

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

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

Vice Chairperson Orband called the meeting to order at 5:00 p.m.

Vice Chairperson welcomed Anthony Paniccia and Nancy LaBare as new members of the Board of Trustees.

1.0 APPROVAL OF MINUTES

Trustee Newman made a motion to approve the minutes of the February 21, 2013 Special Meeting of the Board of Trustees. The motion was seconded by Trustee Murray and the minutes were unanimously approved as written.

2.0 PREFERRED AGENDA ACTION ITEMS

2.1 Recommend Approval of Resolution Revising the Adopted Capital Improvement Program (CIP) and Establishing a New Capital Project

Several revisions to our capital project budgets are being proposed to shift appropriations and use all available SUNY capital funds so that the greatest number of critical projects can be completed. An attachment which outlines the capital project budgets to be revised, and the new capital project to be established was attached. It was recommended that the Board of Trustees approves the resolution revising the adopted Capital Improvement Programs (CIP) for Years 2009, 2011, 2012 and establishing a Capital Project for 2013.

2.2 Recommend Approval of Resolution for Six-Year Capital Improvement Program Request for Years 2014-2019

As part of Broome County's budget process, Broome Community College is required to submit a Six-Year Capital Improvement Program for consideration. The attached 10 Year BCC Facilities Improvement Plan reflects the current campus master plan and incorporates critical needs. Years 2014 through 2019 will be submitted to Broome County for BCC's Six-Year Capital Improvement Program. A resolution of the Six-Year BCC Capital Improvement Program was attached for trustee approval. It was recommended that the Board of Trustees approves the resolution for the Six-Year Capital Improvement Program.

2.0 PREFERRED AGENDA ACTION ITEMS CONTINUED

2.3 Recommend Approval of Resolution for Unpaid Leave of Absence for Dominic DePersis

The Board of Trustees acts in accordance with the terms of the BCC Faculty Association contract to approve a request for unpaid leave for an employee in that bargaining unit. 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 grants an unpaid (FMLA eligible) leave of absence to Dominic S. DePersis, Professor, Business Programs, from April 8, 2013 to May 24, 2013.

2.4 Recommend Approval of Final Payment to Include Release-of-Retainage to Bearsch Compeau Knudson for their Contract Work on the AT Roof IV Project

Bearsch Compeau Knudson has met their obligations to Broome Community College on the AT Roof IV Project. All closeout documentation including releases has been obtained and approved by the college. It was recommended that the Board of Trustees approves the final payment of \$1,591.61 to include Release-of-Retainage to Bearsch Compeau Knudson for their work on the AT Roof IV Project.

2.5 Recommend Approval of Final Payment to Include Release-of-Retainage to Southern Tier Custom Fabricators, Inc. for their Contract Work on the AT Roof IV Project

Southern Tier Custom Fabricators, Inc. has met their obligations to Broome Community College on the AT Roof IV Project. All closeout documentation including releases has been obtained and approved by both the college and Bearsch Compeau Knudson. It was recommended that the Board of Trustees approves the final payment of \$3,345.00 to include Release-of-Retainage to Southern Tier Custom Fabricators, Inc. for their work on the AT Roof IV Project.

2.6 Recommend Approval of Final Payment to Include Release-of-Retainage to Weathermaster Roofing, Inc. for their Contract Work on the AT Roof IV Project

Weathermaster Roofing, Inc. has met their obligations to Broome Community College on the AT Roof IV Project. All closeout documentation including releases has been obtained and approved by both the college and Bearsch Compeau Knudson. It was recommended that the Board of Trustees approves the final payment of \$23,127.27 to include Release-of-Retainage to Weathermaster Roofing, Inc. for their work on the AT Roof IV Project.

Trustee Newman 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 Akel. The motion was unanimously approved.

3.0 ACTION ITEMS

3.1 Recommend Approval of Resolution for Health Studies A.A.S. Degree Program

The AAS Degree in Health Studies is aimed at preparing students to enter either direct care careers or programs in the allied health professions. This degree includes the base in the college's General Education requirements, as well as a health science-based core, which provides the foundation needed to understand modern health care delivery. The proposed AAS program in Health Studies fulfills the mission to provide students with expanded opportunities to enter an ever-growing field of health care. In accordance with the most recent SUNY Guidelines for the Submission of Undergraduate Academic Program Proposals, this program will be announced to the SUNY Provost and the Presidents of campuses in our coordinating areas for their reaction. In accordance with the SUNY Guidelines this proposed program must receive institutional approval in the form of approval by the local Board of Trustees. It was recommended that the Board of Trustees approves the Resolution for the College program proposal for an AAS Degree in Health Studies.

Trustee LaBare made a motion to approve Action Item 3.1, Trustee Akel seconded the motion and it was unanimously approved.

