

**SUNY BROOME COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
MINUTES  
March 31, 2016  
Official**

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

**TRUSTEES ABSENT:** Nancy LaBare

**ALSO PRESENT:** Dr. Kevin E. Drumm, Dr. Francis Battisti, Debbie Morello, Regina Losinger, Jesse Wells, Lynn Fedorchak, Robert Behnke, Esq., Patricia O'Day, Rey Wojdat

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

**1.0 APPROVAL OF MINUTES**

**Trustee Kradjian made a motion to approve the minutes of the February 18, 2016 Meeting of the Board of Trustees. The motion was seconded by Trustee Akel and the motion was unanimously approved.**

**2.0 PREFERRED AGENDA ACTION ITEMS**

**2.1 Recommend Approval Release-of-Retainage to Jupiter Environmental Services, Inc. for their Work on the Decker Mold Remediation Project**

Jupiter Environmental Inc. has requested a release-of-retainage payment for their work on the Decker Mold Remediation Project. It was recommended that the Board of Trustees approves a release-of-retainage payment to Jupiter Environmental Inc. for their work on the on the Decker Mold Remediation Project in the amount of \$1,759.75.

**2.2 Recommend Approval of Recommend Approval of Resolution to Increase the Minimum Wage for Non-represented Employees Including Student Workers**

Under Plan C, the Board of Trustees is responsible to fix compensation for unrepresented positions at the College. The estimated annual cost increase is \$35k a year when it increases 75 cents an hour, and \$43k a year when it increases by \$1 per hour. The cost for 2015-16 is very minimal, as the use of student employees during July and August is very low. This cost has been built into the 2016-17 budget scenarios being considered at the March Board of Trustee's meeting. It was recommended that the Board of Trustees approves a resolution increasing the minimum wage for non-represented employees in accordance with the schedule incorporated into it.

**2.0 PREFERRED AGENDA ACTION ITEMS CONTINUED**

**2.3 Recommend Approval of Resolution for New Position Description for Executive Enrollment Management 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 new position description Executive Enrollment Management Officer.

**2.4 Recommend Approval of Resolution for New Position Description for Director of Enrollment Services**

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 new position description Director of Enrollment Services.

**2.5 Recommend Approval of Resolution for Revised Position Description for Assistant Director of Admissions**

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 revised position description Assistant Director of Admissions.

**2.6 Recommend Approval of Resolution for New Position Description for Senior Staff Assistant**

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 new position description Senior Staff Assistant

**2.7 Recommend Approval of Resolution for New Position Description for Applied Learning & Career Specialist**

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 new position description Applied Learning & Career Specialist.

**Trustee Akel made a motion to approve Preferred Agenda Action Items; 2.1, 2.2, 2.3, 2.4, 2.5, 2.6 and 2.7. Trustee Kradjian seconded the motion and it was unanimously approved.**

**Trustee Orband joined the meeting at 5:15 p.m.**

### **3.0 ACTION ITEMS**

#### **3.1 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 9<sup>th</sup> 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).

**Trustee Mastrangelo made a motion to approve Action Item 3.1. The motion was seconded by Trustee Newman. The motion was unanimously approved.**

#### **3.2 Recommend Approval of a Resolution for the EMT/Critical Care Technician Certificate Program**

The Certificate in Emergency Medical Technology/Critical Care Technician will prepare students to successfully complete the New York State Department of Health examinations for certification as an EMT/Critical Care Technician. The proposed program's goal is to increase our EMT/PMD graduation/completion rates by offering students both short-term (Certificate) and longer term (AAS degree) completion options in this area. 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 Certificate in Emergency Medical Technology/Critical Care.

**Trustee Orband made a motion to approve Action Item 3.2. The motion was seconded by Trustee Paniccia. The motion was unanimously approved.**

### **3.0 ACTION ITEMS CONTINUED**

#### **3.3 Recommend Approval of Resolution for the EMT/Paramedic Certificate Program**

The Certificate in Emergency Medical Technology/Paramedic will prepare students to successfully complete the New York State Department of Health/Paramedic exams. The proposed program's goal is to increase our graduation/completion rates by offering students both short-term (Certificate) and longer term (AAS degree) completion options in this area. 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 Certificate in Emergency Medical Technology/Paramedic.

