

**SUNY BROOME COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
MINUTES  
December 3, 2015  
Official**

**TRUSTEES PRESENT** Margaret Coffey, Marc Newman, George Akel, Thomas Flynn, Naima Kradjian, Nancy LaBare, Angelo Mastrangelo, James Orband, Anthony Paniccia, Nicholas Serafini

**TRUSTEES ABSENT:** None

**ALSO PRESENT:** Dr. Kevin E. Drumm, Francis Battisti, Debbie Morello, Regina Losinger, Jesse Wells, Lynn Fedorchak, Robert Behnke, 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 October 15, 2015 Meeting of the Board of Trustees. The motion was seconded by Trustee Paniccia and the motion was unanimously approved.

**2.0 PREFERRED AGENDA ACTION ITEMS**

**2.1 Recommend Approval of Resolution for the Revised Position Description - Clinical Nursing Skills Center Instructional Specialist I**

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 approve the following revised position description: Clinical Nursing Skills Center Instructional Specialist I.

**2.2 Recommend Approval of Resolution for a New Position Description - Clinical Nursing Skills Center Instructional Specialist II**

Under BCC Policy 1.13, the Board of Trustees shall approve the creation of a new 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: Clinical Nursing Skills Center Instructional Specialist II.

**2.3 Recommend Approval of Resolution Revising Purchasing Policy 1.7**

The SUNY Broome Community College Board of Trustees sets policy for the College. Purchasing Policy 1.7 was approved on February 28 1991, revised February 27, 1992 and October 8, 2014. It was recommended that the Board of Trustees review and approve the resolution revising Purchasing Policy 1.7 to include change orders. The revised policy was included for review.

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

### **2.4 Recommend Approval of Resolution to Use NYS Best Value Contracts**

Currently SUNY Broome, like our peer NYS community colleges, are bound under municipal law to low bid contracts. NYS has approved Best Value Contracts and in order to take advantage of these contracts, approval is needed by our sponsor Broome County. Low bid contracts are awarded strictly on the lowest price. Best value contracts are based on other requirements besides the lowest price, although price may be a factor. The choice is based on what is the best value to the college. Best Value contracts were approved by the Governor by signing Bill S.3766a, which amends subdivision 16 of section 103 to the General Municipal Law to give political subdivisions the option of letting contracts based on best value," as an alternative to letting contracts to the "lowest responsible bidder" to be used between New York State agencies in November 2013. County governments - the political subdivision that sponsors NYS community colleges, need to give approval to community colleges in order to use the state's best value contracts. Many SUNY contracts - including all Open SUNY contracts - were created using Best Value, and the College may desire to access them. A listing of the current contracts was included for information. It was recommended that the Board of Trustees approve the resolution to use all NYS Best Value Contracts and to seek approval from the Broome County Legislature.

### **2.5 Recommend Approval of Purchases up to \$130,000 for Computers, Monitors, and Peripherals from Seneca Data Distributors, Inc.**

In accordance with Policy 1.7 Purchasing, 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. Approval was requested to purchase up to \$130,000 in computers, monitors, and peripherals from Seneca Data Distributors, Inc. under state contract for campus laboratories and other spaces based upon priorities set by the campus technologies plan and committee. The purchase of these items from one vendor allows for a uniform quality computer configuration across campus and optimal student experience, streamlined technical installation, updates, diagnostics, imaging, repair and overall minimization of cost of ownership. It was recommended that the Board of Trustees approves allowing purchases up to \$130,000 from Seneca Data Distributors, Inc.

