

**BROOME COMMUNITY COLLEGE
BOARD OF TRUSTEES
June 27, 2013
Official
MINUTES**

TRUSTEES PRESENT Timothy Grippen, George Akel, Angelo Mastrangelo, Anthony Paniccia, Margaret Coffey, Nancy LaBare, Nicholas Serafini

TRUSTEES ABSENT: James Orband, Marc Newman, Aishia Mortenson

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

Chairperson Grippen called the meeting to order at 4:35 p.m.

1.0 APPROVAL OF MINUTES

1.1 Trustee Serafini made a motion to approve the minutes of the May 16, 2013 meeting of the Board of Trustees. The Motion was seconded by Trustee Paniccia and the minutes were unanimously approved as written.

1.2 Trustee Serafini made a motion to approve the minutes of the May 23, 2013 Special Meeting of the Board of Trustees. The motion was seconded by Trustee Paniccia and the minutes were unanimously approved as written.

2.0 PREFERRED AGENDA ACTION ITEMS

2.1 Recommend Approval of Resolution for ESPA Labor Agreement

Since Plan C legislation of 1990 (Section 2305-A), the Board of Trustees has been responsible for the negotiation of all labor contracts on behalf of the College. Through its designated negotiators, the Board has negotiated successfully to conclusion a successor agreement with the Educational Support Personnel Association (ESPA) for the period September 1, 2012 to August 31, 2015. It was recommended that the Board of Trustees approve the terms of the tentative labor agreement with the Educational Support Personnel Association (ESPA).

Trustee Coffey questioned the longevity payment included in the agreement. Ms. Losinger responded that all full-time BCC employees are eligible for longevity payments including administration, and that the ESPA settlement makes their longevity payment equitable with the other bargaining units and administration, it is not added to the base. Trustee Coffey voiced her disagreement with the longevity payments.

2.0 PREFERRED AGENDA ACTION ITEMS CONTINUED

2.2 Recommend Approval of Resolutions Adopting 2013-14 Tuition and Fees, Operating Budget, Sponsor Services, and Full-Time Positions

On June 20th the Broome County Legislature passed SUNY Broome Community College's 2013-14 operating budget as proposed by the College and recommended by the County Executive. This budget included a 2% in county support. SUNY Broome Community College Board of Trustees resolutions adopting the tuition and fees, operating budget, sponsor services, and full-time positions were presented for consideration. The proposed changes to tuition and fees were displayed in red on the Finance and Facilities version of the resolution. It was recommended that the Board of Trustees approves the 2013-14 budget, sponsor services, full-time positions, and tuition and fees resolutions.

2.3 Recommend Approval of Resolution for New Position Description – Dean of Institutional Effectiveness and Enrollment Planning

Under SUNY Broome Community College 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 new position description of Dean of Institutional Effectiveness and Enrollment Planning.

2.4 Recommend Approval of Resolution for New Position Description – Director of Marketing, Communications and Public Information

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 new position description of Director of Marketing, Communications and Public Information.

2.5 Recommend Approval of Bid #12-30 to Award the General Construction Contract for the Student Center Improvements Project to Homer C. Gow & Sons, Inc.

On June 2, 2013 a Legal Notice was placed seeking bids from general contractors for the Student Center Improvements Project. Three (3) proposals were received and the bid opening was on June 11, 2013. Keystone Associates, the consultant for the project, has approved the low bid; the references have been checked; and qualification statements approved. The value of the low bid was within budget and allows us to proceed with the entire scope-of-work. It was recommended that the Board of Trustees approves Bid #12-30 to award the general construction contract for the Student Center Improvements Project to Homer C. Gow & Sons, Inc. in the amount of \$136,410.

Trustee Mastrangelo 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 Serafini. The motion was unanimously approved.

3.0 ACTION ITEMS

3.1 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 Board of Trustees approves the President's salary be increased by one half percent establishing a salary of \$208,950 effective February 1, 2013 and the Board will contribute \$5000 to the President's deferred compensation account and for meeting all goals, a one-time lump sum payment, not added to the base, of \$5,000 shall be paid to the President. The Presidents contract shall be extended to June 30, 2018. All other Presidential benefits stipulated in the President's employment agreement continue as previously established.

Chairperson Grippen and Trustee Mastrangelo explained the process for the President's evaluation.

Trustee Mastrangelo made a motion to approve Action Item 3.1. Trustee Serafini seconded the motion. The motion was approved by a vote of 6 ayes and 1 abstention.

4.0 INFORMATION ITEMS

4.1 President's Report

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

Dr. Drumm asked the Trustees to please work with Ms. O'Day to confirm a date for either August or September for the Board of Trustees Retreat where the major goals for the College will be discussed and as well as a Board self-assessment.

The residence hall groundbreaking ceremony was held on June 25. The President has been approached by members of the community who have expressed support of student housing on campus. SUNY Broome Trustees, Foundation Board members, Housing Board members and elected officials were in attendance. There were approximately 100 people who attended.

The Wales Administration Building renovation will begin in September and the offices will be moved to the Science Building and 901 Front Street. An office directory will be distributed soon.

The Natural Science Center Grand Opening is scheduled for September 26 at 10 a.m. New signage and logo will be rolled out at the grand opening.

