

**SUNY BROOME COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
July 25, 2014  
Official  
MINUTES**

**TRUSTEES PRESENT** Margaret Coffey, Nancy LaBare, Angelo Mastrangelo, Anthony Paniccia, Nicholas Serafini, George Akel, Aishia Mortenson,

**TRUSTEES ABSENT:** James Orband, Marc Newman, Naima Kradjian

**ALSO PRESENT:** Dr. Kevin E. Drumm, Regina Losinger, Debbie Morello, Jesse Wells, Lynn Fedorchak, Robert Behnke, Esq., Patricia O'Day

**Vice Chairperson Coffey called the meeting to order at 5:05 p.m.**

**1.0 APPROVAL OF MINUTES**

**Trustee Akel made a motion to approve the minutes of the June 26, 2014 Meeting of the Board of Trustees. The motion was seconded by Trustee LaBare.**

**2.0 PREFERRED AGENDA ACTION ITEMS**

**2.1 Recommend Approval of Resolution for Faculty Hiring Ranges for 2014-2015**

In the absence of contractually defined minimum salaries, the Board of Trustees has established parameters for the hiring of new faculty at appropriate salary levels. The faculty hiring range resolution proposed by the administration for academic year 2014-2015 was presented. It was recommended that the Board of Trustees approves the resolution establishing faculty hiring ranges for academic year 2014-2015.

**2.2 Recommend Approval of Bid #14-12 to Schuler-Haas Electrical Corporation for the Electrical Infrastructure Project**

On June 1, 2014 a legal ad was placed for bids for the Electrical Infrastructure Project, and the bids were opened on Monday, June 23, 2014. A copy of the official bid results was included for information. The references were checked, qualification statements approved, and the consultants endorsement received for the low bidder. The cost is being covered by capital project funds and allows us to proceed with the entire Scope-of-Work. It was recommended that the Board of Trustees approves the low bid for the Electrical Infrastructure Project to Schuler-Haas Electrical Corporation in the amount of \$106,100.

## **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 for the Wales Renovation Project**

LeChase Construction Services, LLC has met their obligations to SUNY Broome Community College for their work on the Wales Renovation Project. All closeout documentation including releases was obtained and approved by both the college and Keystone Associates, the architect on the project. It was recommended that the Board of Trustees approves the final payment to include release-of-retainage to LeChase Construction Services, LLC for their work on the Wales Renovation Project in the amount of \$12,400.

### **2.4 Recommend Approval of Final Payment to Include Release-of-Retainage to Louis N. Picciano & Son, Inc. for Plumbing Services for the Wales Renovation Project**

Louis N. Picciano & Son, Inc. has met their obligations to SUNY Broome Community College for their work on the Wales Renovation Project. All closeout documentation including releases was obtained and approved by both the college and Keystone Associates, 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 & Son, Inc. for their work on the Wales Renovation Project in the amount of \$2,064.80.

### **2.5 Recommend Approval of Final Payment to Include Release-of-Retainage to Evans Mechanical, Inc. for HVAC Services for the Wales Renovation Project**

Evans Mechanical, Inc. has met their obligations to SUNY Broome Community College for their work on the Wales Renovation Project. All closeout documentation including releases was obtained and approved by both the college and Keystone Associates, the architect on the project. It was recommended that the Board of Trustees approves the final payment to include release-of-retainage to Evans Mechanical, Inc. for their work on the Wales Renovation Project in the amount of \$45,973.

**Trustee Serafini made a motion to approve Action Items 2.1, 2.2, 2.3, 2.4 and 2.5 on the Preferred Agenda. The motion was seconded by Trustee Akel. The motion was unanimously approved.**

### **3.0 ACTION ITEMS**

#### **3.1 Recommend Approval to Set the Date of the Annual Meeting**

Pursuant to the By-Laws of the SUNY Broome Community College Board of Trustees, the annual meeting will be held in September, for the purpose of election of officers, the nominating committee and any other matters to establish at the annual meeting dates, times and places for regular meetings for the current academic year. It was recommended that the Board of Trustees to set the date of September 4, 2014 as the date of the annual meeting for 2014, meeting to be held at 5:00 p.m.