**Trustee Akel made a motion to approve Action Items 2.1, 2.2, 2.3, 2.4 and 2.5, on the Preferred Agenda. The motion was seconded by Trustee Orband. The motion was unanimously approved.**

### **3.0 ACTION ITEMS**

#### **3.1 Recommend Approval of Resolution to Name Room Number 104 in the Science Building the Douglas C. Garnar Center for Civic Engagement**

On May 14, 2015 the Board of Trustees voted to judge the naming of room number 104 in the Science Building the Douglas C. Garnar Center for Civic Engagement as an exception per the SUNY Broome Community College Policy number 1.27. It was decided that six months from May 14, 2015 this would be brought back to the Board of Trustees for a vote to name room number 104 in the Science Building the Douglas C. Garnar Center for Civic Engagement. It was recommended that the Board of Trustees approves the naming of room number 104 in the Science Building the Douglas C. Garnar Center for Civic Engagement.

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

#### **3.2 Recommend Approval of Resolution to Revise Non-Discrimination Statement Policy 1.4**

The SUNY Broome Community College Board of Trustees sets policy for the College. In order to comply with current recommendations of the Department of Education's Office for Civil Rights (OCR), it is necessary to update our policy statement to include additional language encompassing the following: gender identity, transgender status, pregnancy, predisposing genetic characteristics, domestic violence victim status, and military status. The purpose of the policy is to comply with Title VI and VII of the Civil Rights Act of 1964, as amended, Title IX of Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, as amended, and Section 402 of the Vietnam Era Veterans Readjustments Assistance Act of 1974. Non-Discrimination Statement, Policy 1.4 was approved on July 12, 1979 and revised September 23, 1998 and October 27, 2011. At the October 27, 2015 Executive Council meeting, the Council members approved the revisions to the Non-Discrimination Statement, Policy 1.4. It was recommended that the Board of Trustees review and approve the resolution revising the Non-Discrimination Statement, Policy 1.4. The revised policy was included for review.

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

### **3.0 ACTION ITEMS CONTINUED**

#### **3.3 Recommend Approval of Resolution for the Health Care Reform Act Employee Tracking Policy 2.0**

The SUNY Broome Community College Board of Trustees sets policy for the College. The purpose of this policy is to comply with changes pursuant to the rules and regulations of the Affordable Care Act which requires employers to track and document hours for full time variable hour employees to determine eligibility for health care benefits. It was recommended that the Board of Trustees review and approve the resolution for the Health Care Reform Act Employee Tracking Policy 2.0. The policy was included for review.

**Trustee Orband made a motion to approve Action Item 3.3 Trustee Akel seconded the motion. The motion was unanimously approved.**

#### **3.4 Recommend Approval of Resolution to Approve Leasing Property to the Broome County Industrial Development Agency to Construct their New Office Facility**

The Broome County Industrial Development Agency (The Agency) has expressed interest in constructing their new office facility on the SUNY Broome Community College campus. I am asking the Board for their consideration to lease the property to The Agency to construct a new office facility. The total acreage needed, based upon a 15,000 square foot building with the required parking is approximately 1.2 acres. Attached was the first conceptual site plan for the office facility. It was recommended to the Board of Trustees approve the leasing of property to the Broome County Industrial Development Agency to construct their new office facility.

**Trustee Akel made a motion to approve Action Item 3.4 Trustee Mastrangelo seconded the motion. The motion was approved with a vote of eight (8) ayes, one (1) nay by Trustee LaBare and one (1) abstention by Trustee Paniccia.**

**Trustee LaBare stated that the building is beautiful and the IDA is a wonderful organization but she has grave concerns about the land. We don't have that much land and we have boundaries on all our sides and also she has not seen a solid academic plan.**

#### **4.0 INFORMATION ITEMS**

##### **4.1 Master Plan Update – Passero Associates**

Regina Losinger introduced Mark Passero and Steve Trobe of Passero Associates who presented a brief Master Plan update/PowerPoint to the Board.

Presented was an overview/update of where they are with the Facilities Master Plan, the Academic Master Plan, Carnegie Library and the Mechanical Building. They discussed what the overall charge is for that specific project, some highlights of where they are to date, and the schedule for completion.

Target completion date for both the Academic Master Plan and the Facilities Master Plan is April 2016.

