

**SUNY BROOME COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
MINUTES  
August 20, 2015  
Official**

**TRUSTEES PRESENT** James Orband, Margaret Coffey, Anthony Paniccia, Marc Newman, Nancy LaBare, Nicholas Serafini

**TRUSTEES ABSENT:** Naima Kradjian, Angelo Mastrangelo, George Akel

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

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

**1.0 APPROVAL OF MINUTES**

**Trustee Newman made a motion to approve the minutes of the June 18, 2015 Meeting of the Board of Trustees. The motion was seconded by Trustee Serafini and the motion was unanimously approved.**

**2.0 PREFERRED AGENDA ACTION ITEMS**

**2.1 Recommend Approval of Resolution of Change in Health Insurance Premiums for Administrative/Management Confidential Employees**

According 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 fix compensation for unrepresented positions. The President recommended to the Board of Trustees for their review and approval, an increase in the health insurance premiums for administrative/management confidential employees as set forth in the corresponding resolution. It was recommended that the Board of Trustees approves the resolution for the increase in health insurance premiums effective August 31, 2015 as follows: Employer will pay 84% of the full premium for the employee and 84% of the full premium for coverage of their dependents.

**2.2 Recommend Approval of a Resolution for New Position Description – Professional Tutor**

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: Professional Tutor.

## **2.0 PREFERRED AGENDA ACTION ITEMS CONTINUED**

### **2.3 Recommend Approval of Resolution Increasing Hourly Rates for Tutors A, B, C and Supplemental Instructors**

Under Plan C, the Board of Trustees is responsible to fix compensation for unrepresented positions at the College. The Administration of the College has established a three tiered rate structure for the hourly wage Tutors and a rate for Supplemental Instructors. Based upon the recommendation of the Administration of the College and the Finance & Facilities Committee a new hourly rate for Tutors and Supplemental Instructors is hereby established effective December 31, 2015. It was recommended that the Board of Trustees approves the resolution increasing hourly rates for Tutors A from \$8.85 to \$9.10; Tutors B from \$9.35 to \$9.60; Tutors C from \$9.85 to \$10.10; and Supplemental Instructors from \$9.85 to \$10.10 effective December 31, 2015.

### **2.4 Recommend Approval of Resolution for an Increase Minimum and Annual Salary of Campus Peace Officers**

Local Law Intro. No. 8, 1990 entitled, "A Local Law Amending the Broome County Charter and Administrative Code with Respect to Broome Community College", the Plan C Legislation, authorized the Board of Trustees to fix compensation. To address concerns about attracting and retaining qualified Campus Peace Officers, a new minimum annual salary and base salaries of current employees were recommended by the Administration effective September 1, 2015. The new salaries will now be in line with other municipalities rates. There are seven (7) full-time Campus Peace Officers positions and four (4) part-time Campus Peace Officers. It was recommended that the Board of Trustees approves the resolution for the increase in the minimum annual salary for full-time Campus Peace Officers by \$6,000 from \$37,442 to \$43,442, and that the part-time Campus Peace Officers be paid at the new hourly rate based on the revised minimum annual salary amount of \$43,442. In addition, the annual salary of the present full-time Campus Peace Officers will be increased by \$6,000, bringing them into an equitable position relative to the new minimum annual salary rate, and the present part-time Campus Peace Officers will be paid at the new hourly rate based on the revised minimum annual salary of \$43,442 effective September 1, 2015.

### **2.5 Recommend Approval of Bid #2015-19 to Award the Contract for Sound Isolation Rooms for the Music Suite Renovations Project**

A legal notice was placed on July 12, 2015 to provide three (3) Sound Isolation Rooms for the Music Suite Renovations Project. A sound engineer provided the specs for the room. Two bids were received and were opened on July 28<sup>th</sup>. A copy of the official bid results was included for information. The references were checked, qualification statements approved, and the consultants endorsement received for the low bidder. It was recommended that the Board of Trustees approve IAC Acoustics to provide three (3) Sound Isolation Rooms for the Music Suite Renovations Project in the amount of \$53,129.

