

**SUNY BROOME COMMUNITY COLLEGE
BOARD OF TRUSTEES
December 4, 2014
Official
MINUTES**

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

TRUSTEES ABSENT: 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

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

1.0 APPROVAL OF MINUTES

Vice Chair Coffey made a motion to approve the minutes of the October 8, 2014 Meeting of the Board of Trustees. The motion was seconded by Trustee Paniccia. The motion was unanimously approved.

2.0 PREFERRED AGENDA ACTION ITEMS

2.1 Recommend Approval of Resolution for an Unpaid Leave of Absence for Ann M. Czernecki

The Board of Trustees acts in accordance with the terms of the Broome Community College Faculty Association 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 Ann M. Czernecki, Staff Associate to EVP/CAO from April 6, 2015 to April 6, 2016.

2.2 Recommend Approval of RFP 7-14 to Award the Professional Services Contract for an Updated Master Plan for Campus Facilities

On August 31, 2014 a legal notice was placed requesting the submittal of proposals from consultants interested in providing planning services to develop an updated comprehensive Master Plan for Campus Facilities that integrates the College's strategic plan and educational programs, and meets the needs of the community. The last campus master facilities plan was completed in 2007. The updated plan will cover at least the next ten (10) years and will include any potential plans the College might have to expand its presence outside of the main campus on Front Street as well as any needed updates to the academic plan. Seven (7) proposals were received in response to the legal notice. A campus team reviewed the proposals and invited three (3) firms to campus to do a presentation. The team unanimously recommended that Passero Associates be awarded the contract. It was recommended that the Board of Trustees approve Passero Associates be awarded the contract to update the Master Campus Facilities and Academic Plans in an amount not to exceed \$350,000.

2.0 PREFERRED AGENDA ACTION ITEMS CONTINUED

2.3 Recommend Approval a Three Year Contract to Dell for Microsoft Campus Software Licensing

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. The campus has to license software that is utilized on campus. Our Microsoft Campus Software Licensing agreement needs to be renewed in order to continue to use their software, and SUNY pricing is utilizing the OGS Microsoft agreement PS66134 for our renewal. Under the SUNY Campus agreement (01C36443) which uses the OGS pricing, all campuses are entitled to a category B discount for faculty and staff licensing and is 25% off for 365 A3. The special pricing is based on system volume and a single negotiation. There are at least 52 of the 64 SUNY campuses that utilize this offering. Broome's intent is to be part of the SUNY Consortia, and we would benefit from the pooled discount given for faculty and staff at level B, Quote (Broome CC EES RNWL EDU 102114), and the faculty price is locked for the next three (3) years. If we choose to do a one (1) year agreement, we certainly can, but it would not be part of the SUNY Master agreement and based on the FTE counts for Broome it would be at a level A that quote is titled with "Non SUNY". Under a SUNY three (3) year agreement, the annual price is \$36,929.73; a non SUNY, one (1) year agreement the annual price would be \$38,795.53. It was recommended that the Board of Trustees approves the three (3) year contract to Dell for the Microsoft Campus Software Licensing Agreement.

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

3.0 ACTION ITEMS

3.1 Recommend Approval of Resolution Updating the College's Policy and Procedure Manual

The SUNY Broome Community College Board of Trustees sets policy for the College. The College is in the process of updating the Policy and Procedure Manual. The updates will reflect the College's name change from Broome Community College to SUNY Broome Community College and also updates the changes in position titles throughout the manual. The President recommended to the Board for their review and approval the resolution amending the Policy and Procedure Manual. It was recommended that the Board of Trustees approves the resolution amending SUNY Broome Community College's Policy and Procedures Manual to reflect the change in the College's name from Broome Community College to SUNY Broome Community College and to update the changes in position titles throughout the manual.

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

4.0 INFORMATION ITEMS

4.1 President's Report

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

Dr. Drumm reminded the Board members that the College Holiday Reception is scheduled for Thursday, December 11, 2014 from 4:30 to 6:30 p.m. in the Applied Technology Building.

Human Resources was notified that the top candidate for the position of Dean of Institutional Effectiveness position has accepted the position. He will be introduced to the Board at the January meeting.

There is a very strong lead for the other interim Dean position for the spring term that Dr. Drumm mentioned to the Board. He is waiting to speak to this person either tonight or tomorrow morning; this person comes highly recommended from one of our good colleagues within SUNY.