Trustee Akel asked Steve Trobe: What are Jim Magee, Academic Planner from Strategic Innovations in Education (SIE), background and qualifications?

Steve Trobe: I can sort of give you what I remember from his resume.

Trustee Akel: Have you used him before or is this the first time?

Steve Trobe: We have not used him before but he has done this before for many other places.

Mark Passero: Before finding him we had selected a few different consultants and then went through a mini interview process with Regina and Francis and interviewed a couple different firms and then selected this firm.

Dr. Drumm: I didn't know that this firm was being selected, it was a totally academic council decision. I worked with both Jim Magee and Patricia Brown over the years and didn't know that until they came into my office the first day they visited. I have a lot of experience with both of them.

Chairperson Coffey: And?

Dr. Drumm: One was my boss and she was a National leader in the field of distance learning. Jim Magee has been consulting for twenty years and he has worked with him as a consultant.

Chairperson Coffey: So you think this is a good choice?

Dr. Drumm: I think they are a great choice.

Mark Passero: They seem to be a good fit for the campus so far.

Dr. Battisti: He has been impressed with their comprehensive nature of their approach and their knowledge base.

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

##### **4.1 Master Plan Update – Passero Associates Continued**

Mark Passero gave an overview of the Mechanical Building. The charge on that project is to help provide a construction cost assessment of what the renovation will cost. There will be a clean room, a food science component which could feature the yogurt program and the brewery. It is also planned to have geothermal heat and cooling. The first step was to develop the program for that building, this has been completed. We are now working with the construction firm to develop realistic construction costs. This is scheduled for completion in two weeks.

The Carnegie Library, the downtown culinary program overview; our charge is to provide an order of magnitude estimate of what that project will cost to determine if it is something the College is interested in moving forward with. A lot of moving pieces are with this project. For space planning we have to develop the entire culinary program, that is one big component of the project. We are analyzing and assessing the existing conditions. We've done a 3D scan of the building. There is the historical component that's going to be a significant cost impact on it as well as environmental issues and a structural analysis. We are working with Wayne Jennings of a local environmental firm that has done a lot of the work for the county on that building so we have a lot of the data we need to come up with a good estimate. Our schedule to complete this is to have answers for you for your February Board meeting.

Dr. Drumm showed slides of the Carnegie Library showing the outside of the building.

Trustee Newman: What was the discussion with Bruce Boyea regarding parking?

Dr. Drumm: I had a meeting with Bruce Boyea and discussed Security Mutual's commitment of fifty (50) parking spaces for the Carnegie Library.

##### **4.2 President's Report**

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

Dr. Francis Battisti introduced the new Associate Vice President and Dean for Health Sciences and Distance Learning, Dr. Amy Brandt. Dr. Brandt was Dean of Vocational Instruction at Wharton County Junior College in Texas and has a vast background in program and curriculum development, program evaluation and improvement, accreditation and regulatory compliance and faculty recruitment and oversight. We are glad to have her here. Dr. Battisti thanked Dr. Kelli Ligeikis who has done a great job in overseeing the Health Studies Division while the search for the Associate Vice President and Dean for Health Sciences was being conducted.

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

##### **4.2 President's Report Continued**

We are still awaiting word on the Regional Community College Councils to advise us on workforce development issues. SUNY is making slow progress on how to put those together. The Presidents had a conference call with Johanna Duncan-Poitier on this topic a couple of days ago. The groups will likely end up being quite large due to the fact that everyone wants representation on the Councils from every community college. The New York Community College Trustees want a trustee from every college on the council, the Faculty Council wants a faculty member, there will be a president representative from every college and representatives from industry from whatever colleges are in that group. It is looking like we will be a two college district, Corning and us. It's up to the Chancellor to decide and she will appoint everyone to these councils.

