part of that discussion.

The Wales Building windows are being installed and we are on schedule with the project. The biggest concern with Wales is that our fundraising has not been completed; we still have \$60,000 to raise. We have only three months left to raise the money for this.

4.9 Budget Transfers

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

4.10 Grant Approvals

This report is routine and for informational purposes. Grant approvals for January 2014 were included in the Board package.

4.11 Investment Report

This report is routine and for informational purposes.

4.0 INFORMATION ITEMS CONTINUED

4.12 Human Resource Update

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

Ms. Fedorchak reported that they are working hard to prepare for returning faculty.

The first Health and Wellness Committee meeting was held and they are excited to move forward with this initiative.

Ms. Fedorchak has added a column to the FOCUS Newsletter which is called Focus on Wellness and she encourages everyone to review the column.

4.13 Budget and Finance Update

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

Ms. Losinger thanked Julie Lakin and the finance team for the unqualified opinion received from the Bonadio Group.

Trustee LaBare asked why the state aid for the fast forward program enrollment funding is going down. Dr. Drumm replied that it is straight FTE reimbursement from the state, but it is done by section not by individual student enrollment, the school signs up by class and we don't know if they will have 8 or 20 students in the class. The sections are smaller and we don't control those the school does. We are only off by three sections, it's just more students because each section has fewer students in it.

4.14 Press Clippings

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

4.15 Annual Audit Report Faculty-Student Association

As required by the Faculty-Student Association's Bylaws, a copy of the Faculty-Student Association Annual Report, including the Management Letter, was included in the Board of Trustees package for information.

Dr. Drumm reported that thanks to the effort of Debbie Morello and everyone in the FSA and BC Center and contracting the Bookstore out to Follett and the new contract with American Food and Vending for the food service, we're in much better shape than we were in a year ago when we actually talked about the possibility of dissolving the FSA. We had a good clean audit. Dr. Drumm thanked Debbie Morello, Cheryl Smith, Nancy Seliga, and Lisa Strahley for all their hard work.

5.0 COMMITTEE REPORT

5.1 Minutes from the Finance and Facilities Meeting of January 14, 2014

Margaret Coffey, Chairperson of the Finance and Facilities Committee submitted the Minutes for the January 14, 2014 meeting. Chairperson Coffey reviewed the meeting stating that the meeting was called to order at 9:34 a.m. and all action items were approved. Phil Testa gave an update on the Facilities. The meeting adjourned at 10:14 a.m.

The next meeting scheduled for February 18, 2014 at 9:30 a.m. is cancelled.

6.0 COMMUNICATIONS

6.1 None

EXECUTIVE SESSION

Chairperson Orband called for a motion for Executive Session to discuss personnel issues.

Regina Losinger was asked to attend the Executive Session.

Trustee Akel made a motion to adjourn to Executive Session and Trustee Newman seconded the motion. The Trustees went into Executive Session at 6:10 p.m.

Trustee Grippen made a motion to come out of Executive Session at 6:16 p.m. Trustee Coffey seconded the motion.

Chairperson Orband called for a motion to adjourn.

Trustee Grippen made a motion to adjourn. The motion was seconded by Trustee Akel and the motion passed unanimously.

The meeting adjourned at 6:17 p.m.

THE NEXT FULL BOARD OF TRUSTEES MEETING IS SCHEDULED FOR 5:00 P.M. ON THURSDAY, FEBRUARY 20, 2014 TO BE HELD IN THE LIBOUS ROOM OF THE DECKER HEALTH SCIENCES CENTER BUILDING