

**SUNY BROOME COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
MINUTES  
August 18, 2016  
Official**

**TRUSTEES PRESENT** Margaret Coffey, James Orband, Angelo Mastrangelo, George Akel, Nicholas Serafini, Anthony Paniccia, Kayla Ocasio

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

**ALSO PRESENT:** Dr. Kevin E. Drumm, Dr. Francis Battisti, Debbie Morello, Michael Sullivan, Cheryl Sullivan, Esq., Patricia O'Day

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

**1.0 APPROVAL OF MINUTES**

**Trustee Orband made a motion to approve the minutes of the June 23, 2016 Meeting of the Board of Trustees. The motion was seconded by Trustee Paniccia and the motion was unanimously approved.**

**2.0 ACTION ITEMS**

**2.1 Recommend Approval of College Treasurer**

The College Treasurer is authorized to sign on all bank accounts, to sign the annual financial report, and to discharge other responsibilities in accordance with BCC Policy 1.6 and provision of Article 126 of the NYS Education Law, including Section 6304, as amended by Chapter 614 of the laws of New York, 1988. With Regina Losinger's retirement, it is necessary to appoint a new treasurer. It was recommended that the Board of Trustees approve the resolution appointing Michael J. Sullivan, Vice President of Administrative & Financial Affairs as Treasurer effective August 19, 2016.

**2.2 Recommend Approval of Resolution for Revised Position Description for Clinical Nursing Skills Center Instructional Specialist**

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, and in order to come into compliance with the Accreditation Commission for Education in Nursing (ACEN) regulations. It was recommended that the Board of Trustees approves the resolution for the revised position description: Clinical Nursing Skills Center Instructional Specialist.

## **2.0 ACTION ITEMS CONTINUED**

### **2.3 Recommend Approval of Bid #16-1 for Demolition of 901 Front Street for the Demolish Buildings Project**

Per Purchasing Policy 1.7, upon recommendation of the Finance and Facilities Committee the Board of Trustees shall approve any purchases or shall award any contracts greater than or equal to \$50,000. The Board of Trustees pre-approved the low bid for the demolition of 901 Front Street at the June 23, 2016 meeting due to the desire for demolition before resident students in the nearby student village return to campus, and there was no Board of Trustees meeting in July. A legal notice was placed on June 5, 2016, three (3) bids were received, and opened on June 23, 2016. A copy of the official bid results was included for information to the Trustees. It was recommended that the Board of Trustees approves the base bid and alternative 2 and 3 to LCP Group, Inc. in the amount of \$295,000 for the demolition of 901 Front Street for the Demolish Buildings Project.

### **2.4 Recommend Approval of Agreement Between Broome County Transit and Broome Community College**

Per Purchasing Policy 1.7, upon recommendation of the Finance and Facilities Committee the Board of Trustees shall approve any purchases or shall award any contracts greater than or equal to \$50,000. The current agreement between Broome County Transit and Broome Community College is expiring and a new three (3) year agreement has been reached. This agreement will continue to allow students, faculty and staff at Broome Community College, with a valid BCC ID, to be furnished transportation on all established routes of the Broome County Transit system. This agreement was approved by the Broome County Legislature on July 25, 2016 by resolution 2016-264 at the request of the Commissioner of Public Transportation. It was recommended that the Board of Trustees approves the agreement between Broome County Transit and Broome Community College for a three (3) year term of August 15, 2016 to August 14, 2019 at a total cost of \$375,000.

**Trustee Mastrangelo made a motion to approve Preferred Agenda Action Items; 2.1, 2.2, 2.3, and 2.4. Trustee Orband seconded the motion and it 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 appointment of the nominating committee and any other matters to establish at the annual meeting. The Administration recommended that the Board of Trustees set the date of September 15, 2016 as the date of the annual meeting for 2016, meeting to be held at 5:00 p.m.

