

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

TRUSTEES PRESENT: Margaret Coffey, George Akel, Thomas Flynn, Nancy LaBare, Anthony Paniccia, Nicholas Serafini

TRUSTEES ABSENT: James Orband, Marc Newman, Naima Kradjian, Angelo Mastrangelo

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

Chairperson Coffey called the meeting to order at 5:03 p.m.

1.0 APPROVAL OF MINUTES

Trustee Akel made a motion to approve the minutes of the January 21, 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 the Resolution for the Educational Support Personnel Association (ESPA) Labor Agreement

Since Plan C legislation of 1990 (Section 2305-A), the Board of Trustees has been responsible for the negotiation of all labor contracts on behalf of the College. Through its designated negotiators, the College has reached a tentative agreement with the Educational Support Personnel Association (ESPA) bargaining unit for a term of five (5) years effective for the period of September 1, 2015 to August 31, 2020. On Tuesday, February 9th the bargaining unit ratified the terms of the tentative agreement. The ESPA represents approximately 107 full-time employees and also 23 part-time employees effective as of September 1, 2014. The items set forth in Exhibit A summarize the substantive changes that have been negotiated to reach this agreement. It was recommended that the Board of Trustees approves the resolution with the terms of the tentative labor agreement with the Educational Support Personnel Association (ESPA).

Chairperson Coffey called for a motion to table Action Item 2.1 until the next Board of Trustees meeting.

Trustee Akel made a motion to table Action Item 2.1. The motion was seconded by Trustee Flynn. The motion was unanimously approved.

2.0 ACTION ITEMS CONTINUED

2.2 Recommend Approval of Resolution Recommending Candidates for Term Appointment

According to BCC Policy 1.14, the Board of Trustees shall approve changes in the appointment status (term and continuing) of members of the professional staff and in accordance with any applicable negotiated contract. The President reviewed the candidates for term appointment and based on the recommendations of the Executive Vice President and Chief Academic Officer, Division Dean or Director, Department Chairperson, and the Promotion and Appointment Committees, it was recommended that the Board of Trustees approves the resolution for term appointment for the following candidates effective September 1, 2016: Silvia Briga, Ciara Cable, Joseph Croteau, Brenda Dawe, Holly Jones, Thomas Myers, Giovanni Scaringi, and Kathryn Taylor. The Board of Trustees did not approve the term appointment for the following candidate: Trevor Peachey.

Trustee Paniccia made a motion to approve Action Item 2.2. The motion was seconded by Trustee Akel. The motion was unanimously approved.

2.3 Recommend Approval of Resolution Recommending Candidates for Continuing Appointment

According to BCC Policy 1.14, the Board of Trustees shall approve changes in the appointment status (term and continuing) of members of the professional staff and in accordance with any applicable negotiated contract. The President reviewed the candidates for continuing appointment and based on the recommendations of the Executive Vice President and Chief Academic Officer, Division Dean, Department Chairperson, and the Promotion and Appointment Committees; It was recommended that the Board of Trustees approves the resolution for continuing appointment for the following candidates effective September 1, 2016: Sandra Alter-Ballard, Henry Bartlett, Paul Cartie, Sherry Chandler, Carol Church, Michael Grubb, Christopher Kushner, Victor Lamoureux, Loren Leonard, Courtney O'Hagen, Joyce Prindle, Mark Ryan, Darin Schmidt, Mary Seel, Alison Sheridan-Brennan, Peggy Sniezek, Adriane Sumner.

Trustee Akel made a motion to approve Action Item 2.3. The motion was seconded by Trustee Flynn. The motion was unanimously approved.

2.4 Recommend Approval of Release-of-Retainage to Passero Associates for their Work on the Parking Lot #1 Renovation Project

Passero Associates has requested a release-of-retainage payment for their work on the on the Parking Lot #1 Renovation Project. It was recommended that the Board of Trustees approve a release-of-retainage payment to Passero Associates for their work on the Parking Lot #1 Renovation Project in the amount of \$7,500.00.

Trustee Akel made a motion to approve Action Item 2.4. The motion was seconded by Trustee Flynn. The motion was unanimously approved.