3.2 Recommend Approval of Resolution for Health Studies A.S. Degree Program

The AS Degree in Health Studies is aimed at preparing students to enter either direct care careers or programs in the allied health professions. This degree includes the base in the college's General Education requirements, as well as a health science-based core, which provides the foundation needed to understand modern health care delivery. The proposed AS program in Health Studies fulfills the mission to provide students with expanded opportunities to enter an ever-growing field of health care. In accordance with the most recent SUNY Guidelines for the Submission of Undergraduate Academic Program Proposals, this program will be announced to the SUNY Provost and the Presidents of campuses in our coordinating areas for their reaction. In accordance with the SUNY Guidelines this proposed program must receive institutional approval in the form of approval by the local Board of Trustees. It was recommended that the Board of Trustees approves the Resolution for the College program proposal for an AS Degree in Health Studies.

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

3.0 ACTION ITEMS CONTINUED

3.3 Recommend Approval of Resolution for Event Management A.O.S. Degree Program

The AOS Degree in Event Management is aimed at preparing students for the training needs in the growing field of meeting and event planning professionals. Events and festivals of all sizes have a large impact on their communities and, in some cases, the whole country. Wedding planning is now a significant specialized segment of the event planning industry. The proposed program in Event Management provides students with the opportunity to learn how many industries, charitable organizations and interest groups hold events in order to market themselves, build business relationships, raise money or celebrate. In accordance with the most recent SUNY Guidelines for the Submission of Undergraduate Academic Program Proposals, this program will be announced to the SUNY Provost and the Presidents of campuses in our coordinating areas for their reaction. In accordance with the SUNY Guidelines this proposed program must receive institutional approval in the form of approval by the local Board of Trustees. It was recommended that the Board of Trustees approves the Resolution for the College program proposal for a AOS Degree in Event Management.

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

3.4 Recommend Approval of Resolution for Casino Management A.A.S. Degree Program

The AAS Degree in Casino Management is aimed at preparing students for future management of casinos and gaming establishments. Includes instruction in casino operations, casino security and surveillance, principles of the gaming industry, ethics, and gaming law. The proposed program in Casino Management provides students with the opportunity to learn the casino industry, practically enforce legal and regulatory aspects of gaming, and understand the relationship of the casino industry to the overall tourism environment especially in relation to the hotel operations in general. In accordance with the most recent SUNY Guidelines for the Submission of Undergraduate Academic Program Proposals, this program will be announced to the SUNY Provost and the Presidents of campuses in our coordinating areas for their reaction. In accordance with the SUNY Guidelines this proposed program must receive institutional approval in the form of approval by the local Board of Trustees. It was recommended that the Board of Trustees approves the Resolution for the College program proposal for an AAS Degree in Casino Management.

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

4.0 INFORMATION ITEMS

4.1 President's Report

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

Dr. Drumm updated the Board concerning residence halls stating that the funding is in place and the closing date is scheduled for April 24th on the bonds. We are finalizing a lengthy and detailed contract which the bank needs to review. Dr. Drumm thanked Trustee Newman and the Housing Board and stated that another design build meeting is scheduled for next week. The Housing Board was asked to attend the Administrative Committee and the Finance Committee meetings at the County regarding the County lease. The vote for the lease is tonight.

Enrollment is running slightly ahead of budgeted projections. We are down 2½% and are budgeted to be down 3%.

Dr. Drumm was in the Natural Science Center to have his picture taken for Broome Magazine and reported that the building is coming along. There is a tour scheduled for the Executive Council and if Board members are interested in touring the building it can be arranged.

There have been preliminary meetings with Maines Paper and Food Service concerning creating a center of excellence around the food service industry under which the Hospitality Center downtown in the Carnegie Library would fit as part of that larger vision. Supply Chain Management would be the primary focus from the academic side. Preliminary plans are being worked on for future REDC funds and Federal Workforce Development funds. Dr. Drumm will keep the Board updated as to progress regarding the center of excellence.

Conversations continue surrounding the Event Management A.O.S. Degree Program and Casino Management A.A.S. Degree Program with Security Mutual and the Carnegie Library project. Dr. Drumm is meeting with the IDA tomorrow to discuss the fundraising effort and get it underway.

Convocation Day was today with guest speaker Dr. David Callahan spoke on the culture of cheating.

Dr. Drumm announced that this is Dr. Judy Siggins last Board meeting. He stated that Dr. Siggins embodies a transformational leader and has been a friend, mentor and colleague to him. Dr. Drumm presented Dr. Siggins with a parting gift.

4.2 BCC Foundation Report

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

Dr. Siggins introduced Catherine Williams as the new Foundation Executive Director and thanked the Board for all their support throughout her years with the Foundation.

4.0 INFORMATION ITEMS CONTINUED

4.3 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.

4.4 Student Learning Outcomes Update – Andrew Haggerty

Andrew Haggerty, Chair of the Student Learning Assessment Committee presented an update to the Board. A copy of this report was included in the Board package.