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

#### **3.2 Recommend Approval of Resolution Naming the SUNY Broome Community College Tennis Courts the Oz Winters Tennis Courts**

On January 21, 2016 the Board of Trustees voted to judge the naming of the SUNY Broome Community College Tennis Courts as an exception per the SUNY Broome Community College Policy number 1.27. It was decided that six months from January 21, 2016 this would be brought back to the Board of Trustees at the August 2016 meeting for a vote to name the Tennis Courts the Oz Winters Tennis Courts. It was recommended that the Board of Trustees approves the naming of the SUNY Broome Community College Tennis Courts the Oz Winters Tennis Courts.

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

### **4.0 INFORMATION ITEMS**

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

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

##### **4.1.1 Appointment of a Board of Trustees Member to the Strategic Planning Committee**

Chairperson Coffey will serve on the Strategic Planning Committee.

Dr. Drumm continued with his report. Dr. Drumm welcomed Student Trustee Kayla Ocasio. Dr. Drumm also welcomed Michael (Sully) Sullivan, Vice President for Administrative and Financial Affairs.

Dr. Drumm will confirm when former Vice President for Administrative and Financial Affairs, Regina Losinger's retirement reception will be held and will notify the Board of the date, time and location.

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

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

SUNY is requiring that all campuses have a Chief Diversity Officer. We will be creating a scenario whereby we will have a Chief Diversity Officer with collateral responsibilities which is what all the small to medium size community colleges are doing. We need to have someone in place by August 2017.

SUNY wants to systematize how we do our concurrent enrollments. This is our high school Fast Forward enrollments. All the colleges handle it differently. We will see where it goes, it could possibly cost us up to \$100,000 a year.

There is no further update on the IDA building on campus. IDA is still waiting to hear from DASNY (Dormitory Authority of the State of New York) before being able to move forward.

We have decided to make an earnest effort to go for historic tax credits for the Carnegie Library building. Mr. Sullivan had a lengthy meeting with a couple of experts last week and it's looking more and more promising that we can line ourselves up for historic tax credits. That is the primary reason why we haven't taken title to the building.

Dr. Drumm thanked the Foundation for helping the College with the Nursing staffing salary for a Nursing Director. There's a new nursing report in your in boxes that went out this afternoon. The visit from ACEN (Accreditation Commission for Education in Nursing) will be September 27-29. Dr. Drumm thanked Dr. Brandt for her leadership.

The College was notified today from Middle States that we fully passed our mid-term PRR (Periodic Review Report) accreditation. Dr. Drumm thanked Dr. Adanu and all that were involved with the report.

Major noticeable upgrades that were done this summer on campus include; lecture halls in Titchener that were upgraded, the reception area in Counseling has been upgraded, the AT Building floors have been redone.

For the Board Retreat on September 14 you will notice one of the agenda items is fundraising and a comprehensive campaign. The Foundation and the College will be looking at a comprehensive fundraising campaign for the first time in the College's history. Carnegie Library will be on there but so will other items.

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

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

A copy of this report was included in the Board package.

Dr. Battisti discussed articulation agreements that the College is doing with other Colleges.

Dr. Battisti discussed the PRR (Periodic Review Report), which is a two year process. Dr. Andrew Haggerty headed up the faculty committee for the PRR as well as the large amount of work that Dr. Sesime Adanu and the Deans put into preparing the report.

##### **4.3 Student Assembly Update – Kayla Ocasio**

Ms. Ocasio reviewed the Student Assembly update with the Board. A copy of this report was included in the Board package.

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

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

The Foundation is working on the Annual Report which will be in the fall Alumni Magazine.

Ms. Williams discussed the Comprehensive Gifts Campaign with the Trustees. The consultant plans to speak with the Board members, potential donors and the community.

The Housing Corporation has converted to a separate entity and is now operating under its own ID, effective as of June 30.

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

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

Mr. Sullivan reported that 901 Front Street is being demolished.

Work on the design specs for Carnegie is continuing. Target is to go out to bid early next year.

By next month or October we will be bringing an authorization to proceed with a construction manager for the Mechanical Building project.

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

##### **4.6 Budget Transfers**

Budget Transfers for June and July 2016 were included in the Board package.

##### **4.7 Grant Approvals**

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

##### **4.8 Investment Report**

This report is routine and for informational purposes.

