

**SUNY BROOME COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES
April 21, 2016
Official**

TRUSTEES PRESENT Margaret Coffey, Marc Newman, James Orband, Angelo Mastrangelo, George Akel, Naima Kradjian, Nancy LaBare

TRUSTEES ABSENT: Anthony Paniccia, Nicholas Serafini, Thomas Flynn

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

Chairperson Coffey called the meeting to order at 4:00 p.m.

1.0 APPROVAL OF MINUTES

Trustee Mastrangelo made a motion to approve the minutes of the March 31, 2016 Meeting of the Board of Trustees. The motion was seconded by Trustee Akel and the motion was unanimously approved.

2.0 ACTION ITEMS

2.1 Recommend Approval of Resolution for Sabbatical Leaves

Article 15 (Sabbatical Leave) of the Faculty Association contract calls for a joint committee consisting of one member from the Administration, the Faculty Association, and the Board of Trustees to make final recommendation to the SUNY BCC Board of Trustees on approval of sabbaticals. This Committee shall review and forward to the Board of Trustees the sabbatical requests. In accordance with this contractual language, the Sabbatical Committee consisted of Administrative representative, Dr. Francis Battisti, Executive Vice President and Chief Academic Officer; Board of Trustees representative, Chair Margaret Coffey; and Faculty Association representative, David Michalak, Faculty Association President. The Sabbatical Committee met on April 8, 2016 and agreed to recommend to the Board of Trustees the following applicants: Dr. Mary Donnelly, Associate Professor, Spring 2017; Dr. Andrew Haggerty, Associate Professor, Spring 2017 and Deborah Hibbard, Associate Counselor Adjunct Instructor, Spring 2017. It was recommended that the Board of Trustees approves the resolution and applications for sabbatical leaves.

Trustee Akel made a motion to approve Action Item 2.1. Trustee Orband seconded the motion. The motion was unanimously approved.

2.0 ACTION ITEMS CONTINUED

2.2 Recommend Approval of Resolution Amending the Capital Improvement Program (Resolution No. 1372) Proposed Core Building Rehabilitation

On May 14, 2015 the Board of Trustees approved Resolution No. 1372 for the college's Six-Year Capital Improvement Program (CIP) for the years 2015 through 2021 that included the first phase of the Core Building Rehabilitation Project for 2016 for \$6,000,000. Broome County's Resolution 2015-410 approving the 2016-2021 CIP included the Core Building Rehabilitation Project for 2017 for \$6,000,000. The college is requested a resolution to amend Resolution No. 1372 to include grant and anticipated BCC Foundation Calice funding and updated cost estimates to enable the renovation of the Mechanical Building into an Advanced Manufacturing Center. Broome County approval will be sought concurrent with Board of Trustee approval. It was recommended that the Board of Trustees approves the resolution amending Resolution No. 1372 for the Capital Improvement Project proposed for renovating the Mechanical Building to an Advanced Manufacturing Center contingent on approval of \$3.4 million in Calice funding.

Trustee Orband made a motion to approve Action Item 2.2. Trustee Akel seconded the motion. The motion was unanimously approved.

2.3 Recommend Approval of Resolution Giving Approval to Submit Proposed 2016-2017 Operating Budget to the County Executive and Broome County Legislature

Under Plan C legislation, the College is required to submit its proposed budget by May 1st to the County. In the past, the proposed budget has been submitted to the County Executive and Broome County Legislature based upon a verbal consensus being reached by the Board of Trustees, then the Board formally adopts the budget, sponsor services, full-time regular positions, and tuition and fees resolutions in June. At this time, we are adding a formal approval process by the Board of Trustees upon submitting the proposed 2016-2017 operating budget to the county. As has traditionally been done after the county approves the college's budget, the Board will be presented the action item for a final vote. It was recommended that the Board of Trustees approves the resolution giving approval to submit the proposed 2016-2017 operating budget to the County Executive and the Broome County Legislature.

Trustee Akel made a motion to approve Action Item 2.3. Trustee Mastrangelo seconded the motion. The motion was unanimously approved.

