

**SUNY BROOME COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES
January 21, 2016
Official**

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

TRUSTEES ABSENT: Marc Newman

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 December 3, 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 Release-of-Retainage to Smith Site Development, LLC for Their Work on the Parking Lot #1 Rehabilitation Project

Smith Site Development, LLC has requested a release-of-retainage payment for their work on the Parking Lot #1 Rehabilitation Project. It was recommended that the Board of Trustees approves a release-of-retainage payment to Smith Site Development, LLC for their work on the Parking Lot #1 Rehabilitation Project in the amount of \$65,705.76.

2.2 Recommend Approval of Release-of-Retainage to MATCO Electric Corporation for Their Work on the HVAC Renovations for the Business Building Project

MATCO Electric Corporation has requested a release-of-retainage payment for their work on the on the HVAC Renovations for the Business Building Project. It was recommended that the Board of Trustees approves a release-of-retainage payment to MATCO Electric Corporation for their work on the HVAC Renovations for the Business Building Project in the amount of \$1,950.90.

2.0 PREFERRED AGENDA ACTION ITEMS CONTINUED

2.3 Recommend Approval to Award the Contract for SoundLok Rooms to Wenger for the Music Suite Renovations Project

On August 20, 2015 the Board of Trustees approved IAC Acoustics to provide three (3) Sound Isolation Rooms for the Music Suite Renovations Project in the amount of \$53,129. The company is no longer in business. Approval to contract with Wenger for the sound isolation rooms in the amount of \$56,665 was sought. Wenger was the only other company to bid on the rooms. It was recommended that the Board of Trustees approves the contract with Wenger to provide SoundLok Rooms for the Music Suite Renovations Project in the amount of \$56,665.

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 Paniccia. The motion was unanimously approved.

3.0 ACTION ITEMS

3.1 Recommend Approval of Resolution Approving the Strategic Plan for 2015-2016

SUNY Broome Community College's Strategic Plan provides a guide for the College community to improve collaborative planning for institutional initiatives and serves as a basis to develop goals at the institutional division and department level. It was recommended that the Board of Trustees approves the Resolution for the SUNY Broome Community College Strategic Plan for 2015-2016.

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

3.2 Recommend Approval of Revised Resolution for Smoke Free Facility Policy 1.30

The SUNY Broome Community College Board of Trustees set policy for the College and adopted and approved Policy 1.30, Smoke Free Facility Policy on September 15, 2011 and revised the policy on July 24, 2014. The President recommended to the Board for their review and approval a revision to the Smoke Free Facility Policy by renaming the policy the Policy on Smoking and Tobacco and Related Products and per an attached exhibit A. It was recommended that the Board of Trustees approve the revised resolution of the Smoke Free Facility Policy, 1.30.

Trustee Kradjian made a motion to approve Action Item 3.2. Trustee Serafini seconded the motion. The motion was unanimously approved.

Discussion was held concerning amending the policy to allow smoking in cars. The consensus of the Board was to leave the policy as is.

3.0 ACTION ITEMS CONTINUED

3.3 Recommend Approval of a Draft Resolution to Name SUNY Broome Community College's Tennis Courts the Oz Winters Tennis Courts

According to Policy 1.27, Naming of Colleges Spaces for Recognition Purposes, in situations judged exception by the Board of Trustees and with the passage of six months from the time the exception is brought to the Board's attention, the Trustees may at their discretion elect to name SUNY Broome facilities and locations on the basis of contributions other than financial. The President presented a draft resolution and recommended that the Board of Trustees approves the consideration and exception of the draft resolution to name the SUNY Broome Community College Tennis Courts located on the College campus the Oz Winters Tennis Courts after the passage of the required six month consideration period, with a vote on the final resolution at the August 2016 Board of Trustees meeting.

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

3.4 Recommend Approval of a Resolution for the New Child Protection Policy 1.32

The SUNY Broome Community College Board of Trustees sets policy for the College. The purpose of this policy is to comply with the Chancellor's and the SUNY Board of Trustees encouragement for the SUNY Community Colleges to adopt similar protections and provisions of the SUNY Child Protection Policy into SUNY Broome Community College's own local policies relating to minors. The President recommended to the Board for their review and approval the resolution for the Child Protection Policy 1.32. The policy was included for review.

Trustee Akel made a motion to approve Action Item 3.4 Trustee Kradjian seconded the motion. The motion was unanimously approved.

4.0 INFORMATION ITEMS

4.1 President's Report

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

The College Employee Satisfaction Survey results and analysis was distributed to the Board members. Dr. Drumm stated that this can be discussed in Executive Session next month if the Board members would like.

Nursing accreditation is coming up this spring and an update report was distributed to the Board.

4.0 INFORMATION ITEMS Continued

4.1 President's Report Continued

Enrollment is down but we are okay on the budget because of our noticeable change in demographics over the last couple of years. We are down in new students. We will know next month what our concurrent enrollment will look like.

We were recognized nationally as one of the fastest growing community colleges in the country for the year 2014 and we probably will be again for the year 2015. This is due to the great hard work of our faculty, staff and this Board and the continuous improvement and innovation that we are trying to build into the culture.