Moving into state budget season and we will be looking for our \$250.00 increase in base aid which is part of the SUNY formal request and has been for three years. If we were to receive the \$250.00 we would be back to where we were in 2008-2009, before the cuts came.

Dr. Drumm shared with the Board the advocacy booklet, *New York's Community Colleges: Springboard to Success* for all 37 community colleges including CUNY.

The other two big SUNY issues are continued support for child care and new capital projects. We have no new capital project requests for next year, but the requests from last year will be resubmitted as they were left off due to a clerical error.

The big political issue but will be on hold until after the budget is passes is the proposed draft county chargeback formula. The new draft formula is not due to the Legislature until June this year, so hopefully the budget will be passed by April 1 and then we have until June 5, or thereabouts, to work with our local Legislators and legislative leadership during this period to show them what the new proposed formula would really mean. We continue to be in that handful that get hurt pretty hard by the new formula and that's because we get an average percentage of our budget from our county sponsor, when you do the pie chart, the new formula requires it to be done by FTE and we are near the bottom per FTE, which should be a good thing because we get a lot of people from the county that attend here but that's one of the things that our legislators need to understand that from a public policy perspective a proportional formula based on FTE doesn't make a whole lot of sense. The other piece of this is the institutions that make out well already because their county sponsors give them a lot of money per FTE will make out even better. More on this in the spring. The phase-in aspect of the new proposed formula is a much more manageable formula than last year's. It would be a five year phase-in that wouldn't start until the year after next.

Good news on the enrollment front, so far for spring term we are running way ahead. We are hoping to maintain this momentum.

4.0 INFORMATION ITEMS CONTINUED

4.1 President's Report Continued

Dr. Drumm reminded the Board that negotiations will begin soon. In January we will have to plan to spend some time talking about our framework for negotiations.

The College will have a campus clock initiative and there will be more on this at the January Board meeting. We asked our Shared Governance, Council on Operational Issues to decide how high a priority this is should be and they decided that it is a high priority.

4.2 Council for Academic Issues Update – Jamie Heron Starr

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

Trustee Mastrangelo asked, if we get rid of the blackboards what will you replace it with. Ms. Heron Starr replied that they recommended white boards along with a couple of other possibilities.

Trustee Mortenson stated that currently the 2.0 is the current GPA requirement for graduation and asked if it is for the respective curriculum. Ms. Heron Starr replied that it is for programmatic and overall.

4.3 Council for Operational Issues Update – Howard Streby

Howard Streby presented the Council for Operational Issues update to the Board. A copy of this report was included in the Board package.

4.4 Fast Forward Program – Dr. Kelli Ligeikis

Dr. Ligeikis presented a Fast Forward Program update to the Board. A copy of this report was included in the Board package.

Vice Chair Coffey asked; if you take an AP course you get college credit and if you take a Fast Forward course you get the credit at SUNY Broome only? Dr. Ligeikis responded saying that with an AP course typically there is a policy at each school so if you get a three or better the course will transfer in and what you will get from the Fast Forward course, or any concurrent enrollment course, you will get a Transcribed course from SUNY Broome. Like any course from SUNY Broome some of those courses transfer and some don't. What we're finding is that a huge amount of the Fast Forward courses are transferring especially to another SUNY school. Where they don't transfer is to a many of the Ivy League schools.

4.0 INFORMATION ITEMS CONTINUED

4.5 Student and Economic Development Update – Debbie Morello

Ms. Debbie Morello presented and update on Student and Economic Development to the Board.

Ms. Morello discussed the SUNY 20/20 grant for the Downtown Incubator Project. She also distributed and discussed the Southern Tier High Tech Incubator Project information and floor plan.

Ms. Morello reported that this is our largest Sponsored Programs grant, \$6 million dollars that we have ever received and it is for the downtown incubator. Ms. Morello acknowledged Shelli Cordisco's diligence in helping secure the grant. She also acknowledged the following people; Dean Beth Mollen, Jan Hertzog, Phil Testa, Regina Losinger, Francis Battisti and Dr. Drumm. We will have 5-6,000 square feet, some of which will be our own and some co-located with Binghamton University. The \$6 million dollars is for design, construction and equipment. The space will include; a space called a "sandbox", labs, dry labs, wet labs, and office space.

The name of this project is SUNY BEE (the Bridge to Entrepreneurial Excellence) and Ms. Morello and Ms. Cordisco are beginning to work on the next grant called the Pathway to Excellence, where they will be writing the grant to subsidize some of the additional expenses that might be incurred by getting this program in place.