2.0 ACTION ITEMS CONTINUED

2.4 Recommend Approval of Release-of-Retainage to Bionco Builders & Company for their Work on the Business Building HVAC Renovation Project

Bionco Builders & Company has requested a release-of-retainage payment for their work on the Business Building HVAC renovations Project. It was recommended that the Board of Trustees approves a release-of-retainage payment to Bionco Builders & Company for their work on the Business Building HVAC renovations Project in the amount of \$1,062.00.

Trustee Akel made a motion to approve Action Item 2.4. Vice Chair Newman seconded the motion. The motion was unanimously approved.

2.5 Recommend Approval of Release-of-Retainage to Postler and Jaeckle Corporation for their Work on the Business Building HVAC Renovation Project

Postler and Jaeckle Corporation has requested a release-of-retainage payment for their work on the Business Building HVAC renovations Project. It was recommended that the Board of Trustees approves a release-of-retainage payment to Postler and Jaeckle Corporation for their work on the Business Building HVAC renovations Project in the amount of \$23,957.80.

Vice Chair Newman made a motion to approve Action Item 2.5. Trustee Orband seconded the motion. The motion was unanimously approved.

2.6 Recommend Approval Payroll Certification

Broome Community College began processing its own payroll in January of 1992. This was the final task in the process of the College assuming financial responsibilities under Plan C. In preparation for this new task, BCC implemented its new computerized Financial Reporting System and Human Resources System during 1991. The conversion to the new general ledger system took place on September 1, 1991 with the payroll implementation planned for January 1992 to coincide with the start of a new year for tax purposes. As part of the Plan C legislation (Section 2304-A), the College Treasurer certifies the payrolls and presents them to the Board of Trustees for its approval. It was recommended that the Board of Trustees approves filing of the College payroll for the month of March 2016.

Trustee Mastrangelo made a motion to approve Action Item 2.6. Trustee Orband seconded the motion. The motion was unanimously approved.

2.0 ACTION ITEMS CONTINUED

2.7 Recommend Approval of Petty Cash Expenditures

Under Plan C legislation, the College is authorized to maintain petty cash accounts not in excess of \$200 each. The expenditures from these accounts are subject to approval of the Finance and Facilities Committee of the Board of Trustees (see BCC Policy No. 1.8). The petty cash expenditures had been reviewed and it was recommended that the Board of Trustees approves the list of petty cash expenditures for the month of March 2016 and direct reimbursement for the funds in the amounts designated.

Trustee Akel made a motion to approve Action Item 2.7. Vice Chair Newman seconded the motion. The motion was unanimously approved.

2.8 Recommend Approval of Federal College Work Study Allocation Incentive Payment

It was recommended that the Board of Trustees approve the The Federal College Work Study Program (FCWSP); a needs-based Financial Aid Program that provides employment opportunities to SUNY Broome students on campus, allowing them to minimize their use of loans to fund their educational expenses. The FCWSP is set up as a grant to allow students to receive financial aid in the form of bi-weekly paychecks based on the number of hours they worked.

Trustee Kradjian made a motion to approve Action Item 2.8. Trustee Akel seconded the motion. The motion was unanimously approved.

3.0 INFORMATION ITEMS

3.1 President's Report

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

A Nursing report was distributed to the Board Members for their information.

The College was just awarded our first NEA (National Endowment for the Arts) Grant. The grant total is \$15,000.

Enrollment is interesting. Two weeks ago it was down and last week it was up and this week it's down slightly. We will have to wait until it smooths out before we will be able to see what the actual enrollment trend is.

The state adopted the chargeback formula. First they decided to delay it for a year and now they decided to change the language and delay it for two years. Dr. Drumm believes there will be special legislation to deal with FIT separately.

3.0 INFORMATION ITEMS CONTINUED

3.1 President's Report Continued

We received \$100 per FTE from the state budget. The Assembly recommended \$100 and the Senate recommended \$50. We are one of only 9 of the 30 community colleges that will receive an increase as a result of this. The state ops did not receive maintenance of effort. The average state op has 25% of their budget in fund balance.

The Regional Councils are happening. Trustee Kradjian will be serving on the Council. It does look like the first meeting will be held on campus. The President of Corning will be chairing the Council for the first year. The Lieutenant Governor will be attending the kick-off meetings.

