

**BROOME COMMUNITY COLLEGE
BOARD OF TRUSTEES
January 17, 2013
Official
MINUTES**

TRUSTEES PRESENT Timothy Grippen, Margaret Coffey, Joyce Majewski, George Akel, Marc Newman, Willie Murray

TRUSTEES ABSENT: James Orband, Nicholas Serafini, Angelo Mastrangelo

ALSO PRESENT: Dr. Kevin E. Drumm, Dr. Francis Battisti, Debbie Morello, Regina Losinger, Rich David, Elizabeth A. Wood, Cheryl Sullivan, Patricia O'Day

Vice Chairperson Orband called the meeting to order at 5:04 p.m.

1.0 APPROVAL OF MINUTES

Trustee Akel made a motion to approve the minutes of the December 13, 2012 Meeting of the Board of Trustees. The motion was seconded by Trustee Newman and the minutes were unanimously approved as written.

2.0 PREFERRED AGENDA ACTION ITEMS

2.1 Recommend Approval of Resolution for Revised Position Description- Assistant Director of Networking/Telecommunications

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 revised position description: Assistant Director of Networking/Telecommunications.

2.2 Recommend Approval of Resolution for New Position Description – Assistant Director for Technology 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 following new position description: Assistant Director for Technology Services.

2.0 PREFERRED AGENDA ACTION ITEMS CONTINUED

2.3 Recommend Approval to Award Prime Contracts for the Flood Recovery Project

The bids for the Flood Recovery Project at the Library were opened on December 20, 2012. Delta Engineers, Architects, & Land Surveyors, the architect for the project, has approved the low bids. The references have been checked, qualification statements approved, and the consultants endorsement received for the four prime bidders. The value of the bids was within the proposed budget and allows us to proceed with the entire Scope-of-Work including the desired alternates. The bid results are included for information. A \$1.6 million funding plan has been developed to fund this project. It covers all project costs - the bid items, flood clean-up costs, design professionals, construction management, replacement equipment and furnishing, and other costs. It was recommended that the Board of Trustees approves the low bids of the four prime contractors for the Flood Recovery Construction Project and approves the funding plan and operating budget transfers of up to \$700,000.

Trustee Newman made a motion to approve Action Items 2.1, 2.2 and 2.3 on the Preferred Agenda. The motion was seconded by Trustee Coffey. The motion was unanimously approved.

3.0 ACTION ITEMS

3.1 None

EXECUTIVE SESSION

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

Elizabeth Wood and Regina Losinger were 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 5:05 p.m.

Trustee Newman made a motion to come out of Executive Session at 5:15 p.m. Trustee Coffey seconded the motion.

Trustee Majewski left the meeting after the Preferred Agenda Action Items vote and Executive Session ended.

4.0 INFORMATION ITEMS

4.1 President's Report

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

Dr. Drumm stated that the College is moving forward on the residence halls. Another design build meeting was held yesterday and decisions will be made concerning what add alternates might we consider modular in order to save time and money. We will see the numbers in two weeks and would like to open the building in August.

Enrollments are down but our Fast Forward numbers will come in later in the term and are expected to be the same in the fall. Central registration begins tomorrow and we will have a better sense of where we are with enrollment next Friday.

We are continuing to look at restructuring. There are still acting administrative appointments out there and we are looking at firming these positions up to have a firm administrative structure in place.

Binghamton Advantage Program has the potential to double size our program to 100 from the 40-50 that we've had in the past. We are also starting other initiatives around STEM which might bring that number above 100 when all is said and done.

We are preparing for a September grand opening for the Natural Science Center and will have more information as the time approaches.

Trustee Coffey asked what Chancellor Zimpher emphasized in her State of the University Address. Dr. Drumm replied that the Chancellor spoke of the six SUNY Initiatives. In all 6 areas we are well down the track on except for student indebtedness.

The Chancellor focused on distance learning and spoke of having a SUNY version of the University of Phoenix. BCC is one of the leaders in distance learning among the community colleges so we would be a major player in that issue. SUNY plans to combine all of the distance learning options to see what exists when you put all the distance learning offerings on the table. Once all are mixed and matched from all of SUNY what degrees might exist that don't exist today and who would have to partner with whom and what holes would have to be fixed. We would be a major player in that because we are so far down the road already with distance learning.

The Chancellor also spoke of Degree Works, the smoother track to a degree, the College is working on Degree Works, we're a Banner school so were right in line to do that, quicker time to a degree, we're working on a one year accelerated AA degree. We are well down the track on every area the Chancellor spoke to.

4.0 INFORMATION ITEMS

4.2 KOR Branding Update

Anne Callahan from KOR reviewed with the Board members via video conferencing the three creative platforms for the College's branding and the timeline for launching the branding.

A copy of the presentation was sent to each Board member.

The next step is for the College to choose a creative platform and a logo. KOR is in the process of developing a brand launch plan with a timeline and recommendation for communication and media plan.

