

**SUNY BROOME COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
MINUTES  
May 18, 2017  
Official**

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

**TRUSTEES ABSENT:** James Orband, George Akel

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

**Chairperson Coffey called the meeting to order at 5:01 p.m.**

**1.0 APPROVAL OF MINUTES**

**Trustee Paniccia made a motion to approve the minutes of the April 27, 2017 meeting of the Board of Trustees. The motion was seconded by Trustee Mastrangelo and the motion was unanimously approved.**

**2.0 PREFERRED AGENDA ACTION ITEMS**

**2.1 Recommend Approval of Resolution of Candidates for Promotion**

According to Policy 1.15 the Board of Trustees shall approve the granting of promotions to members of the professional staff in accordance with any applicable negotiated contract. Article 36 of the Faculty Association contract – Promotions sets forth the process under which employees covered by this contract can be promoted. It was recommended that Board of Trustees approve the resolution for candidates for promotion.

**2.2 Recommend Approval of Resolution for Unpaid Leave of Absence for Brian R. Kelly**

The Board of Trustees acts to approve a request for unpaid leave for an employee in the SUNY Broome Community College Educational Support Personnel Association to serve in a promotional capacity. Based on the recommendation of the administration and the review and recommendation of the Finance & Facilities Committee, it was recommended that the Board of Trustees grant an unpaid leave of absence to Brian R. Kelly, Maintenance Mechanic, Maintenance Department, from June 30, 2017 to June 29, 2018 to serve in a promotional appointment as a Plumber.

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

### **2.3 Recommend Approval of Resolution for Unpaid Leave of Absence for Venessa Rodriguez**

The Board of Trustees acts to approve a request for unpaid leave for an employee in the SUNY Broome Community College Faculty Association contract to approve a request for unpaid leave for an employee in that bargaining unit. Based on the recommendation of the administration and the review and recommendation of the Finance & Facilities Committee, it was recommended that the Board of Trustees grant an unpaid leave of absence to Venessa Rodriguez, Staff Associate from May 2, 2017 to August 31, 2017 to serve in a temporary capacity as the Interim Director of Educational Opportunity Program.

### **2.4 Recommend Approval of Resolution Not Recommending Candidate for Term Appointment**

According to BCC Policy 1.14, the Board of Trustees shall approve changes in the appointment status (term and continuing) of members of the professional staff and in accordance with any applicable negotiated contract. At the February 23, 2017 Board of Trustee Meeting the Board approved a resolution recommending candidates for Term Appointment effective September 1, 2017. A Memorandum of Understanding (MOU) was signed with the Faculty Association extending the evaluation period for Timothy Moes, Assistant Professor, Performing Arts for the Spring 2017 semester. After review of the the candidate for term appointment and based on the recommendations of the Executive Vice President and Chief Academic Officer, Division Dean, Department Chairperson, and the Promotion and Appointment Committee, it was recommended that Board of Trustees approves the resolution not recommending Timothy Moes, Assistant Professor, Performing Arts, for term appointment effective September 1, 2017.

### **2.5 Recommend Approval of Auditing Services**

On April 9, 2017 a legal notice was placed soliciting Request for Proposals (RFP) for Audit & Management Advisory Services for the College. Six (6) proposals were received for a minimum five (5) year period with three (3) one (1) year renewals upon mutual agreement. The minimum five (5) year period is for fiscal years ending August 31, 2017, 2018, 2019, 2020, and 2021. The final approval of the college auditor is under the authority of the County; therefore, this contract will also need to be passed by the County Legislature. It was recommended that the Board of Trustees approves the selection of the Bonadio Group to provide auditing services for the College for a minimum five (5) year period with three (3) one (1) year renewals upon mutual agreement. The minimum five (5) year period is for fiscal years ending August 31, 2017, 2018, 2019, 2020, and 2021 at a total cost of \$159,450 and forward the contract to the Broome County Legislature for final approval as is required under the terms of Plan "C".

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

### **3.0 ACTION ITEMS**

No Action Items were presented at this meeting.

### **4.0 INFORMATION ITEMS**

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

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

The Achieving the Dream Coaches visited the campus for their third and final visit for the year and were very pleased with the College's progress we've made in the first year of the current three year plan. They were impressed with the presentation of data collected regarding student success rates and the reception of that data. Now the hard work begins with a couple of very focused initiatives to help recruit the success rate of all of our students and focus on some of those that are having difficulty getting through to their certificate or degree. They Coach about 40 different schools and they said that they have never seen such a good presentation and such good reception of the presentation. That was encouraging and reflective of the culture of the campus being focused on improving student success.

