

**SUNY BROOME COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
MINUTES  
June 15, 2017  
Official**

**TRUSTEES PRESENT** Margaret Coffey, Marc Newman, Angelo Mastrangelo, Anthony Paniccia, Nicholas Serafini, Orion Barber, George Akel

**TRUSTEES ABSENT:** James Orband

**ALSO PRESENT:** Dr. Kevin E. Drumm, Michael Sullivan, Debbie Morello, Jesse Wells, Lynn Fedorchak, Patricia O'Day, Cheryl Sullivan, Esq.

**Chairperson Coffey called the meeting to order at 5:06 p.m.**

**1.0 APPROVAL OF MINUTES**

**Trustee Serafini made a motion to approve the minutes of the May 18, 2017 meeting of the Board of Trustees. The motion was seconded by Trustee Barber and the motion was unanimously approved.**

**2.0 PREFERRED AGENDA ACTION ITEMS**

**2.1 Recommend Approval of Resolution for New Position Description for Senior Associate to the EVP/CAO (Executive Vice President and Chief Academic Officer)**

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: Senior Associate to the EVP/CAO (Executive Vice President and Chief Academic Officer).

**2.2 Recommend Approval of Resolution for New Position Description for Associate Vice President of Student Development and 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: Associate Vice President of Student Development & Dean of Students.

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

### **2.3 Recommend Approval of the Participating Institution Agreement (PIA) from SUNY Information Technology Exchange Center (ITEC) for Blackboard Learn Hosting and Integration Services**

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 is requested for SUNY Broome Community College to be part of the Participating Institutional Agreement (PIA) between SUNY Information Technology Exchange Center's (ITEC) for Blackboard Learn Hosting and Integration Services. The term of the PIA is for Fiscal Years 2018, 2019 and 2020 at a cost of \$96,300. It was recommended that the Board of Trustees approves the Participating Institutional Agreement (PIA) for SUNY Information Technology Exchange Center's (ITEC) for Blackboard Learn Hosting and Integration Services for the college.

### **2.4 Recommend Approval to Award Prime Contracts for Bid #2017-09 for the Mechanical Building Core Rehabilitation Phase 1 Project**

The bids for the Mechanical Building Core Rehabilitation Phase I Project were opened on June 6, 2017. The references were checked, qualification statements approved, and the consultants endorsement received for the low prime bidders. Passero Associates, the architect for the project, has approved the low bids. The value of the bids was within the Mechanical Building capital project budget and therefore it was recommended the College proceed with the entire Scope-of-Work including most of the Alternates. A bid summary with desired alternates was included in the Board packets. It was recommended that the Board of Trustees approves the low bids of the prime contractors for the Mechanical Building Core Rehabilitation Phase I Project.

### **2.5 Recommend Approval of Resolutions Adopting 2017-2018 Tuition and Fees, Operating Budget, Sponsor Services and Full-Time Positions**

On May 1, 2017 the Broome County Executive and the Broome County Legislature received the College's proposed 2017-18 budget. The Legislature is scheduled to vote on the budget at their June 15<sup>th</sup> legislative session. The budget was passed June 6<sup>th</sup> at the Economic Development, Education & Culture Committee Meeting and June 8<sup>th</sup> at the Finance Committee Meeting. The College proposed a 2% increase, and the County Executive recommended a 1% increase in county support. A copy of the proposed and recommended budget was included for information. Resolutions adopting the tuition and fees, operating budget, sponsor services, and full-time positions were presented for consideration. The proposed changes to tuition and fees were displayed in red on the resolution. It was recommended that the Board of Trustees approves the resolutions for the tuition and fees, operating budget, sponsor services, and full-time positions.

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

### **2.6 Recommend Approval of Resolution for Lead Agency and Negative Declaration on Environmental Impact for the Mechanical Building Project**

A Lead Agency is required per the State Environmental Quality Review Act (SEQRA) for review and to assess the environmental impacts of major construction projects. Additionally, a determination as to the project's impact on the environment is also required. The Short Environmental Assessment Form was prepared by the College. The College is the agency with the broadest governmental powers for investigation of the impact of the proposed action and has the greatest capability to provide the most thorough environmental investigation of the project and will take on the role of Lead Agency for the Mechanical Building Project. The project's potential environmental impact has been considered by the College and here appears to be no negative impact to the site and actions imposed by this project. This review and the project have been discussed with the Broome County Law Department. It has been determined that based on the project's scope of work, and review of SEQRA requirements our project is a Type II Action. It was recommended that the Board of Trustees takes on the role of Lead Agency and make a Negative Declaration of environmental impact associated with the Mechanical Building Project.