## **2.0 PREFERRED AGENDA ACTION ITEMS CONTINUED**

### **2.6 Recommend Approval of Release-of-Retainage to DiRenzo Brothers Construction, LLC for their Work on the Sidewalks, Roadways and Lots Project**

DiRenzo Brothers Construction, LLC has requested a release-of-retainage payment for their work on the on the Sidewalks, Roadways and Lots Project. It was recommended that the Board of Trustees approves a release-of-retainage payment to DiRenzo Brothers Construction, LLC for their work on the Sidewalks, Roadways and Lots Project in the amount of \$2,795.

**Trustee Serafini 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 Newman. The motion 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 nominating committee and any other matters to establish at the annual meeting dates, times and places for regular meetings for the current academic year. It was recommended by the Administration that the Board of Trustees set the date of September 24, 2015 as the date of the annual meeting for 2015, meeting to be held at 5:00 p.m.

**Vice Chair Coffey made a motion to approve Action Item 3.1. Trustee LaBare 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.

Every year Beloit College puts out a list of how this generation of freshman has come up through their 18 years. For freshman that are just out of high school, Hybrid cars have always been on the road. For today's freshman and 18 year olds coming to college, Google has always been there, they have never licked a postage stamp, email has become the new formal communication, texts and tweets remain the enclave for casual conversation, four foul mouthed kids have always been playing in South Park, Hong Kong has always been under Chinese rule, they have grown up treating wifi as an entitlement, the National Collegiate Athletic Association has always had a theoretically precise means to de determine a national championship in college football, and the announcement being the first woman to hold a position only impresses their parents.

## **4.0 INFORMATION ITEMS CONTINUED**

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

This is put out each year and it's on the front page of the Chronicle of Higher Education to compare the generation that faculty have come up through.

We will have a Master Plan update, at least where it stands at its current stage, probably at the September meeting and following that an update to the Employee Survey which you all saw 3 years ago. We will be analyzed for our Middle States mid-point review report that will go in in the Spring.

The NJCAA this winter will probably drop varsity hockey. It's a real blow to us for obvious reasons; it's big in the area, it's big for us as we have a facility. But the number of teams to compete at a varsity level has shrunk; it's already below their minimum threshold. So we'll find out this winter if they drop the sport. We are making backup plans for the ice time in case. It will be sad for our region if this happens and we are hopeful that they will be able to turn it around.

He met the RA's today at lunch. We have 9 wonderful RA's and all of them have lived in the residence hall for a year before becoming an RA. We did a get to know you exercise this morning and we have a tremendous group.

We are interviewing a Dean of Health Sciences candidates. Dr. Drumm just interview one today who is from Canada although he is a US citizen. The committee is in the process of interviewing as well.

We had 25 responses for the RFP for the architectural and design services for the Carnegie Library by the deadline which is really quite extraordinary.

The Business Building interior and HVAC rehabilitation took place over the summer. Most everyone has moved back in but there are still some painting and carpeting going on through next week.

The Mechanical Building is next for a complete renovation into an advanced manufacturing center and most likely will commence in the spring.

Our Bookstore manager, Ryan was named Bookstore Manager of the Year for Follett. They have hundreds of stores at Colleges around the country.

He received a letter from CASE which is the Council for the Advancement and Support of Education. The letter stated: It is great pleasure to offer my sincere congratulations on the selection of BCC as a winner of the 2015 CASE Educational Fundraising Award. This award honors superior fundraising programs at CASE member institutions across the country. Dr. Drumm congratulated all of us, the College would not be as strong as it is without the Foundation and the Foundation couldn't raise the money it does if we didn't have a great College. He has been invited to present to CASE in October as a result of the College receiving this award and is looking forward to singing our praises.

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

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

Dr. Battisti presented the Academic Affairs update to the Board. A copy of this report was included in the Board package.

Vice Chair Coffey asked: Is the MOOC funded by a grant.

Dr. Battisti: Yes, it's Home Health Aid. What's nice about it is our logo is on it and it's really sharp; so people in 98 countries see our logo.