**Trustee Serafini made a motion to approve Action Item 3.1. Trustee Mastrangelo seconded the motion. The motion was unanimously approved.**

#### **3.2 Recommend Approval of Resolution to Rename the BCC Little Theater to the Angelo Zuccolo Little Theater**

On January 16, 2014 the Board of Trustees voted 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. It was decided that six months from January 16, 2014 this would be brought back to the Board of Trustees for a vote to rename the BCC Little Theater to the Angelo Zuccolo Little Theater. It was recommended that the Board of Trustees approves the renaming of The BCC Little Theater to the Angelo Zuccolo Little Theater.

**Trustee Akel made a motion to approve Action Item 3.2. Trustee Paniccia seconded the motion. The motion was unanimously approved.**

#### **3.3 Recommend Approval of Resolution of President's Evaluation and Compensation**

Pursuant to Local Law Intro. No. 8 entitled, "A Local Law Amending the Broome County Charter and Administrative Code with Respect to Broome Community College," the Plan C Legislation, authorizes the Board of Trustees to approve minimum salaries as recommended and to fix compensation for unrepresented positions. The Board appointed committee met with and evaluated the performance of the President and has reviewed the compensation of the President and has recommended that the President's salary be increased by two percent establishing a salary of \$213,129 effective February 1, 2014 and the Board will contribute \$7,500 to the President's deferred compensation account and for meeting all goals, a one-time lump sum payment, not added to the base, of \$6,000 shall be paid to the President. The Presidents contract shall be extended to June 30, 2019. All other Presidential benefits stipulated in the President's employment agreement continue as previously established. It was recommended that the Board of Trustees approves the two percent salary increase for the President establishing a salary of \$213,129 and a contribution of \$7,500 to the President's deferred compensation account and a one-time lump sum payment, not added to the base, of \$6,000. The President's contract shall be extended to June 30, 2019. All other benefits stipulated in the employment agreement to continue as previously established.

**Trustee Mastrangelo made a motion to approve Action Item 3.3. Trustee Akel seconded the motion. The motion was unanimously approved.**

### **3.0 ACTION ITEMS CONTINUED**

#### **3.4 Recommend Approval of Resolution of Amended Policy 1.30 Smoke Free Facility Policy**

The SUNY Broome Community College Board of Trustees set policy for the College and on September 15, 2011 the Board of Trustees approved the resolution for a smoke free facility policy, 1.30. The President recommended to the Board for their review and approval a revision to the Smoke Free Facility Policy to allow designated smoking areas on campus. It was recommended that the Board of Trustees approves the amended resolution of the Smoke Free Facility Policy, 1.30.

**Trustee Serafini made a motion to approve Action Item 3.4. Trustee LaBare seconded the motion.**

Discussion was held:

Trustee LaBare asked if the College will provide smoking huts for the smokers. Ms. Morello stated that the College is investigating putting in two gazebos for smokers. One gazebo will be placed a little bit down the road from where students are currently congregating to smoke and the second one behind the housing. We are hoping that they will be far enough removed that they will be acceptable. Mike Marinaccio is very appreciative of the steps we are taking and the Town of Dickinson will monitor the area where students are currently congregating to smoke and will change the area by removing the rocks where students sit to smoke and will put some other type of barrier there.

Trustee Mortenson stated that her current understanding is that people are allowed to smoke in their vehicles, will this change that. Dr. Drumm replied, no.

Ms. Morello stated that a meeting was held with the Tobacco Free Coalition from the County and the American Heart Association. Both entities gave them great feedback and we have given them our word that we will work at strong enforcement, strong education and now having Health and Safety in line we can make a real go at having this campus be, for the most part, smoke-free.