The new SUNY CFO Eileen McLoughlin, is putting together a Resource Planning Group which some people are reading as code for a serious discussion on our base aid formula, how we are funded. He would be all for that conversation but some of his colleagues would not be. He believes that SUNY is of a mind that since they have to go and advocate for our funding every year that the formula needs to be changed. The odd thing is that the presidents agree that the formula is broken but only half want to change it. We have all agreed that we'd rather wait until this next year's budget is done to develop a new formula. We would like to keep the discussion as dormant as possible until the legislative session is done and we are finished advocating for our base aid which is the same as it has been for the last several years, \$250 per FTE increase will be the request.

Dr. Drumm reminded the Board members that the Holiday Reception sponsored by our Foundation is Thursday, December 10<sup>th</sup> from 4:30 to 6:30 p.m. in the Atrium of the Applied Technology building.

Dr. Drumm has a lunch meeting scheduled with Mayor David to talk about parking.

Our College Assembly voted 10 to 1 in favor of going forward with the partnership with the IDA for a one stop economic development center. There are some folks on campus that have concerns about taking a step like this outside the box but they are in the minority. He has heard from a number of faculty that are excited about the prospects of having the project here on campus and want to be involved in an advisory capacity with the operation here. It would probably be a group that would meet quarterly and brainstorm ideas for partnerships and economic development in the region.

Trustee Serafini: The swap of the land for the Library, the Library goes on the books of the College for \$150,000?

Dr. Drumm: It would swap. If we make the decision to take ownership of the building, it's already part of their resolution, there would be no cost if we choose to take ownership of the Library.

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

##### **4.2 President's Report Continued**

Trustee Serafini: I thought it was on their books for \$150,000, that's what Kevin McLaughlin said.

Dr. Drumm: It may be, but it would be a straight swap if we take ownership based on their resolution that's already on the books.

Trustee Serafini: But you still have to put a value on it.

Dr. Drumm: Yes, we would have to put some value on it but there would be no cost to us.

Trustee Serafini: I understand that, I'm just asking what the value would be.

Dr. Drumm: It depends who you talk to.

Trustee Serafini: Okay.

Trustee Newman: What if Security Mutual doesn't construct the garage.

Dr. Drumm: We have access to a fair number of parking spaces at the incubator that are not planning to be used. There is going to be a lot spaces available there.

Trustee Akel: Hasn't there been a discussion that there should be some kind of payment to the College for the use of the land. If we're getting a building that's worth \$150,000, the 1.2 acres is worth more than \$150,000. Is there going to be some consideration.

Dr. Drumm: For some kind of rent?

Trustee Akel: Yes, I thought we had talked about that.

Dr. Drumm: It's going to be a lease.

Trustee Akel: Is it going to be for zero dollars or is it going to be some amount of money?

Trustee Orband: I thought what we agreed to is that you move forward to negotiate the terms of the lease.

Dr. Drumm: Right, that is essentially what we agreed to. We haven't agreed to anything specific at this point. But the gift of the Library and the taking down of 901 Front Street needs to be considered in that. They'll pay for taking down 901.

Trustee Akel: What is that cost?

Dr. Drumm: \$275,000 roughly.



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

##### **4.2 President's Report Continued**

Trustee Mastrangelo: They're also not sure that \$150,000 is the right price either, they're in court. It may end up being \$500,000.

Dr. Drumm: Unless the swap were not to happen, there will be no cost to us no matter what it is.

Trustee Mastrangelo: What I'm saying is, let's say it ends up at \$500,000, then we're getting \$500,000.

Dr. Drumm: Of value, yes.

Trustee Mastrangelo: So it's not \$150,000, it could be as much as \$500,000

Trustee Orband: Conceptually we're just moving forward with it.

##### **4.3 Council for Academic Issues Update – Dr. Mary Donnelly**

Dr. Donnelly presented the Council for Academic Issues update to the Board. A copy of the Council for Academic Issues update was included in the Board packets.