We have a request from the Foundation to do a joint informal gathering with the Foundation Board members and the SUNY Board of Trustees members. This will be to talk and get to know one another as we set the stage for a comprehensive campaign for the College. The Trustees will play a key leadership role in a comprehensive fundraising campaign; the first in the College's history. The consultant will also be there and will provide any further information that he has collected in the process of setting the stage for the comprehensive campaign that the Foundation would like to launch in the near future.

We received an email from NYCCT (New York Community College Trustees) that the legislature is getting serious about looking at a new funding formula for community colleges. It is something that SUNY has been asking the Legislature and Governor's office to do for the last couple of years. We are now at 2010 levels with our funding from Albany. This means that students have picked up all the additional costs since 2010 through tuition and fees as a result of the lag in public funding. It's good news that both higher education committees in the legislature are interested in taking a serious look at our funding formula. They are looking for a recommendation from SUNY with all 30 colleges involved by December.

Outgoing Chancellor Zimpher had her final Presidents meeting on Tuesday. It was a recap of the last 7 years under Chancellor Zimpher. There was a lot of talk about Federal relations. The new Chancellor starts in August or September and there will be an interim Chancellor for a couple of months. She has stellar credentials and portfolio. One concern is that she has no community college background.

#### **4.2 College Assembly Update – Mr. Giovanni Scaringi**

A copy of the College Assembly report was included in the Board package.

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

##### **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 package.

CCURI (Community College Undergraduate Research Initiative)

Our student have participated in the SUNY Undergraduate Research Conference and last year we had more students than any other college from all 64 SUNY campuses. This year we had student's present superb research. This evening we have students who will give you a brief overview of their research.

Dr. Battisti introduced Dr. Michael Kinney who introduced students who presented their research to the Board members. Chris Schmidt who attended the SUNY Undergraduate Research Conference at Fredonia and at CCURI. Mr. Schmidt presented his research on Eastern Blacklegged Tick Density through Autumn in Port Crane New York.

Dr. Kinney introduced the next research project, Hand Hygiene on a College Campus. This was a collaboration with the Communications Department and Health Sciences Department, with one part being the research data end and one part was putting the research to music to connect with students. Dr. Kimberly McLain introduced Maria Bajwa who presented her research on hand washing and also won best poster and best creative works project at the SUNY Undergraduate Research Conference at Fredonia and RIT. Professor Tim Skinner introduced Communication students who produced the Can't Stop the Washing video and print ads that accompanied the research data. This was also presented at the SUNY Undergraduate Research Conference at Fredonia and RIT. The students introduced were; Eric Young, Matthew Sliaty, Mike Robinson, and Austin Strauss.

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

Trustee Barber presented the May 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 reported:

Trustee Barber thanked the students, faculty, staff and community who have joined him tonight in presenting the Student Assembly Alterations to the Student Activity Fee Budget resolution. He also thanked the administration for the cooperation they've shown in dealing with these complex issues. The students are not happy with the Club Budget cuts and Student Activity Fee Budget but we have come to some agreement on items like the planners, selling advertising, we've agreed that it's a good idea to move directors salaries back into operations line. I would still like to see further action including moving coaches' salaries into operations; especially considering that students may get academic credit via their sport for physical education. This resolution has gained formal endorsement from over 30 of the 42 estimated active clubs on this campus.

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

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

Trustee Barber would like to see a mostly student led process for defining, creating and administering these activity fee budgets that are paid for by the students. In the past there has not been a codified procedure and he would like to see that changed so the students have a voice at the table. By the September meeting he would hope that there will be a good understanding between the administration and the elected officials of the Student Assembly about how the budget is made and administered for student activity fees.

Chairperson Coffey: This is very important and interesting but you know that the administration makes these decisions, not the Board.

Trustee Barber: I am aware, but I'm also aware that the Board ultimately has the top fiduciary responsibility for this college.

Dr. Drumm: we've learned a lot from Trustee Barber's research since I don't deal with the student activity budget on a regular basis. I appreciate his leadership on this and bringing the issues forward.

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

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

##### **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:

- Mr. Sullivan introduced David Ligeikis as the Interim Director of Campus Operations.
- There are 50-75 smaller capital projects on our plate.
- Mechanical Building is out to bid and we expect it to come back to the Board next month with a recommendation. It is an estimated \$10-12 million dollar project.
- The Carnegie Culinary Project – The College has retained a historic consultant to help facilitate the part 2 application with the National Parks Service. A couple of their staff took an extensive tour of the Carnegie building and have made a pretty comprehensive recommendation relative to two additional redesign options that they think might have a higher likelihood of success to be approved by the National Parks Service. Currently the team is developing designs for those two alternatives and cost estimates. We anticipate that we will submit those to SHPO early next week and then submit what we're calling an amendment to the appeal that we already submitted to the National Park Service and hope to have a decision by National Park Service by sometime between June and July.