**A vote was taken and the motion was unanimously approved.**

### **3.0 ACTION ITEMS CONTINUED**

#### **3.5 Recommend Approval of Resolution for Actual Salaries for Management/Confidential Personnel for 2014-2015**

According to Local Law Intro. No. 8, 1990, entitled "A Local Law Amending the Broome County Charter and Administrative Code with Respect to Broome Community College," the Plan C legislation authorizes the Board of Trustees to approve salaries as recommended and to fix compensation for unrepresented positions of the College. The President recommended to the Board of Trustees a two percent (2%) wage increase to the actual base salaries for management/confidential personnel, and the stipend for clerical support for the Board of Trustees be increased to \$3,500 from \$3,030 and establish a stipend for clerical support for the Finance and Facilities Committee at \$2,000. It was recommended that the Board of Trustees approves the resolution for the actual salaries for management/confidential personnel effective September 1, 2014.

**Trustee Paniccia stated that Trustee Serafini would like an Executive Session to discuss Action Item 3.5 and 3.6**

**Vice Chairperson Coffey called for a vote for Executive Session to discuss Action Items 3.5 and 3.6 and it was unanimously approved.**

**After coming out of Executive Session, a motion was made by Trustee Akel to tabled Action Item 3.5. Trustee Mortenson seconded the motion and it was unanimously approved.**

#### **3.6 Recommend Approval of Resolution for Minimum Salaries for Management/Confidential Personnel for 2014-2015**

According to Local Law Intro. No. 8, 1990, entitled "A Local Law Amending the Broome County Charter and Administrative Code with Respect to Broome Community College," the Plan C legislation, authorizes the Board of Trustees to approve minimum salaries as recommended and to fix compensation for unrepresented positions. The President recommended to the Finance and Facilities Committee for their review and recommendation to the Board of Trustees for approval of a two percent (2%) increase of minimum salaries for management/confidential personnel and increasing the minimum stipend for the Board of Trustees support to \$3,000 and establishing a stipend for the Finance and Facilities Committee support at \$2,000. It was recommended that the Board of Trustees approves the resolution for the minimum salaries for the management/confidential personnel effective September 1, 2014.

**Trustee Paniccia stated that Trustee Serafini would like an Executive Session to discuss Action Item 3.5 and 3.6**

**Vice Chairperson Coffey called for vote for Executive Session to discuss Action Items 3.5 and 3.6 and it was unanimously approved.**

**After coming out of Executive Session, a motion was made by Trustee Akel to tabled Action Item 3.6. Trustee Mortenson seconded the motion and it was unanimously approved.**

## 4.0 INFORMATION ITEMS

### 4.1 President's Report

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

Dr. Drumm discussed changing the July Board meeting date to an August Board meeting date, therefore having the meeting in August instead of July. Trustee Mortenson stated that from a student's perspective she prefers holding the meeting in July instead of August. The last two weeks before the semester is busy for students who are getting ready for the semester. Vice Chairperson Coffey stated that the meeting schedule will have to reflect the change. The remaining Board members agreed to the change to an August meeting. Dr. Drumm stated that the vote to approve the calendar of dates will be held at the September meeting and will reflect the change to August.

A faculty member attended a Statway and Quantway meeting in San Francisco, we were one of six community colleges represented there. This is a new approach to math which focuses on statistics. This is a trend of colleges across the country, one college after another are moving to this alternative applied and statistical math, the kind of math that most of us will use in our careers. The colleges that have used this are seeing significant increase in the number of students making it through their math requirements. He doesn't know if our math faculty will adopt this approach but he just wanted the Board to be aware of the new approach.

Trustee LaBare asked if the remedial courses will be applied now. Dr. Drumm stated that what is happening is that developmental instruction is being woven into contextual and college level instruction. So part of what's happening is people are having more success with providing college level instruction with this new approach to courses and then the developmental is like a lab, a fourth credit. So with this different approach the remedial part is built in for those who need it as a fourth credit, it's like a support lab.