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

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

We were contacted by another school to see how successful community colleges are handling their foundation private fundraising and endowment related activities. They wanted to bring a delegation to our campus because of the publicity we've gotten from the estate gift because it is one of the larger individual gifts given to a community college in the nation

We have gotten recent inquiries of unusual gifts in-kind, one being the airplane. We just have to accept gifts in-kind according to standards and regulations

We also had some pieces of an art collection of Angelo Ippolito donated. The entire collection that a local family had of Angelo Ippolito art decided to give them to the College.

Another one that we are trying to work out the details on is the use of a home for a certain time period but not gifting us the home. We don't just accept money we accept gifts in-kind if they fit within our mission.

Ms. Williams and Gina Allabaugh, Finance Director attended the Endowment Institute at Yale University which was intensive educational and technical information and focused on governance. We felt validated that our investment and spending out of our endowment for our students met or exceeded in almost every case most of the institutions even those that were much larger than ours.

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

##### **4.3 Broome Community College Foundation Report – Cathy Williams Continued**

Our Strategic Planning Committee met and she met with the Colleges Executive Council and Dr. Adanu about including advancement and engagement fundraising component to the Colleges strategic plan. The Foundations Strategic Plan is going to align with the Colleges Strategic goal so we're underway with that.

We are implementing new software to completely manage the scholarship program. We will be testing it with the Second Chance Scholarship.

We met with a small group of young alumni last night. We had a number of people respond and had an interesting mix of people we met with. We are focusing on engaging young alumni or recent graduates within the last ten years. They are our major donors of tomorrow and they are the ones we are having difficulty reaching. We are hoping that they will help us bring younger alumni back to campus. They have agreed to serve as an informal advisory council to us.

December 1<sup>st</sup> is the First Annual 24 Hour Giving Challenge and we are hoping to get folks from all areas of our constituencies that we serve to participate in this one day giving challenge.

##### **4.4 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 discussed the Facilities Master Plan stating that a few weeks ago we received a 30,000 foot view from Passero Associates of our campus and there are two areas in particular that will be under a lot of discussion. First, is the idea of three options of a one-stop shop. One, is conversion of the Learning Resource Center with the Library being located elsewhere. Second, is the conversion of the Old Science Building and the third, is the construction of a new Student Services Building. There are pluses and minuses for each of them. Passero has shown us that we do have a need and have estimated that we will need an additional 90,000 square feet for it. Part of what drives this is the possibility of other sources of funding. There is some discussion of applying for a 20/20 grant next year for planning this year and implementation in the next year.

Trustee Newman: I know who Passero is, but are they master planners, what are they.

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

##### **4.4 SUNY Broome Facilities Update Continued**

Ms. Losinger: They are an architect and design firm and they also manage facility planning processes for many colleges. They are the result of our RFP for that purpose, they've got quite a few other New York State community colleges on their plate. So far Passero is advising us well through this process, are not locking us in to one recommendation, and are laying some different options on the table.

Ms. Losinger: The Second area is the growing synergies between our Arts, Music and Communication Programs. The idea that is coming through in our Master Planning process is to get these programs together in the same place. We are taking a breath here to allow the rest of our academic plan to emerge which will have all the numbers of students, majors and graduates. That will help better inform the size of these spaces as we are trying to decide where they might best be and how big they must be.

##### **4.5 Budget Transfers**

Budget Transfers for June and July 2015 were included in the Board package.

##### **4.6 Grant Approvals**

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

##### **4.7 Investment Report**

This report is routine and for informational purposes.

##### **4.8 Human Resource Update**

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

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

##### **4.9 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 discussed the degree cost with the Board. She stated that we have quite a bit of detail that we don't often bring to the Board level but use internally for planning and analysis. She stated that it would be helpful if she could get a sense of how much the Board would be interested in. We have things like, costs per credit hour by department and degree cost calculations. She asked if they would like to receive the spreadsheets electronically or a presentation at the Board.

Trustee Serafini: I would prefer to see how it compares to other community colleges.

Chairman Orband asked for just bottom line numbers, the final number, what it is per credit hour.