We are in the process of hiring a co-director for the Residence Hall. We hope to have someone hired by July.

We are now requiring a minimum GPA of 1.75 for returning students and 2.0 for new students for housing residents. Hopefully it will help us on the behavioral end. We have 180 signed up for next year with 100 of them being returning students. We will be hiring 8 new RA's and 2 returning RA's.

Trustee Newman: On the GPA requirement, are we allowed to do that as far as fair housing.

Ms. Morello: Yes, I believe it's done at many other schools. If we went through the College it would probably be an issue but we're a housing corporation.

Dr. Drumm: Other schools do do it.

Dr. Drumm continued with his report announcing that Regina Losinger will be retiring at some point this year.

Dr. Drumm asked for an executive session to discuss negotiations.

Dr. Drumm introduced Mr. James Magee who gave an Academic Master Plan update.

3.2 Academic Master Plan Presentation – Mr. James Magee, SIE (Strategic Innovations in Education)

Mr. Magee presented a PowerPoint Academic Master Plan update to the Board.

3.3 Council for Academic Issues Update – Dr. Mary Donnelly

Dr. Donnelly presented the Council for Academic Issues Update to the Board. A copy of this report was included in the Board package.

3.0 INFORMATION ITEMS CONTINUED

3.4 Council for Operational Issues Update – Mr. Larry Allen

Mr. Allen presented the Council for Operational Issues Update to the Board. A copy of this report was included in the Board package.

3.5 Student and Economic Development Update – Ms. Debbie Morello

Ms. Morello introduced Shelli Cordisco who gave a Sponsored Programs update to the Board.

Ms. Cordisco handed out information concerning the Sponsored Programs office. The office plans for grants, helps write grants and then helps manage the grants once received. Since 2013 we have submitted more than 65 grant proposals which is two proposals a month. We have been awarded approximately 40% of those submitted which is over \$10,000 and it continues to grow.

Today we were awarded the NEA (National Endowment for the Arts) Grant for \$15,000 with a match of \$15,000 from the County. This is a national federally funded program. The Community Foundation for South Central New York gave us a verbal commitment of an additional \$10,000 if we were awarded the grant. This is a month long series of events that will bring together our veteran population throughout the community and our libraries throughout the community. The Broome County Public Library is onboard as a major partner in this effort. One of the focuses of the month will be Tim O'Brien's book *The Things They Carried*.

Ms. Cordisco described the process for submitting grants.

3.6 Student Assembly Update – Thomas Flynn

The Student Assembly Update was included in the Board packet.

3.7 Broome Community College Foundation Report – Cathy Williams

Ms. Cathy Williams presented the April 2016 BCC Foundation Report to the Board. A copy of this report was included in the Board package.

Ms. Williams distributed copies of Broome Magazine to the Board members. A survey concerning feedback on the magazine will be sent to the Board members and Ms. Williams asked that they please consider filling the survey out.

A Director of Alumni Engagement has been hired, Regina Alfieri.

EXECUTIVE SESSION

Chairperson Coffey called for a motion to adjourn to Executive Session to discuss collective bargaining negotiations. Vice Chair Newman made a motion to adjourn to Executive Session and Trustee Akel seconded the motion. Regina Losinger, Dr. Francis Battisti and Lynn Fedorchak were asked to attend the session. The Trustees went into Executive Session at 5:14 p.m.

Vice Chair Newman made a motion to come out of Executive Session at 5:51 p.m. Trustee Orband seconded the motion and it was unanimously approved.

3.0 INFORMATION ITEMS CONTINUED

3.8 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: We received some challenging news on our new market tax credits. The Federal Government decided to take the leftover funds from last year and not allow people to apply for them, they bundled them with this year's allocations. They pushed the whole application process into the fall timeframe. We won't even know until mid-November who the big banks are that will be able to allocate the funds. We won't know until February if we are one of the big winners. This will change how we design and put together our construction package. We will be bringing on a construction manager stat, who will help us design a bidding package that will allow us to get to some things right away that we have money for and to get to other things in the early spring. It does beg the question at what point do we begin the fundraising.