We are waiting for the estimates on the library. The preliminary plans are in and they are working up the draft budget from the draft plans. We should have that for the February Board meeting.

The Mechanical Engineering Building plans were completed in the last day or two. This will be renovated into our Advanced Manufacturing Center using the first \$2.8 million dollars of the SUNY 20/20 grant we receive a few years ago. The state money is there and there is potential for URI matching funds. We should have an estimate by tomorrow afternoon.

The Business Building renovations have been completed. There is a new student lounge, HVAC, paint, and carpet.

The new electronic sign has been installed in the front of campus.

The Angelo Zuccolo Theater has been upgraded with new seats, carpet, paint and lighting.

4.2 College Assembly Update – Laura Hodel

Ms. Hodel presented the College Assembly update to the Board. A copy of the update was included in the Board packets.

4.3 Civic Engagement Update – Lisa Strahley

Ms. Strahley presented the Civic Engagement update to the Board. A copy of the update was included in the Board packets.

4.0 INFORMATION ITEMS CONTINUED

4.4 Academic Affairs Update – Dr. Francis Battisti

Dr. Battisti presented the Academic Affairs Update to the Board. A copy of the update was included in the Board Packets.

In addition to the written report Dr. Battisti informed the Board that the Haiti and Everglades “Adventure” courses were a success. Two students from our Communications Program will do a special program on WSKG TV on the Everglades Program. Silvia Briga from the College’s MARCOM Department travelled to Haiti with the faculty and students to document their work in Haiti. Amazing footage was captured by Ms. Briga and we will send the Board members the youtube link of the video.

4.5 Student Assembly Update – Thomas Flynn

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

Student Assembly also endorsed the IDA presence on campus.

A coat drive will be held and coats can be dropped off at the Student Assembly Office in Room 107A in the Old Science Building.

4.6 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 College will be approaching the Foundation Board of Directors next week to submit a proposal for the local match for the state funding which is \$3.4 million on the Mechanical Building renovation.

The Foundation hopes to conduct a search soon for a full-time alumni director.

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.

Ms. Losinger reported that as part of the Master Facilities Master Plan process we have a green sustainability planning component. We are pulling together a team with some campus wide input to look at what green might mean for our campus. Plus is a net zero energy consumption goal a possibility for us. Representatives from College Assembly, Student Assembly, faculty, deans and vice presidents will be members of the team. Passero is bringing in a green expert to help us with our planning. Expect to see in the Advanced Manufacturing Center Proposal a geothermal component in it as well as solar as a second green initiative.

4.0 INFORMATION ITEMS CONTINUED

4.7 SUNY Broome Facilities Update Continued

We have gone from six years ago from having only \$50,000 budgeted for small facility improvement projects to \$400,000 and half of our 36 projects are complete or nearly complete.

4.8 Budget Transfers

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

4.9 Grant Approvals

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

4.10 Investment Report

This report is routine and for informational purposes.

4.11 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.

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.

Ms. Losinger introduced Laura Hodel as the new director of financial aid.

There are two measures that Ms. Losinger reviews from the listing of the cash payments that are coming through to student housing, to dining services and to the College for our student housing, the percentage of occupancy rate which is running 99.4%-99.4% and what percentage of what's been billed has not yet been paid, what is the dollar amount and what is the percentage. We are looking at it for each housing partner every day. The residence hall is full of paying students and that is a good combination.

4.0 INFORMATION ITEMS CONTINUED

4.12 Budget and Finance Update Continued

Chairperson Coffey asked: are they evicted if they don't pay.

Ms. Morello answered: No, because we don't find out until very late. TAP is released very late so unfortunately that very last payment we don't find out about until very close to the end of the semester or at the end of the semester. If they go to bad debt they are not allowed back in housing and they are still billed for the debt and we will fill their space in housing.

4.13 Press Clippings

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

5.0 COMMITTEE REPORT

5.1 Finance and Facilities Committee Meeting Minutes

George Akel, Acting Chairperson of the Finance and Facilities Committee submitted and reviewed the Minutes for the January 19, 2016 meeting. The meeting was called to order at 9:30 a.m. and adjourned at 9:47 a.m.

EXECUTIVE SESSION

Chairperson Coffey asked for a motion to adjourn to Executive Session to discuss minimum wage. Trustee Orband made a motion to adjourn to Executive Session and Trustee Flynn seconded the motion. The Trustees went into Executive Session at 5:59 p.m.

Ms. Losinger and Ms. Fedorchak were asked to attend Executive Session.

Chairperson Coffey asked 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 6:39 p.m. the Trustees came out of Executive Session.

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 6:40 p.m.

**THE NEXT FULL BOARD OF TRUSTEES MEETING IS SCHEDULED FOR
5:00 P.M. ON THURSDAY, FEBRUARY 18, 2016
TO BE HELD IN THE LIBOUS ROOM, D117 OF THE DECKER HEALTH SCIENCE
CENTER BUILDING**