**Trustee Kradjian made a motion to approve Action Item 3.3. The motion was seconded by Trustee Akel. The motion was unanimously approved.**

#### **Carnegie Library PowerPoint Presentation by Passero Associates – Mark Passero and Steve Trobe**

Mr. Passero discussed and reviewed the changes to the Carnegie Library plan that were requested to reduce the cost from \$11.8 million to below \$10 million. This included five different areas; in the addition to the rear of the building, the stairway was removed and will reduce the size of the addition, reduce the furniture budget to furnish the building but at a lower cost, did some value engineering to eliminate the need for the smoke evacuation system, reduce the food service equipment budget and reduce the IT budget.

Trustee Kradjian: has SHPO (State Historic Preservation Officer) approved the design.

Mr. Trobe: we have not gone through the full SHPO process. We've had an administrative conversation but they did not want to see it until it was authorized to go to the next level. We have talked to CAUD (Commission on Architecture and Urban Design) and had an administrative meeting with the City so we kind of know the boundaries and are pretty confident.

Mr. Passero: with this new design we were able to reduce the cost to \$9.89 million.

Trustee Kradjian: on the reduction in the food service equipment, is Rey Wodjat okay with that as far as being able to accommodate what you want to teach the courses.

Mr. Wodjat: no ma'am.

Mr. Passero: there are several things about these options that are not ideal in terms of what they ultimately produce but they still will get you a culinary center under \$10 million.

### 3.0 ACTION ITEMS CONTINUED

Dr. Drumm: this does not take into account any equipment that might be donated. There would be savings if any of the equipment was donated. The other piece of this is programmatically we will most likely end up losing the Continuing Education kitchen, so there won't be courses for the community. Because of the storage we lose by losing half of the addition will likely have to create more storage.

Trustee Kradjian: and that's how we lost the community kitchen?

Dr. Drumm: yes. In the long term and once the program is going at some point in the future as we do major capital projects on campus, if it doesn't happen here in the end through fundraising or tax credits, if we're successful with our fundraising and tax credits we can do everything that we originally planned.

Trustee Kradjian: so you are saying that we would go back to Plan A.

Dr. Drumm: yes, that would be the plan if we're successful with the tax credits. But if we do end up with this as a more minimal project then in the long run what we would do and might do anyway, we would plan for a catering kitchen on campus that we would design to double as a community education kitchen.

Trustee Kradjian: is there any aspect of the changes here other than the fact that there's less equipment that impacts the way that the program has been designed by the main instructor.

Mr. Wodjat: it is only because what's done is you have a set footprint and so if there's any expansion of the program that even includes additional office space, without that 565 or so square feet, you have nothing to expand into. You have no way to rearrange. Even with the best laid plans you have some of the greatest professionals and one of the best architects in the world perhaps to design this, but there will be no footprint to expand into, because going back to put that addition fully into the back won't be there. Storage space; we went with two kitchens. The kitchens were designed to be morphed. I could change those kitchens by moving equipment in and out that's in storage, instead of building another whole kitchen. It was designed so that there would be bays and areas to move equipment in and out but of course you have to store that, that's lost with that full back gone.

The way that I wrote the program allows for some phasing in in the first year. The first semester, because you have to be adept in sanitation and safety, you don't let students cook in that first semester. The second semester has introductory fundamental courses that can operate off of one kitchen. My agreement was with the possibility of you taking a full size footprint and phasing in the equipment over time so that you have the footprint to grow into so you do not wind up with a situation of more money than building. I believe that that's where we're headed. You can have more money in tax credits when you're all done and not building to do it. I was told that you could make it up with equipment.

Trustee Akel: what's the timing of the tax credits, when will we hear about those.

### 3.0 ACTION ITEMS CONTINUED

Ms. Losinger: we have two opportunities to go after the tax credits. We can get moving right away on seeking last year's left overs. So we would know in the May timeframe whether we got any of those. Then if we're not successful with those we have another opportunity to go after this year's and that would be in the August timeframe.

Dr. Drumm: plans will not be done until winter and we will have to decide if we have the full fundraising or the tax credits to do the full footprint.

Trustee Akel: with that potential, I would think that we want to go out to bid with the downsized and the original concept to see if the money comes through and if decide if we want to spend it that way. At least we'll have this both ways. Who knows where the bids are going to come in. It won't cost any more money to ask them to bid it both ways.

