

**SUNY BROOME COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
January 15, 2015  
Official  
MINUTES**

**TRUSTEES PRESENT** James Orband, Margaret Coffey, Angelo Mastrangelo, Anthony Paniccia, Nicholas Serafini, George Akel, Aishia Mortenson, Naima Kradjian, Marc Newman

**TRUSTEES ABSENT:** Nancy LaBare

**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 5:00 p.m.**

**1.0 APPROVAL OF MINUTES**

**Trustee Newman made a motion to approve the minutes of the December 4, 2014 Meeting of the Board of Trustees. The motion was seconded by Trustee Mortenson. The motion was unanimously approved.**

**2.0 PREFERRED AGENDA ACTION ITEMS**

**2.1 Recommend Approval of RFP #15-04 to Award the Professional Services Contract for Parking Lot #1 Rehabilitation Project**

On October 5, 2014 a legal notice was placed requesting the submittal of proposals from consultants interested in providing professional services design for the Parking Lot #1 Rehabilitation Project. Eight (8) proposals were received in response to the legal notice. A campus team reviewed the proposals and invited four (4) firms to campus to do a presentation. The team unanimously recommended to the President that Passero Associates be awarded the contract, and the President concurs. It was recommended that the Board of Trustees approve Passero Associates be awarded the contract for the Parking Lot #1 Rehabilitation Project in an amount not to exceed \$150,000 if a Storm Water Pollution Prevention Plan (SWPPP) is necessary. If a SWPPP is not necessary, then their professional services contract will be \$118,580.

**Vice Chair Coffey made a motion to approve Action Item 2.1 on the Preferred Agenda. The motion was seconded by Trustee Newman. The motion was unanimously approved.**

### **3.0 ACTION ITEMS**

#### **3.1 Recommend Approval of Resolution Approving the Physical Education and Sport Studies A.S. Program**

The A.S. Degree in Physical Education and Sport Studies will prepare students for seamless transfer to senior institutions to pursue the baccalaureate in Physical Education in a number of areas. The program focuses on developing transfer pathways that lead to a degree in Physical Education that prepares students to teach, train, coach or manage in areas such as: fitness facilities, youth camps, YMCA and YWCA organizations, youth sport groups and personal and corporate business physical fitness settings. The A.S. Degree program course of study is divided between General Education and Physical Education, meeting seven of the ten SUNY General Education requirements for a baccalaureate degree and core credits of electives for Physical Education. The proposed program core and electives will allow students the opportunity to focus on career pathways that transfer into baccalaureate programs in either Physical Education or Sport Studies. 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 a A.S. Degree in Physical Education and Sport Studies.

**Trustee Newman made a motion to approve Action Item 3.1. Vice Chair Coffey seconded the motion. The motion was unanimously approved.**

#### **3.2 Recommend Approval of Resolution for New Position Description – Dean of Students**

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: Dean of Students.

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

## **4.0 INFORMATION ITEMS**

### **4.1 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, 2014. Mr. Doyle stated that SUNY Broome Community College received an unmodified opinion, no significant deficiencies or internal weakness on the Financial Statement.

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

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

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

Spring enrollment is up 8%. Central registration is next week and we will see where our enrollment figures land after next week. Enrollments seem to be down for many of other community colleges and SUNY Broome is one of the few that show an enrollment increase. Applications are up for fall by 50% so far, but it is still early yet.

Dr. Drumm is meeting with architect Elise Johnson-Schmidt of Johnson-Schmidt & Associates Architects to discuss the Carnegie Library and Historic Tax Credits.

Interim Dean of Students Scott Schuhert is on board and brings a lot of energy and experience with him. We will soon begin a national search to fill the position.

Housing for fall is 99.8% occupied. Ms. Losinger shared that we have collected all but \$9000.00 of what we billed. Trustee Newman asked if the numbers are down for the spring. Ms. Losinger replied, yes. Dr. Drumm responded that we should be around our 335 students number for spring and we should continue to be in good shape.

We will have to see what happens with the Obama Tuition Plan. Dr. Drumm stated that the Tom Hanks editorial in the New York Times was really moving and the Trustees should read it if they get a chance.

Dr. Drumm will be traveling to Bogota, Colombia in two weeks to meet with the President of the Universidad del Rosario (one of the top universities of Colombia). The Universidad del Rosario is interested in signing an agreement with SUNY Broome, by which we will provide their master and post-doctoral students with our NY SUNY Global training programs. He will also meet the thirty new students of the program.

We are looking at an increase of students in our Binghamton Advantage Program. We will need a full-time academic advisor if we reach our projected number.

The College is once again hosting the Color Run which will be held on April 26, 2015.