**Trustee Mastrangelo made a motion to approve Preferred Agenda Action Items; 2.1, 2.2, 2.3, 2.4, 2.5 and 2.6. Vice Chair Newman seconded the motion and it was unanimously approved.**

## **3.0 ACTION ITEMS**

### **3.1 Recommend Approval of Resolution for President's Evaluation and Compensation**

Pursuant to Local Law Intro. No. 8 entitled, "A Local Law Amending the Broome County Charter and Administrative Code with Respect to Broome Community College," the Plan C Legislation, authorizes the Board of Trustees to approve minimum salaries as recommended and to fix compensation for unrepresented positions. The Board appointed committee met with and evaluated the performance of the President and has reviewed the compensation of the President. The Committee recommended that the President's salary be increased by 2.12% establishing a salary of \$226,706.40 effective February 1, 2017 and the Board will contribute \$7,500 to the President's deferred compensation account, and for meeting all goals, a one-time lump sum payment, not added to the base, of \$6,000 shall be paid to the President. The Presidents contract shall be extended to June 30, 2022. All other Presidential benefits stipulated in the President's employment agreement continue as previously established.

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

#### **4.0 INFORMATION ITEMS**

##### **4.1 President's Report**

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

Dr. Battisti is attending the County Legislative Session which will be voting on our College budget. We had meetings with both the Broome County Economic Development, Education & Culture Committee and the Finance Committee. They both approved the 1% sponsor share increase.

Enrollment is doing well. We are going to have the largest Binghamton Advantage Program (BAP) ever; we have 260 students. Dr. Drumm spoke to Don Neiman of Binghamton University about doing a pilot concerning housing for BAP students. Set aside 20 beds in housing at SUNY Broome and have a separate mailing to the BAP students offering them housing on campus.

Dr. Drumm attended the New York Community College Association of Presidents (NYCCAP) Meeting and we are the only college whose registration for fall is up.

The recommendation for the new budget formula that the legislature wants us to submit in December was discussed at the Presidents Meeting. We had 300 more students this spring than we did last spring, but our overall FTE's were down by 1%. So you end up cutting your budget but you have 300 more students; that's how the FTE formula works. You never know how many students it's going to take to make an FTE because FTE is strictly a function of the budget.

Dr. Drumm met the new Chancellor, Kristina Johnson. She has a very impressive resume, but she has zero experience with community colleges. She was very honest about that during the interview. She begins her term on September 1<sup>st</sup>. The Presidents meeting was the first SUNY meeting that she has attended.

A reception for Chancellor Zimpher is next week. Also, Provost Alex Cartwright is leaving SUNY. Provost Cartwright will become Chancellor of the University of Missouri.

One of the things learned at the Presidents Meeting is that there are 43 bills in the Legislature pertaining to higher education. We've actually heard about one or two. Discussed at the meeting was having an advocate in Albany for the community college presidents. The advocate would work with New York Community College Trustees (NYCCT), New York Community College Association of Presidents (NYCCAP) and Faculty Council of Community Colleges (FCCC) and the cost would be split three ways.

Dr. Drumm had lunch with Kevin McLaughlin of the IDA and he is expecting to open the new building in mid-August.

Dr. Drumm attended the Chamber Executive Board meeting this morning and he discussed with Jennifer Conway and the members to make it a priority to have the College work with the Chamber on workforce development. He will have more on this in the future.

## **4.0 INFORMATION ITEMS CONTINUED**

### **4.1 President's Report Continued**

The space in Owego was rededicated. The space is located in the basement of the County Building.

Dr. Drumm commended Jesse Wells and MARCOM for the great job they did on the commencement commercial.

We did well in a SUNY Grant competition. We submitted white papers with conceptual ideas and SUNY will be funding six out of eight of them. We do not know just yet how much funding we will receive.

We will be putting in a CFA for CEA to see if we can get a good round of seed funding for the Controlled Environmental Agriculture & Food Science.

This will be Debbie Morello's last formal Board of Trustees meeting. Dr. Drumm thanked Ms. Morello for everything that she's done for the College and for him and for the students. The students have never had a stronger advocate than Ms. Morello. She's passionate about the students.