Mr. Passero: this was actually one of our recommendations was to do exactly that to design it both ways.

Trustee Mastrangelo: isn't there a lot of used equipment that you can buy.

Dr. Drumm: there is that option too.

Chairperson Coffey: Anthony, you were in on the meeting, what do you think.

Trustee Paniccia: the meeting went well. Concessions were made across the board and even on the equipment for the kitchen. If we couldn't purchase it, we talked about purchasing it over a three-year period. We also talked about going with the add alternate add on that addition. I think we addressed all the issues. We addressed the parking issue, the security issue with the lighting and the blue lights. We addressed a lot of issues that this Board wanted and we got it under \$10 million.

Vice Chair Newman: Binghamton University has agreed to that parking at the Incubator.

Dr. Drumm: I had the conversation, a third of its ours, and there's a whole parking lot that isn't spoken for, the lower lot, it is behind the building. I had a conversation with the Mayor of Binghamton this week and there's other positive movement on parking to impact it.

Trustee Kradjian: is there anything you have to do to form a private company in order to monetize the tax credits. Is the goal to monetize them?

Ms. Losinger: a legal structure has to be set up through which to flow the funds. There's a few ways this can be done. The option we are leaning toward is to work with the county; to flow it through them.

Vice Chair Newman: we qualify, we're in the zone demographically.

### **3.0 ACTION ITEMS CONTINUED**

Ms. Losinger: we're in the zone, yes. It is the opinion Anthony Marshall our tax attorney/CPA, that we are well situated to be successful.

Vice Chair Newman: are you dealing directly with the lawyer on the new markets or are you going through a liaison.

Ms. Losinger: Once we get approved to proceed with the project we will stop dealing directly with Anthony Marshall, he happens to be a partner that Passero brought forward and the rest of the work will occur through Passero.

#### **3.4 Recommend Approval of Resolution 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**

Passero Associates has provided a fully-inclusive cost estimate of \$11,904,111 to renovate, equip, furnish, and provide instructional startup small equipment and non-consumable supplies to convert the historic Carnegie Library into a downtown campus to house culinary courses and other credit and non-credit courses. This cost estimate is nearly \$3 million less than the approved \$14,850,000 capital project budget. It was recommended that the Board of Trustees approves the resolution giving approval to proceed with renovation of Carnegie Library, seek Federal New Market Tax Credits, and BCC Foundation fundraising assistance if necessary, and contract with Passero Associates for Professional Services for the second and final phase of this project.

**Trustee Orband made a motion to approve Action Item 3.4. The motion was seconded by Trustee Kradjian. 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.

Continuing to work on the lease for the land for the IDA building. It is moving along and the IDA hopes to break ground in June. Dr. Drumm sits on the Chamber Board and there was a formal conversation concerning the Chamber to moving into the new IDA building. The Chamber Board members unanimously passed the first vote to move to the new building.

Plans are going forward for the renovation of the Mechanical Engineering Building. We have had five proposals and will be interviewing all five design firms.

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

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

SUNY's new chargeback formula was passed by the legislature. The formula will be implemented next year, it's a projected \$180,000 loss for the College for year one phase-in.

Ms. Losinger has a draft budget that she will present during the budget report. We have another month before we approve it. We are budgeting for a lower enrollment. The average decline this year was 4.5% across the SUNY community colleges and we are budgeted potentially between 3% and 4% decline for next year. Our target is to be flat.

Jenae Norris left as Director of Admissions and we've brought in an operational marketing consultant to look at our admissions operation over the last three days. She has some interesting observations regarding how we can streamline our admissions processing. We look forward to receiving her report.

Today was the deadline to provide preliminary reports to the Chancellor regarding how we are going to fill a Chief Diversity Officer position. SUNY passed a resolution several months ago requiring all of us to have this position. We are not planning at this time to create this full-time position. We have our Diversity Task Force that has been operating and one of the co-chairs has been on release time to work with us on these issues on a more regular basis. Dr. Drumm reached out to Binghamton University and they're willing to work with us to provide professional support through their Diversity Office. He also reached out to Corning and TC3 as well to see if they would be interested in joining a consortium with us built around Binghamton's Diversity Office. Concrete plans need to be in place next summer.

The Draft Middle States Periodic Review Report (PRR) has returned from SUNY. We are incorporating SUNY's suggestions and will soon have an ultimate draft to review. It is due in June to Middle States.

