

**SUNY BROOME COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES
March 30, 2017
Official**

TRUSTEES PRESENT: Margaret Coffey, James Orband, Anthony Paniccia, Angelo Mastrangelo, Orion Barber, George Akel, Nicholas Serafini

TRUSTEES ABSENT: Marc Newman, Naima Kradjian

ALSO PRESENT: Dr. Kevin E. Drumm, Dr. Francis Battisti, Debbie Morello, Michael Sullivan, Jesse Wells, Lynn Fedorchak, Robert Behnke, Esq., Patricia O'Day

Chairperson Coffey called the meeting to order at 5:25 p.m.

1.0 APPROVAL OF MINUTES

Trustee Orband made a motion to approve the minutes of the February 23, 2017 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 Letter of Agreement for Renewal of The Education Advisory Board with Community College Executive Forum

Policy 1.7 Purchasing requires that 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 College would like to renew the contract with Community College Executive Forum's, Education Advisory Board (EAB) for the term of June 5, 2017 to June 4, 2020 at a cost of \$52,813. It was recommended that the Board of Trustees approves the Letter of Agreement with the Education Advisory Board (EAB) with Community College Executive Forum for the term of June 5, 2017 to June 4, 2020 at a cost of \$52,813.

2.0 PREFERRED AGENDA ACTION ITEMS CONTINUED

2.2 Recommend Approval of a Resolution for Three-Year Capital Improvement Program Request for Years 2018-2020

As part of Broome County's budget process, SUNY Broome Community College is required to submit a Six-Year Capital Improvement Program for consideration. Broome County did not include funding for College capital projects in its current 2017-2022 Capital Improvement Plan. For the County's 2018-2023 Capital Improvement Plan, the College has submitted the same Capital Project requests as last year, the total amount of \$14,690,000 for the three-year period 2018-2020, as previously approved by the Board of Trustees last year. The College advised the County, subsequent to the Board reviewing and approving the College's Campus Master Plan, the college will submit a supplemental capital project request for fiscal years 2021-2023. It was recommended that the Board of Trustees approves the resolution for the Three-Year Capital Improvement Program for fiscal years 2018-2020.

Trustee Orband made a motion to approve Action Items 2.1 and 2.2 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 Time Change of the April 27, 2017 Board of Trustees Meeting from 5:00 p.m. to 3:00 p.m.

Trustee Barber made a motion to approve Action Items 3.1 and the motion was seconded by Trustee Orband. The motion was unanimously approved.

4.0 INFORMATION ITEMS

4.1 President's Report

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

The College hosted the Chancellor's last visit to the Faculty Council of Community Colleges meeting.

Last week the Senate passed a bill whereby all academic programs have to pass through the Regional Community College Councils. Instead of going from the Board straight to SUNY programs will now have to be vetted by the Regional Community College Councils. SUNY opposed it but the Governor wants this. It hasn't gone to the Assembly yet.

4.0 INFORMATION ITEMS CONTINUED

4.1 President's Report Continued

The Senate came out with a \$50.00 increase per FTE to base aid and the Assembly came out with a \$100.00 increase to base aid. A \$50.00 increase puts us on a very short list of only five colleges that would receive an increase from the State next year. A \$100.00 increase would put us on a list of eight colleges that would receive an increase in state aid. SUNY had asked for a hold harmless base for community colleges. That means at minimum whatever you got this year you'd get next year no matter how much enrollment you lost. It would penalize those five to eight colleges that would gain from maintaining or growing enrollment; it morphed into a hold harmless plus don't penalize those colleges in the processes. Dr. Drumm has not heard anything other than the Governor does not like the idea of hold harmless. Senator Akshar and Assemblywoman Lupardo are advocating for us.

We are at the tail end of the search for the position of Vice President for Student Development and Chief Diversity Officer. Dr. Drumm made an informal offer yesterday and will verbally confirm acceptance tomorrow.

Trustee Barber: In your discussion with the State government regarding what is to come; did you reach out to Clifford Crouch also.

Dr. Drumm: Yes.

4.2 Council for Operational Issues Update – Carine Surdey

Carine Surdey presented the Council for Operational Issues update to the Board. A copy of this report was included in the Board packets.

4.3 Academic Affairs Update – Dr. Francis Battisti

Dr. Battisti presented the Academic Affairs update to the Board. A copy of this report was included in the Board packets.

Chairperson Coffey: Do the credits at SUNY BCC for Fast Forward, does it transfer.

Dr. Battisti: Yes.

4.4 Student Assembly Update – Orion Barber

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

4.0 INFORMATION ITEMS CONTINUED

4.5 Broome Community College Foundation Report – Cathy Williams

Ms. Williams presented the March Foundation Report to the Board. A copy of this report was included in the Board packets.

In addition to the written report Ms. Williams reported:

- Investment returns are up 8%.
- They are close to resolving housing plumbing issues with Ciminelli.
- They are working on the façade issue and expect it to be completed by summer.