2.0 ACTION ITEMS CONTINUED

2.5 Recommend Approval of Resolution for Unpaid Leave of Absence for Samantha Potter

The Board of Trustees acts to approve a request for unpaid leave for an employee in the SUNY Broome Community College Educational Support Personnel Association to serve in a promotional capacity. It was recommended that the Board of Trustees grant an unpaid leave of absence to Samantha Potter, Student Records Specialist, in the Office of the Registrar from February 22, 2016 to February 21, 2017 to serve in a promotional appointment as a Senior Recorder.

Trustee Akel made a motion to approve Action Item 2.5. The motion was seconded by Trustee Paniccia. The motion was unanimously approved.

2.6 Recommendation that the Chair Appoint a Committee to Conduct the President's Annual Evaluation and Review

Pursuant to the By-Laws of the SUNY Broome Community College Board of Trustees, Article 4, section 4.2, the Chairperson of the Board may appoint other special committees to carry on the business of the Board of Trustees. It is recommended that the Chairperson appoint a committee to conduct the President's Annual Evaluation and Review.

Chairperson Coffey will make appointments to the President's Annual Evaluation and Review Committee and notify the Committee Members of the appointment and meeting dates.

2.7 Recommend Approval of Payroll Certification

SUNY Broome Community College began processing its own payroll in January of 1992. As part of the Plan C legislation (Section 2304-A), the College Treasurer certifies the payrolls and presents them to the Board of Trustees for its approval. It was recommended that the Board of Trustees approves filing of the College payroll for the month of January 2016.

Trustee Paniccia made a motion to approve Action Item 2.7. The motion was seconded by Trustee Akel. The motion was unanimously approved.

2.0 ACTION ITEMS CONTINUED

2.8 Recommend Approval of Petty Cash

Under Plan C legislation, the College is authorized to maintain petty cash accounts not in excess of \$200 each. The petty cash expenditures have been reviewed as indicated by the signatures on the attached petty cash summary sheets. It was recommended that the Board of Trustees approves the list of petty cash expenditures for the month of January 2016 and direct reimbursement for the funds in the amounts designated.

Trustee Akel made a motion to approve Action Item 2.8. The motion was seconded by Trustee Flynn. The motion was unanimously approved.

2.9 Recommend Approval of Owego Outreach Center Grant

It was recommended that the Board of Trustees approve the Owego Outreach Center Grant in the amount of \$50,000 with no cash match required for the period of January 28, 2016 to January 27, 2017.

Trustee Flynn made a motion to approve Action Item 2.9. The motion was seconded by Trustee Akel. The motion was unanimously approved.

2.10 Recommend Approval of Career Services Grant

It was recommended that the Board of Trustees approve the Career Services Grant in the amount of \$100,000 with a required 10% campus match for the period of February 17, 2016 to June 30, 2017.

Trustee Flynn made a motion to approve Action Item 2.10. The motion was seconded by Trustee Akel. The motion was unanimously approved.

3.0 INFORMATION ITEMS

3.1a Draft Resolution Giving Approval to Proceed with Renovation of Carnegie Library, Seek Federal New Market Tax Credits or BCC Foundation Fundraising Assistance as Necessary, and Contract with Passero Associates for Professional Services for Second Phase to Complete the Project

Dr. Drumm introduced Passero Associates who presented a preliminary plan and estimate for renovation of the Carnegie Library building.

Mark Passero reviewed the agenda for the presentation stating that they will talk about the process of how they've gone through defining what the building is going to be and how it's going to work. Reviewing some of the products so far and then a presentation of costs. A copy of the PowerPoint/Executive Summary was distributed to the Board members.

3.0 INFORMATION ITEMS CONTINUED

3.1a Draft Resolution Giving Approval to Proceed with Renovation of Carnegie Library, Seek Federal New Market Tax Credits or BCC Foundation Fundraising Assistance as Necessary, and Contract with Passero Associates for Professional Services for Second Phase to Complete the Project - Continued

Mark Olsen, Culinary Design Expert from Bialosky and Partners reviewed the design of the building.

Peter with LeChase Construction, Director of Pre-Construction reviewed the cost estimate for the project which included the process, 12.5 contingencies, escalation fee for an all-inclusive turnkey operation, including any fees. He met in January with the College and discussed the overall project and discussed the campuses main driving factor of a budget of \$10.2 million.