Senator LaValle sent a letter reassuring everyone that money for the capital projects is there and it's in the budget for next year but there was that technical glitch where our page was left out of the budget. The letter stated that the funds are there and it's just a bureaucratic matter that they have to clean up and it may take until January. It doesn't hurt us too much except it does put a crimp in our REDC application because the match funding isn't absolute with the state. We did send Senator LaValle's letter to the REDC and Assemblywoman Lupardo is working on getting a letter from Deborah Glick who chairs higher education on the Assembly side saying that the money is there, it's in the budget, there's no new money or legislation required, it's already in the budget and it just didn't get authorized due to a clerical error on the bill. SUNY has the assurance of the Governor that he will sign it once it happens.

#### **4.0 INFORMATION ITEMS CONTINUED**

##### **4.1 President's Report Continued**

Chancellor Zimpher was on campus today to meet with STEPUP and some local political leaders. Trustee Akel and Trustee Mastrangelo attended the meeting. The Chancellor spoke about taking our education pipeline, which is primarily high school through college, we are represented, the university is represented, a number of school districts are represented, the Chamber is there and a few other folks. It is largely an educational pipeline between high school and college, our P-TECH Grant came out of that group, we have a STEM Hub initiative with Lockheed Martin that came out of that group. The Chancellor came to talk about Cradle to Career not high school to college and talked about the model that she developed in Cincinnati which has become a National model called Strive. The Chancellor talked about expanding our STEPUP and taking it to the next level to try to create a Strive network here. The communities that have done this and put the metrics in place to track it have seen their social metrics trend in a positive direction in just a few years. We are going to take a stab at expanding our educational pipeline initiative to a Cradle to Career initiative. We will be putting together an Executive Committee which will include Dr. Drumm, Dr. Stenger, Alan Hertel of United Way plus other corporate individuals, that will meet two or three times a year to keep the larger vision alive. Look for more on this.

Trustee Akel stated that the Chancellor gave a great compliment to Dr. Kelli Ligeikis. Trustee Akel stated that she did a great job. Dr. Drumm agreed that Dr. Ligeikis has done a great job and that she has been the spearhead for this.

The recharge issue is coming up. This is where SUNY wants to levy an administrative fee to all sixty-four campuses. It will be presented to the SUNY Board of Trustees next week at a July 31<sup>st</sup> meeting where they will have a conversation concerning a report on the recharge issue. A copy of the report will be given to the presidents after the Trustee meeting and the Trustees will plan a dialogue with the presidents. Dr. Drumm will be on a conference call with the Chancellor's Chief of Staff tomorrow who is spearheading this and will be on a conference call next Tuesday with Carl McCall and the leaders of all four university sectors, which include, the community colleges representative, the state ops representative, the agriculture & techs representative, and the Middle Tiers representative. He will keep the Trustees posted.

Open SUNY – We just had four more programs accepted for Open SUNY; Computer Forensics, Human Services, Business Information Technology and Histological Technician. We have become one of the leaders in Open SUNY which is a feather in our cap among sixty-four institutions. We were one of the first four institutions to make it through round one and we just had four more programs accepted. This is a great thing because we can't formally advertise in other districts but SUNY can advertise, statewide, nationwide and worldwide. This is a great opportunity for us, it speaks to the quality and progressive nature of our programs.

Start Up New York – We found out yesterday that our Start Up New York plan has been accepted by SUNY and Empire State Development. A press release will be sent out on Monday. All the businesses that we have had conversations with are local businesses that want to expand with new entities. He will keep the Board posted concerning any developments.