4.6 Student Assembly Update – Aishia Mortenson

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

Ms. Mortenson reported that Student Assembly has been working on the Student Help Desk which is a student run through Student Assembly where students can come and ask them questions so they can help guide them and direct them. This is still in the works.

We have a great group of student leaders and from that we have the most subcommittees and work groups that Ms. Mortenson has ever seen. The work groups include; the Sustainability Committee, Website Committee, Civic Engagement, the Gym Hours Workgroup.

The Assembly is working on a mosaic for the Student Center where the Student Help Desk will be. This will be put together by a student with the oversight of Student Assembly.

The Assembly is also working on a Student Assembly logo and updating the Student Assembly Bylaws.

The Giving of the Toys will be held on Thursday, December 11th in the Gym and Ms. Mortenson encouraged the Trustees to attend.

4.0 INFORMATION ITEMS CONTINUED

4.7 Broome Community College Foundation Report – Cathy Williams

Ms. Williams submitted the December 2014 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 packet.

Ms. Losinger reported that RFP's will be coming out for HVAC, electricity, plumbing, signage and carpentry. She is looking forward to see how the hourly rates come out compared to the county rates. These will be before the Board for approval in January or February.

Trustee Akel asked; you feel you can do better than the county rates, is that correct? Ms. Losinger responded; that we are hoping. We will be going out for some larger authorization for some larger numbers so we don't have to keep hitting that limit of \$35,000.

4.9 Budget Transfers

Budget Transfers for October & November 2014 were included in the Board packet.

4.10 Grant Approvals

This report is routine and for informational purposes. Grant approvals for December 2014 were included in the Board packet.

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

Ms. Fedorchak reported that the Employee Wellness Committee is participating this Saturday in the Heart Association Walk that is going to be on our campus for the first time on April 12th. There will be a Heart Association Walk Kick-off Saturday afternoon at the hockey game on campus.

Employee Wellness Committee is sponsoring a Wellness 123 class which is the proper way to work out in the Fitness and Weight Room. The Fitness hours have been expanded to every morning from 6:45 am to 7:45 am and one evening after work on Wednesdays. They are also sponsoring a three week Wellness Pilates and Yoga class.

4.0 INFORMATION ITEMS CONTINUED

4.13 Budget and Finance Update

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

Ms. Losinger discussed with the Board the Fund Balance goal and strategic plan.

Chairman Orband stated that the Board will take time to think about the information submitted and discuss it in January. Chairman Orband asked if the Trustees had any questions for Ms. Losinger.

Trustee Paniccia asked; that 6 are below the 5%, and may be excluded in the average so if you really look at the average, the average should be 12% or 13% not 10% because the 6 don't even meet the criteria set up by the state between 5% and 15%. Ms. Losinger replied stating that in her mind they are in the mix because they are below and they are having some serious challenges. Trustee Paniccia stated that he thinks it should be higher than what she is recommending based on the fact that everyone else is in the higher quartile than the 6 that are not meeting the goals set out for them from the state level.

4.14 Press Clippings

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

4.15 Annual Report for Fiscal Year Ending 2013-2014

A copy of the SUNY BCC Annual Report for Fiscal Year Ending 2013-2014 was included in the Board of Trustees packet for information.

4.0 COMMITTEE REPORT

4.1 Margaret Coffey, Chairperson of the Finance and Facilities Committee submitted the Minutes for the December 2, 2014 meeting. The meeting was called to order at 9:30 a.m. and adjourned at 9:49 a.m.

Trustee Mortenson stated that on the minutes she is listed as a Trustee present and not a member of the Committee. She stated that it was discussed or mentioned appointing her as an official member. Finance and Facilities Committee Chair, Margaret Coffey stated that Trustee Mortenson was appointed in the past as a voting member of the Committee as an alternate when quorum requirements have not been met for the meeting. Chair Coffey also stated that Trustee Mortenson's willingness to participate in the meeting is greatly appreciated and encourages her to continue to do so.

5.0 COMMUNICATIONS

5.1 None

Chairperson Orband called for a motion to adjourn.

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

The meeting adjourned at 5:40 p.m.

**THE NEXT FULL BOARD OF TRUSTEES MEETING IS SCHEDULED FOR
5:00 P.M. ON THURSDAY, JANUARY 15, 2015
TO BE HELD IN THE LIBOUS ROOM, D117 OF THE DECKER HEALTH SCIENCES
CENTER BUILDING**