

**SUNY BROOME COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES
April 9, 2015
Official**

TRUSTEES PRESENT Margaret Coffey, Angelo Mastrangelo, Anthony Paniccia, George Akel, Aishia Mortenson, Naima Kradjian, Nancy LaBare

TRUSTEES ABSENT: James Orband, Nicholas Serafini, Marc Newman

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

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

1.0 APPROVAL OF MINUTES

Trustee Akel made a motion to approve the minutes of the February 26, 2015 Meeting of the Board of Trustees. The motion was seconded by Trustee Mortenson and the motion was unanimously approved.

2.0 PREFERRED AGENDA 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, Trustee Nancy LaBare; and Faculty Association representative, Fred Loveland, Faculty Association Vice President. The Sabbatical Committee met on March 27, 2015 and agreed to recommend to the Board of Trustees the following applicants: Daniel Brennan, Associate Professor, Spring 2016 and Jennifer Woltjen, Staff Associate, Spring 2016. It was recommended that the Board of Trustees approves the resolution and applications for sabbatical leaves.

2.0 PREFERRED AGENDA ACTION ITEMS CONTINUED

2.2 Recommend Approval of Resolution for Unpaid Leave of Absence for Brian Kelly

The Board of Trustees acts to approve a request for unpaid leave for an employee in the Broome Community College Educational Support Personnel Association to serve in a promotional capacity. 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 grant an unpaid leave of absence to Brian Kelly, Maintenance Mechanic, Maintenance Department, from June 30, 2015 to June 29, 2016 to serve in a promotional capacity as the Plumber.

2.3 Recommend Approval of Resolution for New Position Description – Assistant Director of Security and Health

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 of Security and Health.

2.4 Recommend Approval of Release-of-Retainage to Schuler-Haas Electric Corporation for Their Work on the Electrical Infrastructure Project

Schuler-Haas Electric Corporation has requested a release-of-retainage payment for their work on the Electrical Infrastructure Project. This is also the final billing for this project. It was recommended that the Board of Trustees approves the release-of-retainage payment to Schuler-Haas Electric Corporation for their work on the Electrical Infrastructure Project in the amount of \$5,305.

2.5 Recommend Approval of Release-of-Retainage to All Around Excavating, LLC for Their Work on the Water and Sewer Project

All Around Excavating, LLC has requested a release-of-retainage payment for their work on the Water and Sewer Project. This is also the final billing for this project. It was recommended that the Board of Trustees approves the release-of-retainage payment to All Around Excavating, LLC for their work on the Water and Sewer Project in the amount of \$6,055.

2.0 PREFERRED AGENDA ACTION ITEMS CONTINUED

2.6 Recommend Approval of Bid #15-12 to Award the Electrical Prime Contract for the Parking Lot #1 Rehabilitation Project

A legal notice was placed on March 22, 2015 for an Electrical Prime Contractor for the Parking Lot #1 Rehabilitation Project. The bids were opened on Thursday, April 2, 2015. A copy of the official bid results was included for information. The references have been checked, qualification statements approved, and the consultants endorsement received for the low bidder. Passero Associates has approved the low bid. 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 approve Matco Electric Corporation be awarded the electrical prime contract for the Parking Lot #1 Rehabilitation Project in the amount of \$117,200.

2.7 Recommend Approval of Bid #15-12 to Award the General Prime Contract for the Parking Lot #1 Rehabilitation Project

A legal notice was placed on March 22, 2015 for a General Prime Contractor for the Parking Lot #1 Rehabilitation Project. The bids were opened on Thursday, April 2, 2015. A copy of the official bid results was included for information. The references have been checked, qualification statements approved, and the consultants endorsement received for the low bidder. Passero Associates has approved the low bid. 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 approve Smith Site Development, LLC be awarded the general prime contract for the Parking Lot #1 Rehabilitation Project in the amount of \$648,000.

Trustee Paniccia made a motion to approve Action Items 2.1, 2.2, 2.3, 2.4 2.5, 2.6 and 2.7 on the Preferred Agenda. The motion was seconded by Trustee Mortenson. The motion was unanimously approved

3.0 ACTION ITEMS

3.1 Recommend Approval of a Resolution Granting Emeritus Status

Under SUNY Broome Policy 1.17, the Board of Trustees grants emeritus status to members of the college professional staff according to the specified procedures. It was recommended that the Board of Trustees approves the resolution granting emeritus status to Mary Wolyniak.

Trustee Akel made a motion to approve Action Item 3.1. Trustee Mortenson seconded the motion. The motion was unanimously approved.

4.0 INFORMATION ITEMS

4.1 President's Report

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

Fall enrollment numbers continues to be strong and we are encouraged by that trend at this early point in the admissions and registration process.

