

**SUNY BROOME COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES
December 15, 2016
Official**

TRUSTEES PRESENT James Orband, Margaret Coffey, Anthony Paniccia, Marc Newman, Angelo Mastrangelo, George Akel, Kayla Ocasio

TRUSTEES ABSENT: Nicholas Serafini, Naima Kradjian

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

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

1.0 APPROVAL OF MINUTES

Trustee Paniccia made a motion to approve the minutes of the October 13, 2016 meeting of the Board of Trustees. The motion was seconded by Trustee Akel and the motion was unanimously approved.

2.0 PREFERRED AGENDA ACTION ITEMS

2.1 Recommend Approval of Resolution for Unpaid Leave of Absence for Gina M. Chase

The Board of Trustees acts in accordance with the terms of the Faculty Association of Broome Community College 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 grant an unpaid (FMLA eligible) child rearing leave of absence to Gina Chase, Staff Associate, in the Fast Forward Program from November 28, 2016 to December 2, 2016 and from December 5, 2016 to December 23, 2016 at fifty percent (50%) time.

2.2 Recommend Approval of Resolution for Unpaid Leave of Absence for Kenneth C. Mansfield, Jr.

The Board of Trustees acts in accordance with the terms of the Faculty Association of Broome Community College 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 grant an unpaid leave of absence to Kenneth C. Mansfield, Jr., Professor, in the Computer Science Department from January 16, 2017 to January 15, 2018 to serve in a promotional appointment as Interim Associate Vice President & Dean of STEM.

2.0 PREFERRED AGENDA ACTION ITEMS CONTINUED

2.3 Recommend Approval of Resolution for Unpaid Leave of Absence for Courtney O'Hagen

The Board of Trustees acts in accordance with the terms of the Faculty Association of Broome Community College 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 grant an unpaid (FMLA eligible) child rearing leave of absence to Courtney O'Hagen, Associate Professor, in the Psychology & Human Services Department from January 23, 2017 to May 25, 2017.

2.4 Recommend Approval of Resolution for Unpaid Leave of Absence for Jason W. Boring

The Board of Trustees acts in accordance with the terms of the Broome Community College Administrative Guild 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 grant an unpaid (military) leave of absence to Jason W. Boring, Director of Student Activities from February 6, 2017 to May 19, 2017.

2.5 Recommend Approval of Resolution to New York State Electric and Gas for an Easement for an Electrical Line and a Grant for a Wooden Pole for The Agency Building

New York State Electric and Gas (NYSEG) has requested an easement to install an electrical line, and a grant for a forty-five (45') foot wooden pole for The Agency building. It was recommended that the Board of Trustees approves the resolution granting to New York State Electric and Gas an easement for the installation of an electric line and a grant for a forty-five (45') foot wooden pole for The Agency building. NYSEG will also guarantee perpetual care and maintenance of the electric line and wooden pole, contingent upon NYSEG meeting County, College, and any regulatory agency and required State University of New York approval.

2.6 Recommend Approval of Educational Services to Lorenzo de Medici S.R.L. for Study Abroad Programs

At the October 13, 2016 Board of Trustee Meeting, the Board approved Educational Services to Lorenzo de Medici S.R.L. for Study Abroad Programs not to exceed \$50,000. At this time, the number of students enrolled for the academic year 2016-17 has increased, and we are now asking for approval not to exceed \$175,000. Lorenzo de Medici S.R.L. is the sole source of service to provide study abroad programs that meet SUNY Broome's programmatic needs in Florence, Italy for the academic year 2016-17. It was recommended that the Board of Trustees approves Educational Services from Lorenzo de Medici S.R.L. for Study Abroad Programs in an amount not to exceed \$175,000.

2.0 PREFERRED AGENDA ACTION ITEMS CONTINUED

2.7 Recommend Approval to Contract with LeChase Construction Services, LLC for Construction Management services for the Mechanical Building for the Core Buildings Rehabilitation Phase 1 Project

On September 18, 2016 a legal notice was placed for Request for Proposals (RFP) for construction management services for the Mechanical Building for the Core Buildings Rehabilitation Phase I Project. Five (5) companies responded to the RFP and two (2) were interviewed by the committee. The committee unanimously decided that LeChase Construction Services, LLC be hired for this project at a cost not to exceed \$503,300. The cost is being covered by capital project funds. It was recommended that the Board of Trustees approves allowing the college to enter into an agreement with LeChase Construction Services, LLC for construction management services for the Mechanical Building for the Core Buildings Rehabilitation Phase I Project for a cost not to exceed \$503,300.

Trustee Mastrangelo 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 Akel. The motion was unanimously approved.

3.0 ACTION ITEMS

3.1 Recommend Approval of Resolution for Entrepreneurship A.A.S. Program

The AAS Degree in Entrepreneurship will prepare students to launch new ventures by educating them in the fundamentals of starting and operating their own business. This program will also help Entrepreneurs who already have an established business strengthen their business and managerial skills. The A.A.S. Degree program course of study is structured to be completed in four semesters if the student attends full time. Part time students are also able to take the program. 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 Entrepreneurship A.A.S. Program.

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

4.0 INFORMATION ITEMS

4.1 Facilities Master Plan Presentation by Passero Associates

Dr. Drumm introduced Scott Page, Steve Trobe and Don Minnery who presented the Facilities Master Plan to the Board.

Dr. Drumm stated that there are four scenarios that will also be brought to Shared Governance for their feedback and will then be brought back to the Board for approval of one scenario.

Trustee Akel asked that a copy of the presentation be sent to the Board members.

Trustee Akel: what is the operational cost of the expanded new campus.