4.0 INFORMATION ITEMS CONTINUED

4.1 President's Report Continued

Dr. Drumm met with and had a conversation with Assemblywoman Lupardo and people from Syracuse and Albany concerning a pilot program for an Educational Opportunity Center (EOC) in Binghamton. EOC's are the 65th campus of SUNY, they exist in the major metro areas around the state but there isn't one in Binghamton. They intentionally serve a poor population and focus on college preparatory, GED and workforce training. We will be working with the Urban League to put in a proposal to begin a small pilot program in Binghamton. There is no money through SUNY and the state to begin a new EOC at this point in time.

We received \$2.8 million dollars through SUNY 2020 to vastly improve our facilities and equipment to support advanced manufacturing.

We also received Start Up New York which is focused on advanced manufacturing. The President was speaking with Terry Kane and he would like to meet with SUNY Broome and Upstate Medical to discuss reaching out for new businesses and how to go about potential partnerships.

Dr. Drumm announced that Dr. Francis Battisti and Ms. Debra Morello, will become permanent as of July 1, 2013. Dr. Drumm thanked Ms. Morello for her patience and her work with the FSA, within one year the balance sheet has been turned around dramatically and will continue in that direction. Acting Deans, Dr. Michael Kinney and Ms. Beth Mollen will also become permanent as of July 1, 2013. This has all been worked through Shared Governance and they have their divisions support as well. Mr. Zbock will be taking on additional responsibilities and has done a fantastic job in Institutional Effectiveness and will continue to head up that area. He will also be heading up IT and the Registrar's Office and overseeing our enrollment planning and management in his new job description of Dean of Institutional Effectiveness and Enrollment Planning.

Dr. Drumm is now the Vice Chairman of New York Community College Association of Presidents (NYCCAP).

SUNY Broome has been added to the "Pillar of the Community" at the airport. One of the columns has an advertisement for the College.

We have our first resident for our residence hall for next year. We received a call from a prominent citizen who requested his son be put on the list for the residence hall.

4.2 SUNY Broome Logo

Dr. Drumm presented the new SUNY Broome Logo to the Board.

When the logo is small and you can't read the community college of the state university of New York on the seal we will use the words Community College in smaller letters.

Jesse Wells went through a lot of iterations to come up with what was decided on. Our Hospitality Program began using the Chef's hat on the Hornet and they do an annual calendar with a different outfit on the Hornet for each month. We did a take-off of what they did. Dr. Drumm asked for any feedback on the logo.

4.0 INFORMATION ITEMS CONTINUED

4.3 SUNY Broome Foundation Report

A copy of the June 2013 Foundation report to the Board was included in the Board package.

Dr. Drumm explained that Ms. Williams is attending a System Wide Advancement Meeting in Albany to discuss a comprehensive campaign for all of SUNY. The campaign would raise money for buildings, people, equipment, scholarships, etc.

4.4 Council for Operational Issues Update – Jason Zbock

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

Mr. Zbock introduced Howard Streby who is the new Vice Chair for the Council for Operational Issues.

4.5 SUNY Broome Facilities Update

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

Ms. Losinger reported that the Wales Building transition is planned for the move out to be on the Third or fourth week of August.

The Natural Science Center is on time and under budget. Substantial completion is expected by mid-July and turning over the building in early August. Our SUNY Office of Capital Facilities representative, Rebecca Goldstein was in town and Ms. Losinger gave her a tour of the Building.

4.6 Budget Transfers

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

4.7 Grant Approvals

This report is routine and for informational purposes. A copy of the June 2013 report was included in the Board package.

4.8 Investment Report

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

4.0 INFORMATION ITEMS CONTINUED

4.9 Personnel Activity Reports

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

Ms. Losinger announced that a new Human Resources Officer has been hired, Lynn Fedorchak, and will begin on July 15, 2013.

4.10 Budget and Finance Update

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

Dr. Drumm stated that the County public hearing was held last week for the SUNY Broome budget. The budget passed unanimously.

Ms. Losinger discussed with the Trustees the Affordable Health Care Act. Information concerning the Act is included in the Budget and Finance Update report. Dr. Drumm stated that most of the Community Colleges are capping their adjuncts at 9 credits. Ms. Losinger will come back to the Trustees with more details.

4.11 Press Clippings

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

4.12 Initial II Appointments - Revised

A copy of the revised candidates for Initial II Appointments was included in the Board package for information.

5.0 COMMITTEE REPORT

5.1 Minutes from Finance and Facilities Meeting of June 25, 2013

The Finance and Facilities Committee Minutes for the June 25, 2013 were submitted. The meeting was called to order at 7:30 a.m. The meeting adjourned at 8:33 a.m.

6.0 COMMUNICATIONS

6.1 Matt Stein Letter

A copy of an email letter from student Matt Stein was included in the board package.

Chairperson Grippen called for a motion to adjourn.

Trustee Mastrangelo made a motion to adjourn. The motion was seconded by Trustee Serafini and the motion passed unanimously. The meeting adjourned at 5:23 p.m.

THE NEXT FULL BOARD OF TRUSTEES MEETING IS SCHEDULED FOR 5:00 P.M. ON THURSDAY, JULY 25, 2013 TO BE HELD IN THE LIBOUS ROOM OF THE DECKER HEALTH SCIENCES CENTER BUILDING