Dr. Drumm attended the NYCCAP meeting in Syracuse today and there was discussion surrounding the state budget; recapping/reviewing our experience with the state budget. We ended up at \$100.00 per FTE which was the higher number of the two proposed; the Senate proposed \$100.00 and the Assembly proposed \$50.00. This is lower than what we had hoped for but this is not totally bad news because where some of what might have been our money went to a new round of funding for Equal Opportunity Centers; and we have started one in downtown Binghamton so we will see where this will take us. There was also chatter to revisit the state funding formula. The current funding formula, because it's FTE based, makes it very hard to plan for more than a year at a time. The state ops got the five year deal where they weren't going to get any more money from the state but they were going to be able to raise tuition \$300.00 dollars a year. A \$300.00 per year tuition increase for us would be astronomical; we can't do that but at least the state ops can plan. Of half of our sister institutions that were at the NYCCAP meeting people are talking roughly of a 3% to 5% tuition increase for some dollar amounts that are twice of what we are currently looking at. Charge backs were also discussed; that's what counties pay other counties when students go there from your county. Now that the state budget is done we agreed to put the charge backs discussion back on the agenda. The proposed current formula is based on the legislation from last year. The report is due to the legislature in June and it would not begin until 2016-17 and would phase in over five years. Given our change in demographics here on campus the formula as proposed would not be deleterious to Broome as it would be with our historic demographics, our proportion of in-county versus out-of-county students. It would not be nearly as much of a bite if we had continued on the same path demographically as we had before we put the residence hall in which brings students in from outside the county. The plan is to submit the current formula and also with a recommendation that we continue to look at it and tweak it based on individual institutions circumstances.

Negotiations with the Faculty Association began yesterday. Dr. Drumm asked for a brief Executive Session to update the Board members on the kick-off of negotiations.

We are working with the IDA on the plan for the Carnegie Library. In order to take full advantage of the potential historic tax credits we will have to put together a unique partnership. The IDA is very willing to work with us on this.

Dr. Drumm had lunch at the new TC3 culinary facility, Coltivare, in downtown Ithaca last month. They spent \$7 million dollars on the facility.

4.0 INFORMATION ITEMS CONTINUED

4.1 President's Report Continued

We are in conversations concerning our next major upgrade on campus which will most likely be our Mechanical Building. We received \$2.8 million dollars from the first round of SUNY 20/20 that we were eligible for, that money is sitting there for advanced manufacturing. It didn't make sense to do a \$3 million dollar upgrade and then close the building down to do a full upgrade so we are waiting to get all the money in place to do the entire building all at once. There will be more on that in the near future.

There is a copy of Broome magazine was distributed to the Board members. On the cover is Angelo Zuccolo and the issue is dedicated to Angelo and the arts.

Dr. Drumm thanked our Shared Governance Chairs, Erin O'Hara Leslie, Howard Streby and Jamie Heron-Starr for their leadership.

4.2 College Assembly Update – Erin O'Hara Leslie

Ms. O'Hara Leslie presented the College Assembly Update to the Board. A copy of this report was included in the Board package.

4.3 Council for Academic Issues Update – Jamie Heron-Starr

Ms. Heron-Starr presented the Council for Academic Issues Update to the Board. A copy of this report was included in the Board package.

4.4 Middle States Periodic Review Report Update – Dr. Sesime Adanu

Dr. Sesime Adanu presented the Middle States Periodic Review Report Update to the Board. A copy of this report was included in the Board package.

4.5 Academic Affairs Update and Remediation & Retention Presentation – Dr. Francis Battisti

Dr. Battisti presented the Academic Affairs Update and a PowerPoint Presentation to the Board. A copy of the Academic Affairs Report and the PowerPoint Presentation were included in the Board packet.

4.0 INFORMATION ITEMS CONTINUED

4.6 Student Assembly Update – Aishia Mortenson

Trustee Aishia Mortenson presented the Student Assembly Update to the Board.

The Student Assembly has a new acting President, Michael Vigil.

There is also a new acting Vice President of Academics, Peter Maloney.

We have been working on the Student Giving and have three major events planned to help us reach the goal of \$3000.00.

Our SUNY SA Conference is this weekend at the DoubleTree in Binghamton. Dr. Drumm, Dr. Battisti and Vice President Morello will be there to speak and/or give a presentation.

There has been a smooth transition with the new advisor, Scott Schuhert, Acting Dean of Students.

Dr. Drumm mentioned that SUNY Trustee Eunice Lewin met and had lunch with six SUNY Broome students. Trustee Lewin was impressed how much our students are engaged. Trustee Mortenson stated that the students were very happy with the meeting. Trustee Mortenson reported that Trustee Lewin asked about student debt and the response from the students was that the BCC Foundation is great and helps allow them to complete their goals. We are grateful for all of the Foundations hard work.