Mr. Trobe: I can get that for you. By renovating, the hope is to reduce the cost of operational expense.

4.2 President's Report

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

Dr. Drumm thanked Kayla Ocasio for her service to the Board of Trustees. Ms. Ocasio is graduating at the end of this term. Dr. Drumm also welcomed incoming Student Trustee, Orion Barber who was in attendance at the meeting.

We are making good progress on our challenging budget for this year.

The formal search is underway for Debbie Morello's successor. The Search Committee met for the first time this week.

Our Women's Soccer Team won the National Championship. This is the third National Championship we have won and we are tied for the most national championships in women's soccer for any community college in the nation. Our coach Bill Rich is also tied for the most winningest soccer coach in NJACAA.

At the SUNY President's meeting the topic was campus climate in general. Presidents who have had some major racial, cultural backlash incidents on their campuses spoke. Most of the morning was taken up with the talk of what has happened on their campuses and what the response has been. We have had nothing formal or major at this point on our campus. Also discussed was how SUNY can help with enrollment management.

4.0 INFORMATION ITEMS CONTINUED

4.3 Council for Operational Issues Update – Carine Surdey

Carine Surdey presented the Council for Operational Issues update to the Board. A copy of this report was included in the Board packets.

Ms. Surdey also added the following information:

All of the Shared Governance bodies are working on assessing the Shared Governance process.

The Technology Committee's student satisfaction survey responses will be discussed and addressed at COI.

4.4 Student and Economic Development Update – Debbie Morello

Ms. Morello presented and reviewed the Student and Economic Development Update to the Board. The focus of this update was the Child Care Center. A copy of the update was included in the Board packets.

Ms. Morello reviewed improvements to the Child Care Center and the changes that have been made. Ms. Morello wants to see the Child Care Center remain viable.

4.5 Student Assembly Update – Kayla Ocasio

Ms. Ocasio presented the December 2016 Student Assembly update to the Board.

- Food Pantry Committee collected and distributed food to the students during the holidays. The Food Pantry received over 200 pounds of food at the Hunger Banquet and also received the MLK Scholarship
- Diversity and Inclusion – Ms. Ocasio attended the President's Task Force Committee Meetings and relayed the information to the Assembly. She hosted Safe-Zone Training for Assembly members and RA's and the Assembly received Title IV training
- Coat Drive took place in November
- Fall Conference with SUNY Student Assembly was attended by the Executive Board and Senators of the Assembly
- Constitution Committee met to make all necessary edits to the Constitution
- Elections were held and Orion Barber will be the new Student Trustee for the Board of Trustees
- Assembly Senator Alijah Joseph attended the Food Advisory Committee to report likes and dislikes concerning the food service on campus
- Hosted a Your Voice Matters for Students to address six major issues and all issues were resolved. Another Your Voice Matters will be held in February
- Lebanese Red Cross Committee raised over \$160

4.0 INFORMATION ITEMS CONTINUED

4.6 Broome Community College Foundation Report – Cathy Williams

Ms. Williams presented the December Foundation Report to the Board.

4.7 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 we received word that we received an REDC grant for \$330,000 for the component part of the Mechanical Building. Final space design is completed and the project continues to be according to plan.

There are a number of corporate structures we need to put in place relative to historical tax credits for the Carnegie Project. We have retained Tony Marshall from Harris Beach to facilitate the tax credits process. There is also a possibility of pursuing new market tax credits. The Empire State Development Corporation received an allocation of \$55 million dollars and we've had communication with Kevin McLaughlin who has put forth on our behalf our prospectus and we are cautiously optimistic that we will have the benefit of both tax credits.

Mr. Testa: The design team met with Dean Mollen and Professor Wojdat and we presented seven possible scenarios that might accommodate his needs and be approved by SHPO and the National Parks Service. The collaboration went extremely well. All the new design changes that we made will make SHPO and hoping that it will make the National Parks Service very happy and give us quick approvals across the board.

4.8 Budget Transfers

Budget Transfers for October and November 2016 were included in the Board package.

4.9 Grant Approvals

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

4.10 Investment Report

This report is routine and for informational purposes.

4.0 INFORMATION ITEMS CONTINUED

4.11 Human Resource Update

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

4.12 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 discussed the 2016-2017 budget forecast.

By the February Board meeting we will have a much better idea of fine tuning the revenue forecast, where payroll is in relation to the budget and then our hedge is about a \$1.5 million dollars out of contractual services which has been embargoed and can't be spent. So based on that we have a high degree of confidence that our two top priorities; have a balanced budget and not use fund balance will occur by the end of this fiscal year.

4.13 Press Clippings

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

4.14 Annual Report for Fiscal Year Ending 2015-2016

A copy of the SUNY BCC Annual Report for Fiscal Year Ending 2015-2016 was included in the Board of Trustees packet for information.

5.0 COMMITTEE REPORT

5.1 Finance and Facilities Committee Meeting Minutes

Marc Newman, Chairperson of the Finance and Facilities Committee submitted and reviewed the minutes for the December 13, 2016 meeting. The meeting was called to order at 8:00 a.m. and adjourned at 8:33 a.m.

Chairperson Coffey recognized Dr. Kelli Ligeikis for her service to the College stating that she appreciates what she's done for the College and congratulated and wished her well on her new position at Delhi.

Chairperson Coffey called for a motion to adjourn.

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

The meeting adjourned at 6:47 p.m.

**THE NEXT FULL BOARD OF TRUSTEES MEETING IS SCHEDULED FOR
5:00 P.M. ON THURSDAY, JANUARY 19, 2017
TO BE HELD IN THE LIBOUS ROOM, D117 OF THE DECKER HEALTH SCIENCE
CENTER BUILDING**