#### **4.0 INFORMATION ITEMS CONTINUED**

##### **4.1 President's Report Continued**

The residence halls are full and we are on waiting list status. Dr. Drumm congratulated everyone that was involved with the housing; it was an incredible team effort between the Foundation, the College and FSA. Phil Testa, Terry Nunn, Debbie Morello, and the Housing Corporation. Trustee Mastrangelo stated that Ken Kidder said that Anthony Paniccia has been terrific during this process and has done a great job moving this project forward. Dr. Drumm stated that yes he has been and we are very fortunate to have Trustee Paniccia working on this. Trustee Paniccia stated that unfortunately we've had some issues with modular and you don't know the issues until you find them after you build it and he stated that they will work through those issues. Trustee Akel asked if the residence halls will be done on time. Trustee Paniccia responded, yes it will be done on time. Dr. Drumm also thanked Marc Newman and John Nicolich for their help as well.

Board of Trustees Retreat – We need to choose a date for a Board Retreat. We had a major glitch with last year's Board Retreat, we have been trying to contact Bob Blenn for months and have had no luck other than to receive an email from him stating that he has lost everything related to the Retreat. We don't know if it was due to the flood or if it's health issues but at least we have the emails on record from him. We have been in contact with ACCT to get some dates from them to conduct this year's Retreat and will present dates once we have them.

Enrollments are up. The registrations are starting to catch up with the applications and admits so we are right around our budgeted target. Dr. Drumm thanked everyone for their work on enrollments.

Binghamton Advantage Program (BAP) students have begun to come in for orientation. We will have 200 students here this fall. We will be talking about two more versions; Son of Binghamton Advantage and Daughter of Binghamton Advantage. We have already been in contact with Don Nieman of the Provost's Office talking about a program that students would directly apply to, his enrollment management office is interested in this program and one around ESL.

We had record graduating classes last year and we are on track to break that record this year. We are trending in the right direction with our completion agenda and our success agenda. The further good news is that we are not at record enrollment so it demonstrates that we are really moving the needle on the completion and success agenda for the Nation. We should be proud that we've have two record graduation years for the College while not having record enrollment.

Metrics – Trustee Paniccia asked for statistics on enrollment by program back in the fall. One of the things we can discuss at the Retreat is the kind of metrics that the Trustees would like to look at maybe twice a year or quarterly. What sorts of metrics you would like to see on a regular intermittent basis.



#### **4.0 INFORMATION ITEMS CONTINUED**

##### **4.2 Academic Affairs Update – Dr. Francis Battisti**

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

As part of his report Dr. Battisti introduced Bob, Sarah and Matthew Zielewicz of Hybridry. SUNY Broome submitted their team to the New York Business Plan Competition and their team came in second. The Zielewicz's did a presentation of their business plan for the Hybridry clothes dryer and answered Trustees questions afterward. An information sheet on the Hybridry product was distributed to the Trustees as well.

##### **4.3 Student Assembly Update – Aishia Mortenson**

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

##### **4.4 Broome Community College Foundation Report – Cathy Williams**

Ms. Cathy Williams was not able to attend the Board meeting. A copy of the July 2014 BCC Foundation Report to the Board was included in the Board packet.

##### **4.5 SUNY Broome Facilities Update**

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

Ms. Losinger discussed landscaping on campus stating that within the last three weeks we have brought our landscaping up to an acceptable level. We brought in a few temporary employees for a few weeks and had assistance from the SEED student volunteers. The goal was not to expand the landscaping but to take what we have and to get it in presentable shape. We will be looking into maybe adopting some of the raised planters on campus.

One of the approved capital projects for this year was \$300,000 to update the Campus Master Facilities Plan and we will be going out for an RFP within the next few weeks. We plan on undertaking this in the fall and into the spring semester. This is the time to incorporate our housing village, give some thought about having online enrollments versus in person, think about green initiatives.