Dr. Drumm will be travelling to Italy and will be out of the office from June 19<sup>th</sup> to July 7<sup>th</sup>. He will be in touch through email and text messaging.

### **4.2 Strategic Plan Update – Dr. Sesime Adanu**

A copy of the Strategic Plan was included in the Board package. Dr. Adanu stated that the Strategic Plan will be on the August 24<sup>th</sup> agenda to be approved by the Board.

Trustee Paniccia: Is there a metrics in place to monitor the Strategic Plan. Before the Board approves this it would be prudent to put metrics in place. Are you reviewing this quarterly, bi-yearly, monthly; so we can see if the metrics are being met.

Dr. Adanu: That will be the next phase. What will happen is each unit/division across campus will assess the metrics at the end of each year.

### **4.3 Student and Economic Development Update – Ms. Debbie Morello**

Ms. Morello took a moment to thank each of the Board members and reflect on her working relationship with each member.

Ms. Morello introduced Dean Scott Schuhert who presented on Enrollment and Graduation Data and 2016-2017 Student Behavioral Report.

Trustee Paniccia: Housing GPA versus non housing; you said there was an honest deficiency. Describe what honest deficiency is.

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

##### **4.3 Student and Economic Development Update – Ms. Debbie Morello Continued**

Dean Schuhert: This is in my opinion. I don't believe a B grade in Vestal is equivalent to a B grade in the City. I believe that the quality of education is higher here, which is reflective in these GPA's. We are pulling from regions where the educational systems are just not as strong. So the challenge is an 80 isn't an 80 everywhere you go. In housing we have the computer labs inside and the faculty mentor. This is my speculation, I don't have the data to support this yet.

Trustee Paniccia: If we were to raise the GPA would the number of incidents go down.

Dean Schuhert: Speculating, I would assume that it would decrease some. I don't know that it would have a person-to-person affect. We have a number of students who have wonderful GPA's 3.0 coming to the College and then end up with a 0.6. We've have students that have a 1.7 that we give a chance and they end up leaving with a 3.5 and get into no trouble. I believe that there would be some deduction in student conduct, I don't know if it would be one to one.

Trustee Paniccia: Are we as a College Board and Foundation Board giving you and Amy enough support to do your job. When I look at 1,756 and if I divide that straightly by 365 it's almost 5 incidents a day so you are averaging 6-8 incidents a day and a lot more on weekends.

Dean Schuhert: The incidents could be one incident with one person or it could be one incident with 20 people. But it is involving 1,700 plus individuals. The challenge is time in the day. We are spending more time addressing conduct violations to try to mitigate and kind of recidivist act. But by doing that we have less time to spend on the programmatic side, the academic side, and the development side. There's always opportunity for change in methodology. I've reached out to faculty and there are a good number of people who volunteer on our student conduct appeals board. The more people we can get to volunteer on this board the less time the housing staff need to spend on this. We want to do more outreach to get more involvement.

Trustee Serafini: Is this information shared with other community colleges.

Dean Schuhert: It has not been shared but Vice President Morello has recently asked me to do an assessment of our data and compare it to other community colleges in the SUNY System.

Trustee Barber: Do we have statistics speculative or otherwise on the percentage of Title IX's that go unreported.

Dean Schuhert: I have national statistics. Typically only 3-5% of Title IX violations are reported to college personnel. Additional reports go to Counseling Services and Health Services. But because they're confidential they are not obliged to tell me, so they are not included in these statistics. There is more data online in the Title IX web page.

#### 4.0 INFORMATION ITEMS CONTINUED

##### 4.3 Student and Economic Development Update – Ms. Debbie Morello Continued

Trustee Paniccia: Is it possible to make a list of things that we as a board can help you with.

Dean Schuhert: Absolutely.

Vice Chair Newman: When do most of the incidents occur, do you have more on the weekends.

Dean Schuhert: Thursday and Friday nights are quite popular. Saturday nights are hit or miss. Our population does not have the financial stability to go downtown so they end up doing their socializing here in the residence hall. On a month-to-month breakdown we see two spikes per semester; September and February big spikes and then around pre-Thanksgiving and Spring Break there is a mini spike. Knowing that, we work with our staff and Public Safety to increase presence during the spikes.

Vice Chair Newman: What is the presence during those peak times.