Trustee Flynn asked about the green aspects of the building. Mr. Passero stated that the entire project is designed to lead silver standard or above.

Trustee Akel asked how the design fee is calculated short of a million dollars, is it done by square footage, by feet per service, how is it determined. Peter replied that it is a place holder right now submitted as a percentage. Trustee Akel asked if it is a percentage of the hard cost of just construction. Peter replied, yes, the hard cost. Trustee Akel asked if the percentage is 12.5%. Peter answered, 10%.

EXECUTIVE SESSION

Chairperson Coffey asked for a motion to adjourn to Executive Session to discuss the Carnegie Library. Trustee Paniccia made a motion to adjourn to Executive Session and Trustee Akel seconded the motion. The Trustees went into Executive Session at 5:40 p.m.

Ms. Losinger was asked to attend Executive Session.

Chairperson Coffey called for a motion to come out of Executive Session. Trustee Paniccia made a motion to come out of Executive Session and Trustee Akel seconded the motion. At 6:32 p.m. the Trustees came out of Executive Session.

3.1 Audit Presentation by the Bonadio Group

Tim Doyle of The Bonadio Group gave a summary presentation of SUNY Broome Community College's audit for the year ending August 31, 2015. Three reports were issued; Auditors Opinion Report, Governmental Auditing Standards Report, and the Federal Compliance Report.

3.0 INFORMATION ITEMS CONTINUED

3.1 Audit Presentation by the Bonadio Group Continued

Mr. Doyle stated that the Auditors Opinion Report gave SUNY Broome Community College an unmodified opinion, no significant deficiencies or internal weakness on the Financial Statement; this is the highest level of assurance the auditor can give.

The Governmental Auditing Standard Report; in the areas of internal controls over financial reporting and compliance with laws regulations and grant contracts the auditors found no material weaknesses and no significant deficiencies in both of these areas.

The Federal Compliance Report; internal controls over compliance of the major programs tested which this year were the Student Financial Aid Cluster Program and the second area was for the auditors to give an opinion as to whether the College complied to all material respects with the requirements set forth by the Federal Government. No material weaknesses were noted. They did note one area that was required to report as a significant deficiency in the selection of return of Title IV funds. The timing is 45 days from the withdrawal, of the 40 that were selected it was noted that 17 that stand from 48 days to 77 days, there were all remitted but not within the timeframe. The College was aware of this and has a plan in place to have this corrected. The second area an opinion was issued on was Student Financial Aid and they noted that the College did comply in all material respects with all requirements.

A copy of this report was distributed to the Board members.

3.2 President's Report

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

We are modeling the budgets on the new county chargeback formula. We don't know whether or not if the Legislature will adopt the new rules and change it. We are planning on it if necessary.

We have had a President's Taskforce on Diversity and Inclusion in place on campus for the last year and a half. SUNY now requires campuses to have a Chief Diversity Officer that reports to the president. What a number of community colleges have put in place is they are working through release time with faculty members. We are working with the co-chairs of our Diversity Taskforce to use some release time to create a Chief Diversity Officer. The President discussed having a union member reporting to the President. The community college presidents discussed this with SUNY Provost Alex Cartwright and they are working on a structure now for some kind of exception to have the Chief Diversity Officer report to a vice president and not the president.

Trustee Akel asked what the job description is for this position.

3.0 INFORMATION ITEMS CONTINUED

3.2 President's Report Continued

Dr. Drumm replied that SUNY created the job description and he will send it to the Board members.

Enrollment has stabilized and we should not have a problem meeting budget. Fast Forward numbers will not be in until early next month so we don't know the figures for spring yet. We expect that we will be down by 2-3%.

Jenae Norris our Director of Admissions has resigned. She has accepted the position of Director of Recruitment at Binghamton University. We are in the process of a reorganization, the core of which is to combine Marketing and Admissions. We have worked closely with the unions to put this model in place and they have informally signed off on what is planned. We will be bringing job descriptions to the Board for approval if there are substantive changes to the position.

3.3 Draft Resolution to Increase the Minimum Wage for non-represented Employees Including Student Workers

Dr. Drumm asked that the Board members review the resolution and it will be discussed at a future meeting.