4.7 Broome Community College Foundation Report – Cathy Williams

Ms. Cathy Williams presented the April 2015 BCC Foundation Report to the Board. A copy of this report was included in the Board package.

4.8 SUNY Broome Facilities Update

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

4.9 Budget Transfers

Budget Transfers for February and March 2015 were included in the Board package.

4.10 Grant Approvals

This report is routine and for informational purposes. Grant approvals for March and April 2015 were included in the Board package.

4.0 INFORMATION ITEMS CONTINUED

4.11 Investment Report

This report is routine and for informational purposes.

4.12 Human Resource Update

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

Today information was sent to campus employees, who are eligible, to enroll in vision insurance. Individual coverage is \$7.96 per month and employee plus family \$21.94 per month and should receive a 40-60% reduction in eye ware, contacts and exams. This is a calendar January to December benefit and it is a voluntary pre-tax program.

The SUNY Wellness Challenge is half way through and the College has 26 teams with a total of 106 participants.

4.13 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 distributed and discussed with the Board members two budget scenarios as well as the NYS Community College Tuition 14-15 sheet.

The only difference between the two versions is that there is another \$265,000.00 built into the second budget for additional priorities that were identified this week and this will be discussed further in Executive Session.

Because of the \$100.00 rather than the \$75.00 we've been able to bring the proposed tuition increase down.

Bottom line is we have a balanced budget in both iterations.

Ms. Losinger asked if the Board members are comfortable with the 2.5% tuition increase and asked what their comfort level is with either iteration.

4.0 INFORMATION ITEMS CONTINUED

4.13 Budget and Finance Update Continued

Trustee Paniccia asked, under expenses, on the sheet with the green, what is the additional priority under consideration of \$265,000.00 and on the sheet, without the green, there is a fund balance appropriation of \$396,730.00 and then you have a deduct of \$396,730.00 but when you go over to the green one it's \$396,730.00 then you've only subtracted \$246,500.00 to show that you're putting \$150,000.00 back into the fund balance but if it was the same number you'd be putting \$4,600.00 back into the fund balance, can you explain that.

Ms. Losinger replied, I'm not moving from one scenario to the other here. I'm actually moving from this year's budget to the proposed for next year. The priority we will be talking about in Executive Session shortly and I think maybe that will help us decide which version of the budget we might want to go with.

Dr. Drumm stated that this means we will still be making a substantial contribution to the fund balance at the end of this year.

Ms. Losinger stated that we are forecasting at this point of having our fund balance land in the neighborhood of 8% so we're moving off that lower end of the fund balance range recommended by SUNY, that 5-15%, and moving from 5.7% to 8%, so we're moving to the mid-range.

Vice Chair Coffey asked; this is recommended is it mandated, any amount of fund balance, you don't have to have any at all.

Dr. Drumm replied, no it's not mandated. Some institutions have zero funds but you don't want to have that because you won't have any emergency funds. Where you get in trouble is with accreditation. If you're not in that range, then you will get a ding on your accreditation findings. Even though it's not an absolute requirement there either, but if you fall below that threshold and you're up for accreditation with Middle States, you will get dinged.

4.14 Press Clippings

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

4.15 2015 Candidates for Professional Recognition Increment

A copy of the candidates for Professional Recognition Increment was attached to the Board package for information.

5.0 COMMITTEE REPORT

- 5.1** Margaret Coffey, Chairperson of the Finance and Facilities Committee submitted the Minutes for the April 7, 2015 meeting. The meeting was called to order at 9:30 a.m. and adjourned at 9:46 a.m.

EXECUTIVE SESSION

Vice Chairperson Coffey asked for a motion to adjourn to Executive Session to discuss collective bargaining negotiations. Trustee Kradjian made a motion to adjourn to Executive Session and Trustee Mortenson seconded the motion. Regina Losinger and Lynn Fedorchak were asked to attend the session. The Trustees went into Executive Session at 6:03 p.m.

Trustee Paniccia made a motion to come out of Executive Session at 6:38 p.m. Trustee Mortenson seconded the motion and it was unanimously approved.

Vice Chairperson Coffey called for a motion to adjourn.

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

The meeting adjourned at 6:39 p.m.

**THE NEXT FULL BOARD OF TRUSTEES MEETING IS SCHEDULED FOR
5:00 P.M. ON THURSDAY, MAY 14, 2015
TO BE HELD IN THE LIBOUS ROOM, D117 OF THE DECKER HEALTH SCIENCES
CENTER BUILDING**