Dean Schuhert: We have extra residence assistants on duty, our RD on duty and then officers are at the substation in housing when they are available. The challenge there is with the limited number of officers on any given shift they may not be in the hall if there is an incident in the gym that they may have to respond to. I want to give Joe O'Connor credit for greatly increasing our community policing presence.

Vice Chair Newman: Have we ever looked at hiring outside security to be there during the peak times.

Dean Schuhert: It has been discussed.

Joe O'Connor: On Thursday, Friday and Saturday nights we have three officers during peak hours. So we've got odd schedules where they're coming in at 8:00 at night and going till 3:00 in the morning. We're overlapping the shifts so that during the peak times there's three people on.

Trustee Paniccia: Is three enough or are you constrained by budget.

Joe O'Connor: Three is enough. The difficulty is maintaining the three given the civil service process and the competition we have. We're down two right now because our civil service results didn't come in until March and we had two people waiting for results and in the meantime Binghamton results were in and they hired them. We are working with Tom Beham and Lynn Fedorchak to try and get our test moved up so we can get the results before the academy starts.

Vice Chair Newman: We have the CA's and RA's as well and personally I don't know how effective they are.

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

##### **4.3 Student and Economic Development Update – Ms. Debbie Morello Continued**

Joe O'Connor: And that's my concern with private security. They've proven not to be effective in the past here.

Vice Chair Newman: I agree with you for the most part, that's one of the reasons why we use off duty police officers.

Joe O'Connor: We did that in the beginning. We contracted with a number of Sheriffs. What we ran in to was labor issues in that if we were hiring a Sheriff to do the same job as a Peace Officer, we were circumventing the tax code.

##### **4.4 Student Assembly Update – Trustee Orion Barber**

Trustee Barber presented the June 2017 Student Assembly update to the Board. A copy of this report was included in the Board packets.

In addition to the written report Trustee Barber distributed the Student Activities Budget Summary for 2017-2018.

A lot of the requests of Student Assembly were met in earnest and he thanked Debbie Morello, Dean Schuhert and Dr. Drumm for assisting them. He still feels compelled on representing his constituents to ask that open house as a marketing effort be removed much like the ambassador program was and still feels compelled to request that coaches' salaries be put into an operations cost as they generate FTE's. But he is very glad to see that the club budgets have been just about restored.

Trustee Mastrangelo: Debbie, do we always charge Athletics to FSA.

Ms. Morello: It's not FSA it's the Student Activity Budget. The coaches themselves are typically FSA employees even though they're in the Student Activity Budget. You need a lot of flexibility with coaches. They come and go, they're short term, they're part time employees and if we had to go through the process the way we hire faculty it would be cumbersome.

Trustee Mastrangelo: Has it always been that way.

Ms. Morello: Yes, as long as the 25 year I've been here.

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

##### **4.5 Broome Community College Foundation Report – Ms. Cathy Williams**

Ms. Cathy Williams presented the June 2017 BCC Foundation Report to the Board. A copy of this report was included in the Board package.

In addition to the written report Ms. Williams reported that she has received concerns from some of our major donors concerning the Excelsior Scholarship. We are working to educate them and let them know why private support is more important than ever. The reality is that the Excelsior Scholarship in no way will ever replace the private support and scholarships that we provide for our students.

We are planning to attend a SUNY Advocacy Day in Washington in October.

##### **4.6 SUNY Broome Facilities Update – Mr. Michael Sullivan**

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

In addition to the written report Mr. Sullivan reported:

- Carnegie Project - Empire State Development New Market Tax Credit originally wanted us to close on the project by the end of June. We had a conversation with them and they agreed to the end of September. We had a conference call with them and the investment bank group and based on a revised timeline based on the new addition relative to the submission to the National Park Service, the earliest we feel but a reasonable timeframe to close would be in the mid-November timeframe. We reviewed the key millstones within the timeline, these were emailed to the Trustees, and we received agreement by New Market Tax Credit that they would be willing to amend our turn sheet and extend out through the end of November.
- Mr. Sullivan distributed requested information from the Board concerning Carnegie Downtown Campus Square Footage Analysis and Campus Sources and uses information.
  - Trustee Mastrangelo: What are the New Market Tax Credits.
  - Mr. Sullivan: New York State has an intermediary; they on an annual basis apply for New Market Tax Credits. If you remember when the project was being considered, the Feds deferred an allocation during fiscal 2016. At the end of 2016 they did a double allocation for 2017 and 2018. Empire State Development was allocated \$55 million dollars' worth of Tax Credits. In December of 2016 we applied. New Market Tax Credits primarily are for urban settings, distressed economic settings. One of the critical requirements is that the only thing the Feds will allow New Market Tax Credits to pay for is operating assets. One of the benefits is that culinary is very FF&E intensive. Empire State Development was willing to give us an allocation of \$5.5 million dollars but it can only be for IT infrastructure, computers, furniture and furnishings, culinary equipment.