4.6 SUNY Broome Facilities Update – 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 Culinary Arts Project - The National Parks Service (NPS) wants us to review all options possible for the HVAC and will consider some hybrid of exposed duct work and some drop ceilings on the first floor. We will be resubmitting within a couple of weeks.
- Historic Tax Credit number is \$3.5 million dollars if we can get the part two application approved by NPS. The other major source is New Market Tax Credits that are worth \$1.85 million dollars.
- Empire State Development staff recommended the project. The project will also have to pass three boards; Advisory Committee, Empire State New Market Board, Empire State Development Board. If all are approved then it will need to go to a public hearing and after that it will go to the June Board of Trustees meeting for approval. This is all dependent on the status of Historical Tax Credits. We don't believe with just New Market Tax Credits of \$1.85 million dollars added to the current sources of funds of \$10.2 million dollars that \$12 million dollars will be inadequate for this project. Based on our most current preliminary analysis of the bids and additional furniture, fixtures and equipment (FF&E) that New Market Tax Credit requires, because they only finance operating assets, at this point we're looking at a project that could be close to \$18 million dollars. We have \$10.2 million dollars which is \$3 million dollars from the County, \$5 million dollars from SUNY and \$2.2 million dollars from the Regional Economic Development Corporation, \$1.85 million dollars from New Market Tax Credits, and \$3.5 million dollars from Historic Tax Credits. We are also submitting a request to the Dormitory Authority for interim financing, because we are in an over match situation. We have SUNY at \$5 million dollars and if we're looking at a \$15 million dollar project outside of Regional Economic Development Councils (REDC) money we have about \$7 million dollars of match money that we would be entitled to get another \$2 million dollars from SUNY. SUNY has a mechanism where you can apply for operating capital, which we have submitted a request for \$1.85 million dollars.

4.0 INFORMATION ITEMS CONTINUED

4.6 SUNY Broome Facilities Update – Michael Sullivan Continued

Trustee Paniccia: New Market Tax Credits are for operating.

Mr. Sullivan: Operating equipment.

Trustee Paniccia: Assets only, not operating costs.

Mr. Sullivan: Pretty much FF&E; culinary equipment, IT technology, furniture and furnishings, equipment. One of the reasons the budget is up is that originally in the \$12 million dollar budget there was about \$3 million dollars in FF&E; \$2 million dollars for culinary and \$1 million dollars for classroom desks and equipment, etcetera. Empire State Development said that we would be willing to fund \$5.5 million dollars. Then to get money we have to spend money so I identified enhancements to the culinary equipment, identified some IT infrastructure that will improve connectivity to Carnegie with the campus but will significantly impact campus infrastructure which we have to make those investments anyway. We have some incremental costs that were never initially in the budget of approximately \$2 – 2 ½ million dollars. The Feds have said we're not seeing a good return on investment when New Market Tax Credits are applied to fixed assets. You do the renovations but where are the jobs; where are the ongoing economic benefits to the community, so they made a determination that they'd only finance operating assets.

4.7 Budget Transfers

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

4.8 Grant Approvals

This report is routine and for informational purposes. Grant approvals for March 2017 were included in the Board package.

4.9 Investment Report

This report is routine and for informational purposes.

4.10 Human Resource Update

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

Ms. Fedorchak reported that the Third Annual Employee Wellness Challenge has been kicked off. In the past teams of four would compete against other teams but this year the format will be an individual competition against each other. We have fifty participants.

4.0 INFORMATION ITEMS CONTINUED

4.11 Budget and Finance Update – Michael Sullivan

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

Included in the packets was the 2016-2017 Budget Forecast (as of March 31, 2017).

Mr. Sullivan reported that we are forecasting a balance budget and at this point do not think we will need to utilize any of the budgeted fund balance.

Also included was the SUNY Broome 2017-2018 Preliminary Draft Budget.

Mr. Sullivan reviewed this report with the Board members.

Trustee Barber: Have you taken account for possibilities of cuts from Washington and the state and county levels.

Mr. Sullivan: We have considered those. I wouldn't represent that they're at the detail yet. Certainly financial aid and perhaps what we might want to reserve for bad debt as examples, depending on what happens especially in federal financial aid side or free tuition, those dynamics. There are some grants we receive on a recurring basis that in my preliminary review with staff needs to be vetted over the next three weeks. Probably nothing to substantial that would impact these numbers, I would say materially, for me materially is probably a quarter of a million dollars in the aggregate. At this point I'm not getting any feedback from the team to significant that would impact the operating budget at this point.

4.12 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

Anthony Paniccia, Acting Chairperson of the Finance and Facilities Committee submitted and reviewed the minutes for the March 28, 2017 meeting. The meeting was called to order at 8:02 a.m. and adjourned at 8:42 a.m.

Chairperson Coffey read Trustee Naima Kradjian's Letter of resignation from the Board of Trustees. Chairperson Coffey asked for a motion to accept Trustee Kradjian's resignation. Trustee Barber made a motion to accept Trustee Kradjian's resignation. Chairperson Coffey seconded the motion and it was unanimously approved.

EXECUTIVE SESSION

Chairperson Coffey asked for a motion to adjourn to Executive Session to discuss a personnel issue. Trustee Orband made a motion to adjourn to Executive Session and Trustee Mastrangelo seconded the motion. The Trustees went into Executive Session at 6:19 p.m.

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 Barber made a motion to adjourn. The motion was seconded by Trustee Orband. The motion passed unanimously.

The meeting adjourned at 6:40 p.m.

**THE NEXT FULL BOARD OF TRUSTEES MEETING IS SCHEDULED FOR 3:00 P.M.
ON THURSDAY, APRIL 27, 2017 TO BE HELD IN THE LIBOUS ROOM, D117 OF
THE DECKER HEALTH SCIENCE CENTER BUILDING**