Dr. Drumm stated that the movement toward student learning outcomes has been building for some time. Just in the last few weeks the Department of Education and Middle States have said that they want student learning outcomes to supplant not only seat time but the credit hour itself.

4.5 BCC Facilities Update

This report is routine and for information purposes.

4.6 Budget Transfers

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

4.7 Grant Approvals

This report is routine and for informational purposes. Grant approvals for March 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.

4.10 Budget and Finance Update

This report is routine and for informational purposes.

Ms. Losinger stated that there are many large assumptions concerning the budget. A tentative balanced budget scenario was distributed and discussed with the Board which included a \$75.00 increase in state aid per student and we received double that amount, so this will bring another \$288,000 into the mix depending on enrollment. Ms. Losinger discussed the underpinnings for the key assumptions and the separation Incentive savings and critical strategic priorities.

Trustee Mastrangelo asked if the bad debt increased by half a million dollars. Ms. Losinger replied yes it did and a team has pulled together to address it. Four top recommendations have been established to lower the increase which includes: bring back a second attendance taking, look at the timing of how financial aid is distributed, look at when students are deregistered and focus on students who are registering later.

Trustee Akel asked how you can mandate 12% for the retirement fund, if in fact 14% to 26% is needed; you can't mandate how good the market is going to be. Ms. Losinger stated that there is a lot of concern and discussion at the state level concerning this. Trustee Akel stated that there will be a big problem 15 to 20 years from now.

Ms. Losinger discussed the 5 year budget simulation which was included in the packet.

Trustee Newman asked if the 5.3% in fringe benefits was a correct number. Ms. Losinger responded, yes, it is employee by employee, all the details in there for current employees assuming a 5% increase. Trustee Newman asked if she is comfortable with the figure being that low. Ms. Losinger replied that she is not yet content and will have one more conversation with Marie Kalka concerning health insurance rates.

Trustee Newman asked what Ms. Losinger thought about the change orders for the Natural Science Building. Ms. Losinger responded that she's pretty comfortable with what she's seeing. She wants to see add alls with future projects.

Trustee Akel asked that the Board be updated as to the change orders. Ms. Losinger will see to it that the Board is given the change orders.

Trustee Paniccia stated that the brand new Natural Science Building has 8½% in change orders and even if you subtract the \$315,000 you still have over a 6% change order which is awfully high for a new building. Ms. Losinger stated that there were very critical items that were not included in the building, one being construction management and as well as the installation of the IT and media services and the Terrazzo floor. Mr. Testa stated that next month they see one for building access and security which was also left off the original bid package.

Trustee Newman stated that this is why when dealing with student housing and projects like this we need to know what we are doing. We have been so cautious with respect to the housing situation and the time we put into the contracts and the right exhibits. Keeping people's feet to the fire is important.

4.10 Budget and Finance Update Continued

Trustee Newman asked if the \$600,000 is net of what was agreed to pay Holt as part of their fee or is it an addition. Ms. Losinger will look into it and bring the information to the April F & F meeting.

Ms. Losinger stated that the bottom line is the Natural Science Center building came in several million dollars (2.4 million) under budget and it's giving us enough money to redesign and rehabilitate the student parking lot, so view these change orders within a greater context.

Mr. Testa discussed how the security cameras and card access, IT and media services were not included in the design and bidding of the Natural Science Center. Trustee Akel asked if this has been confirmed, and Mr. Testa replied that he has email confirmation from Holt.

Trustee Newman asked if security and data and all the IT are included in Ciminelli's scope for student housing. Mr. Testa replied that he does not believe that Ciminelli has allowed enough money (\$50,000) for security which he has discussed with Ciminelli. Mr. Testa would like the card access security systems for both the Natural Science Center and Student Housing buildings have the ability to grow which would allow it to be installed in every campus building.

4.11 Press Clippings

This report is routine and for informational purposes.

4.12 2013 Candidates for Professional Recognition Increment

Dr. Drumm reviewed the candidates for Professional Recognition Increment with the Board members.

5.0 COMMITTEE REPORT

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

James Orband, Chairperson of the Finance and Facilities Committee submitted the Minutes for the March 19, 2013 meeting. Chairperson Orband reviewed the meeting stating that the meeting was called to order at 7:30 a.m., all action items were approved and discussion on informational items was held. The meeting adjourned at 7:45 a.m.

6.0 COMMUNICATIONS

6.1 None

EXECUTIVE SESSION

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

Trustee Newman made a motion to adjourn to Executive Session and Trustee Akel seconded the motion. The Trustees went into Executive Session at 6:09 p.m.

Elizabeth Wood and Regina Losinger were asked to attend the Executive Session.

Trustee Newman made a motion to come out of Executive Session at 6:26 p.m. Trustee Akel seconded the motion.

Trustee Paniccia made a motion to adjourn. The motion was seconded by Trustee Newman and the motion passed unanimously. The meeting adjourned at 6:27 p.m.

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