Dr. Drumm: Cathy Williams will be putting a line in the Foundation budget for next year for them to bring on a campaign consultant to do a major campaign. A capital campaign for Carnegie will be a piece of a comprehensive campaign. The new market tax credits will actually qualify for income in a comprehensive campaign because if we received a gift that we ultimately didn't need because the new market tax credits came in, we would go back to the donor and ask if they'd be willing to make their gift to the one stop student services center instead of the Carnegie Library. Ms. Williams thought raising \$2 million for Carnegie should be easy. He met with a colleague who do fundraising consulting and right off the top of his head he said we could raise \$3 million and that we might be able to raise \$5 million. They come in and do a feasibility study, they do 100 calls to potential donors and then come up with a figure that they believe you can reasonably raise.

Ms. Losinger: We are going to have to approach how we bid the project differently. We're going to have to break it up into funding we have.

Vice Chair Newman: What do you mean break it up?

3.0 INFORMATION ITEMS CONTINUED

3.8 SUNY Broome Facilities Update Continued

Ms. Losinger: That's why we want to bring on a construction manager now, sooner rather than later to work with the design firm. Work with Passero to say what is it we can accomplish right now with \$8.3 million that we firmly have on the table. Then as the additional monies are raised what would be the second phase you would go into in the spring. One way or the other we are getting all the money for the project but we can't go forward with firm bids on everything until we have funding.

Vice Chair Newman: Couldn't there be additional unforeseen costs by phasing this project.

Ms. Losinger: That's one of the reasons why we're trying to get the construction manager in.

Dr. Drumm: Unforeseen?

Vice Chair Newman: Yes, not that you have budgeted, additional engineering.

Dr. Drumm: Some of that unforeseen cost is built into the current budget.

Ms. Losinger: I spoke with Mark Passero this afternoon and that is part of the point to get the construction manager in as quickly as possible to do this in the least expensive way possible.

Dr. Drumm: There are some things that you have to do. It has to be gutted and clean up what needs to be cleaned up. There are some things that just absolutely have to be done no matter what we do.

Ms. Losinger: When all is said and done if we got the capital campaign going sooner rather than later it all might be moot and we can have the money in place and bid it out.

Trustee Akel: Regina, that's going to take some time to raise \$2 million to \$5 million. Naima you know that very well. Plus competition with other drives too.

Trustee Kradjian: It takes three or four months to do a feasibility study.

Vice Chair Newman: The construction manager is going to tell you what? What will they tell you that Passero can't?

Ms. Losinger: This is what we've heard over the years; to get your construction manager as soon as you possibly can don't wait until you've got your project out there and it's been bid in. They're there to represent your interest and only your interest and not Passero's. If we have to break this up they would be our eyes to make sure that it's done in the lowest cost possible. In theory Passero is working for us too.

3.0 INFORMATION ITEMS CONTINUED

3.8 SUNY Broome Facilities Update Continued

Vice Chair Newman: Don't you still have to...part of the building, the Mechanical, doesn't it have to be designed as one? How are you going to phase that? You're more expensive items that are needed in that building, so what potentially can you phase.

Ms. Losinger: That's the conversation we're starting right now. I'm sure that's why Mark Passero called me.

Trustee Akel: Didn't you talk about at the last Board meeting that you bid the truncated version and then as an extra or as an alternative you say what is it going to cost to do the whole thing together.

Ms. Losinger: We pretty much had both designs going forward as add alts on the one.

Trustee Kradjian: And you could do what Angelo had suggested which is not do the guts of it, not do the equipment for the culinary. You could conceivably do just the stabilization as one phase and then go in to your renovation.

Vice Chair Newman: But you're still going to need to design for that equipment. You're still going to need to have your gas, your shut offs, your infrastructure.

Trustee Kardjian: Starting and stopping the construction has a cost.

Ms. Losinger: Yes it does and that's a concern. I'm sure it will become apparent when we talk with Mark Passero what the parameters are.

Trustee Akel: So you're suggesting we hire a construction manager now. How are we going to do that, has one been picked out yet.

Ms. Losinger: We will get an RFP out there.

Trustee Akel: Having a conversation concerning potential candidates might be helpful.