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

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

This is one of the major hurdles that we need to get over is getting a Part 2 application approved by National Park Service.

Vice Chair Newman: Michael, are you trying to get it approved per the original design. Or are you agreeing to their new recommendations.

Mr. Sullivan: When we submitted the Part 2 application SHPO initially wholeheartedly endorsed the final design that was submitted to National Park Service. National Park Service submitted a letter to us 45 days later recommending three revisions. Two of the revisions based on discussions were approved and the third item was the HVAC duct work. Part of Heritages assessment is that there is a substantial change in that first floor relative to the two reading rooms in the main lobby area. When we received the letter for three revisions; addressed two of them, our appeal was basically that we really couldn't take the HVAC out of the first floor and the duct work given the substantial culinary equipment that was in the first floor. We said any purpose for the Carnegie building would require some level of HVAC and duct work, but it's substantial in light of the fact that it's a major kitchen. Based on that appeal, which I understand as of yesterday the National Park Service has not yet reviewed, and based on Heritages assessment based on their tour and expertise; the College is inclined to go with one of their two recommendations. It is the College's intent to contact National Park Service and say don't pay attention to the appeal, we want to substitute it with the amendment. The primary reason we want to do that is the clock has started; it's almost three weeks into the 30 day review. Seeing that the appeal hasn't been read yet we would like to substitute it with the amended appeal. The first step is to have SHPO approve it and they support one of the options and has modest recommendations to the other option. We will work through that and submit next week with Heritage taking the lead in terms of correspondence. Once SHPO approves it will be submitted to National Park Service.

Vice Chair Newman: Just so I'm clear, the two options are different from our original.

Mr. Sullivan: That's Correct.

Vice Chair Newman: Who is Heritage?

Mr. Sullivan: Heritage Consulting Group is a new group that on the advice of Harris Beach our legal counsel related to Carnegie and also based on feedback we received from the investment bankers also represented that Heritage is nationally known and has a lot of influence and success with National Park Service.

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

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

There's a high level of confidence by the investment bank community, the funders, and Empire State Development Corporation that the advice they give should be adhered to. There's a high degree of confidence that at least one of the scenarios will be approved by National Park Service.

Vice Chair Newman: Will Passero still play a role in this process?

Mr. Sullivan: They will but under the direction of Heritage as well as by the College.

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

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

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

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

In addition to the written report Ms. Fedorchak reported:

- We just concluded a six week SUNY Challenge on Campus. This year we competed on an individual basis in three categories; step challenge, activity challenge and weight loss. A total of 50 people participated in this year's SUNY Challenge. We had 22 people in the Step Challenge and they walked a total of 2,817 miles, 14 people in the Activity Challenge worked out a total of 357 hours and 40 minutes, and 4 people in the Weight Loss Challenge with a total of 17 pounds.
- There is also a SUNY Broome Group created on Fitbit and if anyone is interested in joining send an email to Ms. Fedorchak and we will send an invitation to you to join the group.
- More information will be coming concerning a Fall SUNY Challenge.

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

##### **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 are forecasting a balance budget and not using 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 Eligible for Initial II Appointment – Fall 2017**

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

##### **4.14 Faculty Eligible for Continuing Appointment – Fall 2017**

A copy of the candidate for Continuing 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 Monday, May 15, 2017 meeting. The meeting was called to order at 8:00 a.m. and adjourned at 8:45 a.m.

#### **6.0 COMMUNICATIONS**

##### **6.1 Breaking Ground – SUNY Broome Literary Magazine 2017**

A copy of Breaking Ground was distributed to the members of the Board of Trustees.



**Chairperson Coffey asked for a motion to adjourn to Executive Session to discuss property. Trustee Paniccia made a motion to adjourn to Executive Session and Trustee Serafini seconded the motion. The Trustees went into Executive Session at 5:55 p.m.**

**Mr. Michael Sullivan, Dr. Francis Battisti and Mr. David Ligeikis were asked to attend Executive Session.**

**Chairperson Coffey asked for a motion to come out of Executive Session. Trustee Serafini made a motion to come out of Executive Session and Trustee Paniccia seconded the motion.**

**At 6:49 p.m. the Trustees came out of Executive Session.**

**Chairperson Coffey adjourned the meeting at 6:50 p.m.**

**THE NEXT FULL BOARD OF TRUSTEES MEETING IS SCHEDULED FOR  
5:00 P.M. ON THURSDAY, JUNE 15, 2017  
TO BE HELD IN THE LIBOUS ROOM, D117 OF THE DECKER HEALTH  
SCIENCES CENTER BUILDING**