##### **4.9 Human Resource Update**

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

##### **4.10 Budget and Finance Update**

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

Mr. Sullivan: With eleven days remaining in the current fiscal year you have in your packet the finance report. With a \$50 million operation, the budget reflected the need for approximately \$300,000 of fund balance. The revenues are forecasted to be approximately \$1 million below the budget. There were a number of cost containment initiatives that were implemented throughout the year that resulted in costs being approximately \$725,000 below the budget. The gap is another \$275,000 that we're forecasting and may be needed out of fund balance, however, seeing that with a \$50 million operation that's about a half of a percent. This is to close to call at this point during the fiscal year. The key factor out of a thousand moving parts might have been in the incremental cost to the labor agreements, that additional 1%, 2 % was in the budget for payroll and a 3% was ratified with two of the three labor agreements. So that was about a couple hundred thousand of the \$300,000 gap that we are forecasting. Generally to almost to break even and by next month's meeting we will have a much better idea of where the current year is going to end up.

For next year's budget; we are just rolling out those budgets. We are putting in some procedures that we hope will to try to safe guard some funds, try to rebuild fund balance closer to the target of 7 ½% to 10 %. We also want to provide some funds set aside in the event that the enrollment side continues to be a little more volatile than we like it to be.

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

##### **4.10 Budget and Finance Update Continued**

Certainly going into the fall with about a week left before we have final numbers, enrollments declined compared to the current year by about 2%, which is much better than what is budgeted for the whole year, which is a 4% decline. We are starting off on a fairly positive note with a couple of weeks before we finalize the numbers. We are trying to be prudent and somewhat cautious with the spending plan and we'll be rolling out some things to the senior team as well as to the rest of the campus concerning cautious spending, at least during the first three or four months of the year.

Chairperson Coffey: We are holding off on some of the hiring?

Mr. Sullivan: We are filling what we consider the most critical positions and waiting to see how the rest of fall sits. We are still funding critical essential things but even some major items are scheduled for later in the fiscal year. We just want to push some things off three to six months to be absolutely sure that our spending is well within the resources that we are going to collect during the year.

Trustee Serafini: How is Binghamton Advantage for the fall?

Dr. Drumm: It is maxed out, we are up to 221 students. We can't grow it until one of us has residence halls because they're full.

Trustee Serafini: We can't grow it with local people?

Dr. Drumm: It just hasn't worked out that way. Local people are targeted with the offer, because Binghamton University makes the offer we don't, it's a segment of their applicant pool that they make special offer to. They have tried to target local people, but they don't get a huge number of local people to apply.

Trustee Mastrangelo: I was told that freshman Binghamton Advantage people have to live in the dorms.

Ms. Morello: For Binghamton Advantage they do require that first year student's live in the dorm.

Trustee Mastrangelo: This could be an answer to why we aren't getting local students.

Chairperson Coffey: Would they consider local students not having to live in the dorms.

Dr. Drumm: We can certainly have that conversation the next time we have our teams meeting.

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

##### **4.11 Press Clippings**

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

##### **4.12 Proposed Schedule of Finance and Facilities Committee Meetings and Board of Trustees Meetings for 2016-2017**

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

#### **5.0 COMMITTEE REPORT**

##### **5.1 Finance and Facilities Committee Meeting Minutes**

The Minutes of the Finance and Facilities Committee minutes were submitted for the August 16, 2016 meeting. The meeting was called to order at 8:00 a.m. and adjourned at 8:38 a.m.

Chairperson Coffey appointed Naima Kradjian to the Finance and Facilities Committee to replace Nancy LaBare who resigned.

**Trustee Orband made a motion to approve the Finance and Facilities minutes as written of the August 16, 2016 Meeting. The motion was seconded by Trustee Serafini and the motion was unanimously approved.**

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

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

**The meeting adjourned at 5:45 p.m.**

**THE NEXT FULL BOARD OF TRUSTEES MEETING IS SCHEDULED FOR  
5:00 P.M. ON THURSDAY, SEPTEMBER 15, 2016  
TO BE HELD IN THE LIBOUS ROOM, D117 OF THE DECKER HEALTH SCIENCES  
CENTER BUILDING**