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

##### **4.6 SUNY Broome Facilities Update – Mr. Michael Sullivan Continued**

- Mr. Sullivan: New Market Tax Credit is in our budget worth about \$1.85 million dollars.
- Trustee Akel: Can we defer this to August or do we need a special meeting.
- Mr. Sullivan: We had quite a discussion at Finance and Facilities. Why don't we defer it to the Committee Reports and we can give an update and respond to questions at that time.
- Trustee Mastrangelo: We need more time for more information
- Chairperson Coffey: What you're asking is do we need to do it by July or can we wait until August.
- Mr. Sullivan: Based on the timelines we presented that we would not be ready based on the fact that we have to rebid the project; we won't be ready to come to the Board with all the pieces in place until November. We could provide an update at the August meeting; we should know what has transpired with National Park Service. We probably will not go out to bid until September but one of the recommendations from the Board last month was that we pull a group of the Board to work with David Ligeikis and myself around value engineering potential, how to reduce the cost, etc. The redesign needs to be done but part of that process is value engineering as we get into developing new bid specs that we anticipate will go out in September. We are talking to SUNY about the structure and getting them comfortable with both Historic Tax Credits and New Market Tax Credits. We have a request to SUNY because we have more match now because we have the County at \$3 million dollars, New Market Tax Credits at \$1.85 million and we have Historic Tax Credits, only the Federal side at a couple of million. We're in a position now that SUNY provided \$5 million dollars but we have match that's in the neighborhood of \$7 million dollars. We've gone back to SUNY asking for a couple more million dollars. We need to get National Park Service to approve the project and anticipate that in early July. We need to get SUNY on board. SUNY has never had a project that has had two tax credit pieces. We need a supplemental amount of SUNY money and we need to value engineer and get the price down as far as we can. Give us a couple of more months to vet this and do due diligence and try to get a project that is reasonably priced and maximizing alternative resources other than county money and preferably not Foundation money or other community local dollars.
- Vice Chair Newman: I recommend that we let them vet this and look at all the options and come back to us. We are really going to spend some time on this in a full meeting.

##### **4.7 Budget Transfers**

Budget Transfers for May 2017 were included in the Board package.

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

##### **4.8 Grant Approvals**

This report is routine and for informational purposes. There were no new grants for June 2017.

##### **4.9 Investment Report**

This report is routine and for informational purposes.

##### **4.10 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.

##### **4.11 Budget and Finance Update**

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

Mr. Sullivan reported that we continue to forecast a balanced budget for this year and do not expect to use \$380,000 in fund balance.

##### **4.12 Media Report**

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

##### **4.13 Faculty Member Eligible for Initial II Appointment – Fall 2017**

A copy of the candidate for Initial II Appointment was included in the Board package for information.

#### **5.0 COMMITTEE REPORT**

##### **5.1 Finance and Facilities Committee Meeting Minutes**

The Minutes of the Finance and Facilities Committee minutes were submitted for the Tuesday, June 13, 2017 meeting. The meeting was called to order at 8:00 a.m. and adjourned at 9:13 a.m.

**EXECUTIVE SESSION**

**Chairperson Coffey asked for a motion to adjourn to Executive Session to discuss personnel. Trustee Serafini made a motion to adjourn to Executive Session and Trustee Paniccia seconded the motion. The Trustees went into Executive Session at 6:37 p.m.**

**Cheryl Sullivan, Esq. 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 Serafini seconded the motion.**

**At 7:15 p.m. the Trustees came out of Executive Session.**

**Chairperson Coffey adjourned the meeting at 7:16 p.m.**

**THE NEXT FULL BOARD OF TRUSTEES MEETING IS SCHEDULED FOR  
5:00 P.M. ON THURSDAY, AUGUST 24, 2017  
TO BE HELD IN THE LIBOUS ROOM, D117 OF THE DECKER HEALTH SCIENCES  
CENTER BUILDING**