Dr. Drumm discussed the Job Fair brochure that was handed out to the Board members. We had 20 more company's at this year's job fair than last year; we went from 70 to 90 companies. We will be holding a Hospitality Job Fair in May specifically focused on the hospitality industry including the casino.

##### **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 Applied Learning and Service Learning Update – Dani Berchtold and Dean Beth Mollen**

Ms. Berchtold and Dean Mollen presented a PowerPoint for the Applied Learning and Service Learning update to the Board.



#### **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.

**Trustee Flynn joined the meeting at 5:47 p.m.**

##### **4.5 Student Assembly Update – Thomas Flynn**

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

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

Ms. Williams presented the Foundation Report to the Board and a copy of the report was included in the Board packets.

The Foundation Board will be voting on the local match for the Mechanical Building at the April 28<sup>th</sup> meeting.

##### **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.

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

Budget Transfers for February 2016 were included in the Board package.

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

This report is routine and for informational purposes. Grant approvals for March 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.

Ms. Fedorchak reported that for the past five months the Affordable Health Care Act Task Force has been putting into place the 1095C that was sent to all full-time employees. This proves that the College offered them health insurance.

The SUNY Wellness Challenge is underway. We have 66 participants.

#### **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 package.

Ms. Losinger discussed the 2016-17 proposed budget. We are aiming for flat enrollment but are not assuming it. We have budgeted to be down like most of our peers. The state aid is in there at \$100 increase per student FTE. We are looking for the Boards comfort level on with a tuition increase of 4.9% and associated fee increases.

Trustee Paniccia: what percentage of students receive financial aid and how much of their tuition is their financial aid.

Ms. Hodel: About 80% of our students receive some form of tuition. When you raise the tuition you also have the increase in state aid they can receive in TAP. The highest number of poverty students are those students with the highest amount of need will then have all of their tuition covered up to \$5,000.

Trustee Akel: asked if the \$100 per FTE is a reality.

Dr. Drumm: The word that I heard yesterday was that they are focused on \$100.

Ms. Losinger: every \$50 per FTE is \$200,000, so if we land at \$75 per FTE we have another \$100,000 challenge in the budget.

Trustee Paniccia: would you send us what the other community colleges charge in tuition and what their proposed increases are.

Ms. Losinger: will provide this information without the names of the colleges

Trustee Flynn: our enrollment has been stagnant, we haven't seen an increase or decrease from last year.

Ms. Losinger: we were the only community college that had any sizable increase last year. This year it looks like we'll close out at 1.2 to 1.3% less. We are in a field with only a couple of other schools, many are in a 3%, 4%, 5% and up to an 11% decline.

Vice Chair Newman: we should look at if the schools that had declines and if they had tuition increases.

Trustee Flynn: I propose to freeze tuition.

Ms. Losinger: each percentage of tuition is a good \$220,000. If we froze it it's a million dollar hole in this budget, it's very significant.

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

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

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

##### **4.14 2016 Candidates for Professional Recognition Increment**

A copy of the candidates for Professional Recognition Increment was attached to the Board package for information.

#### **5.0 COMMITTEE REPORT**

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

Marc Newman Chairperson the Finance and Facilities Committee submitted and reviewed the Minutes for the March 29, 2016 meeting. The meeting was called to order at 8:03 a.m. and adjourned at 8:40 a.m.

#### **EXECUTIVE SESSION**

**Chairperson Coffey asked for a motion to adjourn to Executive Session to discuss Negotiations. Trustee Orband made a motion to adjourn to Executive Session and Trustee Mastrangelo seconded the motion. The Trustees went into Executive Session at 6:25 p.m.**

**Ms. Losinger was 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 6:54 p.m. the Trustees came out of Executive Session.**

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

**Vice Chair Newman made a motion to adjourn. The motion was seconded by Trustee Paniccia and the motion passed unanimously.**

**The meeting adjourned at 6:55 p.m.**

**THE NEXT FULL BOARD OF TRUSTEES MEETING IS SCHEDULED FOR  
5:00 P.M. ON THURSDAY, APRIL 21, 2016 TO BE HELD IN THE LIBOUS ROOM,  
D117 OF THE DECKER HEALTH SCIENCE CENTER BUILDING**