Vice Chair Newman: So if you phase it, is that second or third phase, is that going to be considered change orders, how is that all going to be separate. So your CM is going to basing it on the total.

Ms. Losinger: You're asking a lot of good questions.

Trustee Orband: You could bid and start with Phase 1 and bid Phase 2, then you bid Phase 3 as separate bids.

Trustee Akel: As extras or separate bids? Will that cost more Jim?

Trustee Orband: Not necessarily.

3.0 INFORMATION ITEMS CONTINUED

3.8 SUNY Broome Facilities Update Continued

Ms. Losinger: This change in the new market tax credits made it more complicated

Vice Chair Newman: This is a historical structure, so how does that play into this phasing.

Dr. Drumm: Every aspect of it has to be approved anyway.

Vice Chair Newman: I would just hate to see us go down a road that we shouldn't be on and that we're exploring something...I'm leery of a CM being able to...I'm not saying don't hire a CM I'm just leery of a CM being able to really say from a design and everything else standpoint that this is... Who's the architect?

Ms. Losinger: Passero.

Vice Chair Newman: So what are they saying?

Ms. Losinger: He called me as I was walking out the door. We don't know what he says yet. He probably got a bit of a shock with the email.

Trustee Kradjian: As a historic structure you are eligible for other funding too. So maybe you do go for a historic preservation grant through the CFA this next round. That can go just for the stabilization, you have your match. On your CM, I've had a bad experience that way where they say they're figuring out discreet portions for phasing and they're really getting a boat load of consulting fees. So I think you have to be really careful. I think your architect can probably do the same thing for you.

Vice Chair Newman: Have you explored the URI \$500 million.

Ms. Losinger: We've made application for a component successfully of the Mechanical Building with that.

Dr. Drumm: We've already got the \$2 million from the REDC.

Trustee Kradjian: But you can go for more.

Dr. Drumm: We should, we need to look at every avenue of fundraising we can.

Trustee Orband: You could possibly apply for the URI money. There's approximately \$250 million still available over five years, \$50 million a year. In addition there's additional REDC money that you can still apply for.

Vice Chair Newman: On the new market tax credits that your talking to the attorney on. When we did a project in Ithaca we utilized new market tax credits and we went through Bob Sweet at the NDC (National Development Council). As I recall they had some different abilities potentially with certain funds and release of those funds because of who they are and pools of money. It may be worth a call to them.

3.0 INFORMATION ITEMS CONTINUED

3.8 SUNY Broome Facilities Update Continued

Ms. Losinger: He may have access to different types of tax credits.

Vice Chair Newman: I know he does and he plays a significant role in those national monies. I'm not doubting this attorney, I'm just saying it's worth asking Bob Sweet about it.

Trustee Kradjian: There's also the National Trust for Historic Places. They have a division that handles tax credits. So since it's a historic building you may have access to that avenue also. I will send you the link. There's a special division in there and because you're historic you qualify to be able to talk to them and they have their pool of money and their pool of people. They compete with the private sector on it.

Ms. Losinger: So what I think I'm hearing is don't be so fast to break the project up into phases and dig in again on additional funding sources.

Trustee Orband: I think basically we go down parallel paths. Go forward with Passero and at the same time you look at other stuff.

Vice Chair Newman: Can you update us on that call with Passero.

Ms. Losinger: Sure.

3.9 Budget Transfers

Budget Transfers for March 2016 were included in the Board package.

3.10 Grant Approvals

This report is routine and for informational purposes. Grant approvals for April 2016 were included in the Board package.

3.11 Investment Report

This report is routine and for informational purposes.

3.12 Human Resource Update

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

3.0 INFORMATION ITEMS CONTINUED

3.13 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 gave a critical clarification on the budget action item. The action that the Board took was to budget for a 4% decline in enrollment.

3.14 Press Clippings

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

Chairperson Coffey called for a motion to adjourn.

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

The meeting adjourned at 6:11p.m.

**THE NEXT FULL BOARD OF TRUSTEES MEETING IS SCHEDULED FOR
5:00 P.M. ON THURSDAY, MAY 26, 2016
TO BE HELD IN THE LIBOUS ROOM, D117 OF THE DECKER HEALTH SCIENCES
CENTER BUILDING**