##### **4.4 Council for Operational Issues Update – Larry Allen**

Mr. Allen presented the Council for Operational Issues update to the Board. A copy of the Council for Operational Issues update was included in the Board packets.

##### **4.5 Student and Economic Development Update – Debbie Morello**

Ms. Morello presented the Student and Economic Development Update to the Board by introducing Jan Hertzog, Director of Continuing Education and Workforce Development; Jenae Norris, Director of Admissions; Susan Wellington, Assistant Director of International Admissions/International Student Studies; and Alberto Miller, Director of International Education who presented a PowerPoint on International outreach.

##### **4.6 Student Assembly Update – Thomas Flynn**

Mr. Flynn presented the December 2015 Student Assembly update to the Board. A copy of the update was included in the Board packets.

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

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

Ms. Williams presented the Foundation Report to the Board. A copy of the update was included in the Board packets.

The Foundation was notified yesterday that we will be receiving an estate bequest of \$115,000.

Nearly 80 applications have been received for the Second Chance Scholarship and we will be selecting 32 recipients.

Ms. Williams will be attending the Chief Advancement Officers meeting next week.

The agreement for the Piper six seater airplane donation from Dr. Richard Bedosky has been signed. His donation will allow our Aircraft Maintenance Program students to have a hands on a component to the program. The aircraft will be housed in a hangar at the Broome County Airport.

Trustee Mastrangelo: Have we had the aircraft appraised?

Ms. Williams: Yes, there was a certified appraisal done, \$75,000.

##### **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.

Ms. Losinger reported that one of the components of our Master Facilities Plan is the green component. We included this in our RFP for our Master Planning services. She is asking for a student voice on the team for this.

Trustee Flynn recommended Morgan Wood who is currently at the Paris, France Climate Talks and himself to be a part of the committee.

Ms. Losinger: There has been interest for a solar farm on the back hill and Passero had an expert look at the area and recommended that it is not ideal for that purpose and there are other things that we might do that are better returns. There's a remote net metering which is basically partnering with someone who has a solar farm offsite.

##### **4.9 Budget Transfers**

Budget Transfers for October 2015 were included in the Board package.

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

##### **4.10 Grant Approvals**

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

##### **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.

##### **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 will have a seat at the table for the State Aid Funding Formula. The SUNY Resource Planning Group has five slots on it for New York State Community College Business Officers.

##### **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 Annual Report for Fiscal Year Ending 2014-2015**

A copy of the SUNY BCC Annual Report for Fiscal Year Ending 2014-2015 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 1, 2015 meeting. The meeting was called to order at 8:04 a.m. and adjourned at 8:30 a.m.

Chairperson Coffey recognized Dr. Battisti and asked him to report on the College Art Collection.

Dr. Battisti: We have an art collection at the College. Robin Petrus and Robin Valashinas created the brochure that is at your seats. We are happy to report that we have a very good collection and a very expensive collection. There is going to be a sale of notecards from the Ed Awad Collection on December 10<sup>th</sup> in the Art Gallery following the Holiday Reception.

## **EXECUTIVE SESSION**

**Chairperson Coffey asked for a motion to adjourn to Executive Session to discuss negotiations. Trustee Orband made a motion to adjourn to Executive Session and Trustee Paniccia seconded the motion. The Trustees went into Executive Session at 6:24 p.m.**

**Ms. Losinger was asked to attend Executive Session.**

**Chairperson Coffey asked for a motion to come out of Executive Session. Trustee Akel made a motion to come out of Executive Session and Trustee Newman seconded the motion.**

**At 7:00 p.m. the Trustees came out of Executive Session.**

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

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

**The meeting adjourned at 7:01 p.m.**

**THE NEXT FULL BOARD OF TRUSTEES MEETING IS SCHEDULED FOR  
5:00 P.M. ON THURSDAY, JANUARY 21, 2016  
TO BE HELD IN THE LIBOUS ROOM, D117 OF THE DECKER HEALTH SCIENCE  
CENTER BUILDING**