#### **4.0 INFORMATION ITEMS CONTINUED**

##### **4.5 SUNY Broome Facilities Update**

Trustee Mortenson asked if there are any plans to repair the parking lots. Ms. Losinger responded that there is \$1.4 million that is available still within our Natural Science Center project and nearly half a million dollars in a parking lot concrete capital project. We are planning to do the parking lot next summer. Trustee Paniccia stated that Trustee Mortenson brings up a good point, there are significant pot holes in the parking lot. Mr. Testa stated that we have a \$50,000 job coming in in August that will take care of that. Ms. Losinger stated that we don't have enough money to do the redesign of the parking lot. Mr. Testa stated that we have enough money to do the parking lot but we do not have enough money to redesign the entrance from Van Winkle Drive to the campus. Trustee Paniccia stated that we might want to consider to use millings to rework the entrance.

##### **4.1 Budget Transfers**

Budget Transfers for June 2014 were included in the Board packet.

Ms. Losinger stated that transfers included nearly \$600,000 for summer projects but at least half of those have been deferred at this time due to enrollment concerns and lack of revenue so we shifted the funds just about the same time that we were figuring out that the summer enrollments and other county and study abroad enrollments weren't mustering. So they moved but there the sit, they're locked.

##### **4.2 Grant Approvals**

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

##### **4.3 Investment Report**

This report is routine and for informational purposes.

##### **4.4 Human Resource Update**

These reports are routine (with planned activity) and for informational purposes. A copy of this report was included in the Board packet.

#### **4.0 INFORMATION ITEMS CONTINUED**

##### **4.5 Budget and Finance Update**

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

New York State Controllers Auditors are on campus and will be here for the next three weeks. We are one of ten NYS community colleges that have been selected to be audited in our student accounts and bad debt areas. We had our entrance interview this week.

The auditors focus will be on the usual, are our policies in place and are they being followed, they are looking for best practices and common themes; do late registered students tend not to pay their bill, do non completing students tend not to pay their bills. Ms. Losinger believes that they are looking for system wide things and the audit report will come out when they are done with all ten colleges with the common themes and some recommendations and some best practices.

Ms. Losinger stated that we might receive a best practice because we have financial aid and student accounts housed under the same area under Jeanette Tillotson on the financial side of the house.

Trustee Serafini asked how the Amnesty Program is going. Ms. Losinger replied that they are still crunching the numbers and hope to have them for the next meeting.

Vice Chairperson Coffey asked how we compare to other colleges concerning bad debt. Ms. Losinger stated that we are in the middle.

##### **4.6 Press Clippings**

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

##### **4.7 Proposed Schedule of Finance and Facilities Committee Meetings and Board of Trustees Meetings for 2014-2015**

The schedule of meeting dates will be voted on at the September Board meeting.

#### **5.0 COMMITTEE REPORT**

- 5.1** Margaret Coffey, Chairperson of the Finance and Facilities Committee submitted the Minutes for the July 22, 2014 meeting. Chairperson Coffey reviewed the meeting stating that the meeting was called to order at 9:31 a.m. and all action items were reviewed. The meeting adjourned at 9:54 a.m.

## **6.0 COMMUNICATIONS**

### **6.1 None**

#### **EXECUTIVE SESSION**

**Vice Chairperson Coffey asked for a motion to adjourn to Executive Session to discuss Action Items 3.5 and 3.6. Trustee Akel made a motion to adjourn to Executive Session and Trustee Serafini seconded the motion. The Trustees went into Executive Session at 6:10 p.m.**

**Trustee Mortenson made a motion to come out of Executive Session at 6:40 p.m. Trustee Serafini seconded the motion and it was unanimously approved.**

**After coming out of Executive Session, a motion was made by Trustee Akel to table Action Item 3.5 and 3.6. Trustee Mortenson seconded the motion and it was unanimously approved.**

**Vice Chairperson Coffey called for a motion to adjourn.**

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

**The meeting adjourned at 6:42 p.m.**

**THE NEXT FULL BOARD OF TRUSTEES MEETING IS SCHEDULED FOR 5:00 P.M. ON THURSDAY, SEPTEMBER 4, 2014 TO BE HELD IN THE LIBOUS ROOM OF THE DECKER HEALTH SCIENCES CENTER BUILDING**