The new SUNY Broome brand needs to be consistent and effective in how the brand is developed. We look at the mix of online print, web, environmental signage, social media strategy, banners on campus, events or advertising all with the goal of enhancing the audience engagement with the new brand and positive association with the brand.

Ms. Callahan had previous conversations with Dr. Drumm and Mr. David about possibly launching in September of 2013 to coincide with the opening of the Natural Science Center.

Ms. Callahan outlined the timeline for launching the new brand.

January a decision should be made on conceptual direction for the logo and creative platform. The College should have a conversation concerning how to introduce the new brand, it is important that internally it be an official announcement, how do we develop a series of programming or an event for the brand launch with the Natural Science Center opening, important to be consistent on how we communicate to new and prospective students.

In February an inventory of where the logo is being used on campus should be conducted. Ms. Callahan discussed the Athletics brand and Athletics URL.

The main signs on Front Street would need to be changed right away.

For March through August Ms. Callahan discussed priorities for communication, standards on the brand usage as well as an advertising campaign.

When the brand is introduced it's important that external and internal audiences hear formally from the President.

Dr. Drumm stated that SUNY needs to be notified that the College is considering a name change.

4.0 INFORMATION ITEMS

4.3 BCC Foundation Report

The January 2013 Foundation report to the Board was included in the Board package.

Dr. Drumm reported that Dr. Siggins retirement date is March 21, 2013. A retirement event is being planned and he will let Trustees know when the event is finalized.

4.4 College Assembly Report – Tracy Curtis

Tracy Curtis, Chair of College Assembly presented the College Assembly update to the Board. A copy of this report was included in the Board package.

4.5 Council for Operational Issues Report – Jason Zbock

Jason Zbock, Chair of the Council for Operational Issues presented the Council for Operational Issues update to the Board. A copy of this report was included in the Board package.

4.6 BCC Facilities Update

This report is routine and for informational purposes.

Ms. Losinger presented the Board with the architects rendering for the new design for the Wales Administration Building exterior.

Trustee Newman asked what the material was made of. Mr. Testa responded that material is metal and is dark brown in color. Mr. Newman asked if the metal was panels, Mr. Testa replied, yes it is panels.

Ms. Losinger asked if the Trustees approved of the new design and will plan to send the design forward if there are no objections, there were no objections.

4.6.1 Facilities Update/Deferred Maintenance Plan – Phil Testa

Phil Testa, Director Department of Campus Operations reviewed the critical infrastructure improvements, building infrastructure improvements and some midsize projects for 2013 to 2015.

A copy of the infrastructure improvements and midsize projects was included in the Board packet.

Ms. Losinger will be bringing in the broader framework for facilities planning in the next month or two which will prepare the College for capital planning for this coming year for Broome County and New York State.

4.0 INFORMATION ITEMS

4.6.1 Facilities Update/Deferred Maintenance Plan – Phil Testa Continued

Trustee Coffey asked if the Library rehab of the LRC flooded space will take a long time. Ms. Losinger answered that the bids have been opened and will be awarded on the LRC. The rehab is scheduled to be completed this summer and planned to be moved back into the space in time for the fall semester. Trustee Coffey asked if we will get the FEMA money. Ms. Losinger responded that we are not sure we will receive the FEMA money. The County Executive's staff has been involved in securing the money from FEMA and now her office is getting ready to reach out Senator Schumer's office for assistance. BCC is insured through Broome County Government for losses and may need to submit an insurance claim of as high as a half million dollars if the FEMA money doesn't come through. Ms. Losinger stated that ultimately if all else fails we will use operating funds up to \$500,000 to \$700,000 to complete the project.

Trustee Akel asked how old the Decker Building is and asked if the planned roof replacement is a complete roof replacement. Mr. Testa responded that the building is 16 years old and no, the part of the roof that failed is the area where the concrete deck is located.

4.7 Budget Transfers

Budget Transfers for December 2012 were included in the Board package.

4.8 Grant Approvals

Grant approvals for January 2013 were included in the Board package.

4.9 Investment Report

This report is routine and for informational purposes.

4.10 Personnel Activity Report

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

4.11 Budget and Finance Update

This report is routine and for informational purposes.

4.12 Press Clippings

This report is routine and for informational purposes.

4.0 INFORMATION ITEMS CONTINUED

4.13 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.

Ms. Morello stated that there is an issue of an ongoing concern related to the child care center. We have a committee on campus that has been meeting to look at ways to increase revenues and decrease expenses. Also, have an independent consultant working with the committee to look at ways we may want to consider raising the revenues for the operations of the center.

5.0 COMMITTEE REPORTS

5.1 Minutes from the Finance and Facilities Meeting of December 13, 2012

In Chairman Orband's absence, Trustee Newman reviewed the Minutes of the December 13, 2012 Finance and Facilities meeting stating that the meeting was called to order at 7:29 a.m., all action items were approved and discussion on informational items was held. The meeting adjourned at 7:42 a.m.

6.0 COMMUNICATIONS

6.1 None

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

The meeting adjourned at 6:02 p.m.

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