SUNY Broome vs. Binghamton University Hockey Game will be held on February 5, 2015 at 7 p.m. in the SUNY Broome Ice Center. A wager is being made that the President of the team that loses the game has to wear the opponent's hockey jersey.

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

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

The College is hosting the NJCAA National Hockey Championship on February 21 and 22, 2015.

Dr. Drumm asked for a brief Executive Session to discuss negotiations.

##### **4.3 College Assembly Update – Erin O'Hara Leslie**

Erin O'Hara Leslie presented the College Assembly update to the Board. A copy of this report was included in the Board package.

##### **4.4 Civic Engagement Update – Lisa Strahley**

Lisa Strahley presented the Civic Engagement update to the Board. A copy of this report was included in the Board package.

Ms. Strahley reported that through their work with the Kettering Foundation they have been asked to write a chapter in a book that Kettering is writing.

Scott Corley will be holding a deliberation on Racial Justice Forum on February 17, 2015 on the SUNY Broome campus.

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

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

Dr. Battisti reported that the Health for Haiti Program students just returned from Haiti yesterday and a Health for Haiti Post-Trip Reflection and Celebration will be held tomorrow at 8:30 a.m. in the Libous Room.

Dr. Sesime Adanu will begin on Tuesday as the new Dean of Institutional Effectiveness.

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

Ms. Williams was not present at the Board meeting but submitted the January 2015 BCC Foundation Report to the Board. A copy of this report was included in the Board package.

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

##### **4.7 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 updated the Board members concerning the clocks on campus stating that Mr. Phil Testa purchased 350 clocks at \$128.00 per clock (the initial cost per clock was \$228.00). Our campus electrician will install the clocks with a target installation by August. The tower clock on campus will become a digital clock. The total cost of all the clocks is anticipated to be \$3,600.00, one third of the total original estimate.

The Master Plan Team Kick-off meeting was held recently. We will also be doing the Academic Master Plan as well. Trustee Mortenson asked if a student is on the Team. Ms. Losinger replied that the Steering Committee is being formed and asked that if she has a suggestion of a student who can serve on the Team to please forward her the name.

Ms. Losinger discussed how the facility improvement resources, energy efficiency measures, sustainability efforts and deferred maintenance will be addressed in the Middle States Periodic Review Report. We have spent \$74 million dollars in the last four years and are well positioned to finish our core campus projects.

##### **4.8 Budget Transfers**

Budget Transfers for December 2014 were included in the Board packet.

##### **4.9 Grant Approvals**

This report is routine and for informational purposes. There were no grant approvals for January 2015.

##### **4.10 Investment Report**

This report is routine and for informational purposes.

##### **4.11 Human Resource Update – Lynn Fedorchak**

These reports are routine (with planned activity) and for informational purposes. A copy of this report was included in the Board packet.

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

##### **4.12 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 and asked for approval to move forward with a fund balance strategy of a goal to build the current fund balance by 10% over five years. Chairperson Orband stated that this is not an action item to be voted on but the 10% is a reasonable goal. Trustee Akel stated that the five year goal is reasonable. There was a general consensus of the Board of Trustees members to move forward with the strategy.

##### **4.13 Press Clippings**

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

##### **4.14 Annual Audit Report Faculty-Student Association**

As required by the Faculty-Student Association's Bylaws, a copy of the Faculty-Student Association Annual Report, including the Management Letter, was included in the Board of Trustees package for information.

#### **5.0 COMMITTEE REPORT**

- 5.1** Margaret Coffey, Chairperson of the Finance and Facilities Committee submitted the Minutes for the January 13, 2015 meeting. Chairperson Coffey stated that the Dean of Students job description was removed from the agenda and the remainder of the action items were voted on and approved. The meeting was called to order at 9:30 a.m. and adjourned at 9:47 a.m.

#### **6.0 COMMUNICATIONS**

- 6.1** None

## **EXECUTIVE SESSION**

**Chairperson Orband asked for a motion to adjourn to Executive Session to discuss negotiations. Trustee Newman made a motion to adjourn to Executive Session and Trustee Mortenson seconded the motion. Regina Losinger and Lynn Fedorchak were asked to attend the session. The Trustees went into Executive Session at 5:37 p.m.**

**Vice Chair Coffey made a motion to come out of Executive Session at 6:12 p.m. Trustee Akel seconded the motion and it was unanimously approved.**

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

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

**The meeting adjourned at 6:13 p.m.**

**THE NEXT FULL BOARD OF TRUSTEES MEETING IS SCHEDULED FOR  
5:00 P.M. ON THURSDAY, FEBRUARY 26, 2015  
TO BE HELD IN THE LIBOUS ROOM, D117 OF THE DECKER HEALTH SCIENCES  
CENTER BUILDING**