Ms. Losinger will share the information with the Board electronically. She will also share the link to a paper that Dr. Richard Romano, Dr. Timothy Millard and Ms. Losinger published on the real cost of a college degree with the Board.

Chairperson Orband: Please send it and if anyone has any questions they can bring it up at a later time.

Trustee Serafini: Tuesday in F & F we were up 2% in the fall, yesterday we were up 1%, what about today.

Ms. Losinger: I have not heard today's numbers. I want to hear after deregistration, which is tomorrow.

Trustee Serafini: It just shocked me that we went down 100% in one day.

Ms. Losinger: I did get some news on deregistration numbers this afternoon and they are looking more favorable than they looked last year at this time. There are fewer students scheduled for deregistration due to not taking care of their finances.

Trustee Serafini: Regina, where do you think we will end up at.

Ms. Losinger: Somewhere between flat and 1%. I hope I'm wrong and it's a higher number.



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

##### **4.9 Budget and Finance Update Continued**

Dr. Drumm: We budgeted to be flat. We ran quite a ways up for a while because we had all those student in the housing pipeline that we couldn't house. We had a big effort to get them apartments, but that list is down considerably when they couldn't get housing and they had to start school somewhere.

Trustee LaBare: Did we get a lot of students that came back and went away and came back and transfer here. They go away to school and just don't like it and they come back here.

Ms. Losinger: I haven't dug down deep enough to see what we have. I anecdotally have several examples of that in my personal life.

Dr. Drumm: There are two enrollment numbers that are really encouraging. One is our returning numbers are noticeable high, for our returning students. Our retention from last fall to this fall should be really good. That's a major student success benchmark in this new student success environment that Narcisa mentioned at the Retreat yesterday as the number one focus for community colleges across the country. So that's a really nice thing that more students are coming back. There's still a lot of students in the application and registration pipeline for central registration; that number is up. So it will be interesting to see what happens at central registration because the pipeline is bigger than it was last year at this time for that week of central registration. The stars are aligning but we never know until the end of the first week of classes what it's going to be. We do know that several of our sister institutions are down significantly.

Chairperson Orband: Can we be provided an email to tell us what the final number is.

Dr. Drumm: Yes, once the registrar starts putting the numbers out there again. The registrar stops putting out the numbers right before we do deregistration. Then once we do the deregistration we compare that benchmark with the same day last year and we go from there. Fast Forward comes in in October, those are high school dual enrollment classes, and we don't know that enrollment until October.

Dr. Kelli Ligeikis: We are going to be at least flat.

Trustee LaBare: I have a question regarding the budget transfers. The dishwasher for the daycare center was \$6,000? That big?

Ms. Losinger: Years ago we would have asked the daycare center to pay for it but not with the finances being what they are there we did not. It's a commercial dishwasher.

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

##### **4.10 Press Clippings**

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

##### **4.11 Proposed Schedule of Finance and Facilities Committee Meetings and Board of Trustees Meetings for 2015-2016**

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

#### **5.0 COMMITTEE REPORT**

- 5.1** Margaret Coffey, Chairperson of the Finance and Facilities Committee submitted the Minutes for the August 18, 2015 meeting. The meeting was called to order at 9:31 a.m. and adjourned at 10:02 a.m.

#### **EXECUTIVE SESSION**

**Chairperson Orband asked for a motion to adjourn to Executive Session to discuss real estate. Trustee Newman made a motion to adjourn to Executive Session and Trustee Serafini seconded the motion. The Trustees went into Executive Session at 5:55 p.m.**

**Trustee Paniccia made a motion to come out of Executive Session at 6:44 p.m. Trustee Newman seconded the motion and it was unanimously approved.**

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

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

**The meeting adjourned at 6:45 p.m.**

**THE NEXT FULL BOARD OF TRUSTEES MEETING IS SCHEDULED FOR  
5:00 P.M. ON THURSDAY, SEPTEMBER 24, 2015  
TO BE HELD IN THE LIBOUS ROOM, D117 OF THE DECKER HEALTH SCIENCE  
CENTER**