3.4 Council for Academic Issues Update – Dr. Mary Donnelly

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

Our candidate for the Chancellor's Award for Excellence in Adjunct Teaching has been awarded to Professor Ed Evans.

The Chair-elect for 2016-2017 is Professor Denise Abrams

The candidate for the Faculty Council of Community Colleges (FCCC) is Professor Gian Roma.

Chairperson Coffey asked if Dr. Donnelly is doing a project with the library.

Dr. Donnelly replied that yes she is. With the help of Shelli Cordisco she wrote a grant to do a program next year called The Big Read. The Big Read allows the College to take a leading role in organizing the community around a book. Our primary partner is the Broome County Library. The grant was submitted three weeks ago and she believe we have a very good chance of being awarded the grant.

3.0 INFORMATION ITEMS CONTINUED

3.5 Council for Operational Issues Update – Larry Allen

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

3.6 Student and Economic Development Update – Debbie Morello

Ms. Morello introduced Jan Hertzog, Director of Continuing Education and Workforce Development to the Board. Ms. Hertzog presented a PowerPoint on Workforce Development, the Entrepreneurial Assistance Program and Open Enrollment.

Trustee Paniccia asked if she helps the clients find opportunities after they complete the Entrepreneurial Assistance Program.

Ms. Hertzog replied, yes, we distribute the information concerning the expos that they have in Albany and invite them to attend. We have a listing of people that we have certified as WBE's and we share that amongst the other EAP centers. We also try to use them ourselves wherever possible. We run programs that teach them how to look for contracts and how to use the website so they can see what's out there.

3.7 Student Assembly Update – Thomas Flynn

Mr. Flynn presented the February 2016 Student Assembly update to the Board. A copy of the update was included in the Board packets.

On February 25th an essay opportunity for students will be held called the Garfunkel Scholarship which is on the Institute for Race and Gender Equality in the Jury System.

They are partnering with the Civic Engagement Department to host public deliberations to provoke hot topic issues such as; sustainability, health care or the economy.

They hosted Over the Edge at WSKG which was on FOX News a couple of weeks ago.

SUNY Student Assembly Advocacy Day is March 8th in Albany which they will have a contingent attending where they will be advocating for higher state funding.

The Homeless Awareness Sleep Out will be held in April.

3.8 Broome Community College Foundation Report – Cathy Williams

A copy of the Foundation Report to the Board was included in the Board packets.

3.0 INFORMATION ITEMS CONTINUED

3.9 SUNY Broome Facilities Update

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

3.10 Budget Transfers

Budget Transfers for November and December 2015 were included in the Board package.

3.11 Grant Approvals

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

3.12 Investment Report

This report is routine and for informational purposes.

3.13 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.

3.14 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 reviewed the two budget scenarios that were included in the Board package. Fund balance is not being proposed to be used.

Next month we will have detailed information for proposed personnel changes and changes to the supply and contractual budget.

Ms. Losinger will distribute the enrollment comparison to other New York State community colleges at next month's meeting. We are in the neighborhood of 6.5% decline. We were down 11% over four years but because of the five net, net, net we're at 11% decline and that puts us amongst the lowest decline. This might be the first year we budget in the short term for a decline.

Trustee Akel asked: why is there a decline in enrollment, is it because there are jobs available.

3.0 INFORMATION ITEMS CONTINUED

3.14 Budget and Finance Update

Dr. Drumm replied: that as the economy improves community colleges across the country see a decline, it's a national trend. Also, in the entire northeast the 18-35 demographic is shrinking.

3.15 Press Clippings

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

EXECUTIVE SESSION

Chairperson Coffey asked for a motion to adjourn to Executive Session to discuss the Carnegie Library. Trustee Akel made a motion to adjourn to Executive Session and Trustee Paniccia seconded the motion. The Trustees went into Executive Session at 7:30 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 Paniccia seconded the motion. At 7:38 p.m. the Trustees came out of Executive Session.

Chairperson Coffey called for a motion to adjourn.

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

The meeting adjourned at 7:39 p.m.

**THE NEXT FULL BOARD OF TRUSTEES MEETING IS SCHEDULED FOR
5:00 P.M. ON THURSDAY, March 31, 2016
TO BE HELD IN THE LIBOUS ROOM, D117 OF THE DECKER HEALTH SCIENCE
CENTER BUILDING**