

**SUNY BROOME COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
MINUTES  
May 26, 2016  
Official**

**TRUSTEES PRESENT** Margaret Coffey, Angelo Mastrangelo, George Akel, Anthony Paniccia, Nicholas Serafini, Naima Kradjian, Nancy LaBare

**TRUSTEES ABSENT:** Marc Newman, James Orband, Thomas Flynn

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

**Chairperson Coffey called the meeting to order at 5:04 p.m.**

**1.0 APPROVAL OF MINUTES**

**1.1 Approval of the Minutes from the April 21, 2016 Meeting of the Board of Trustees**

Trustee Mastrangelo made a motion to approve the minutes of the April 21, 2016 Meeting of the Board of Trustees. The motion was seconded by Trustee Akel and the motion was unanimously approved.

**1.2 Approval of the Minutes from the May 20, 2016 Special Meeting of the Board of Trustees**

Trustee Mastrangelo made a motion to approve the minutes of the May 20, 2016 Special Meeting of the Board of Trustees. The motion was seconded by Trustee Akel and the motion was unanimously approved.

**2.0 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.

## **2.0 ACTION ITEMS CONTINUED**

### **2.2 Recommend Approval of Resolution for the Six-Year Capital Improvement Program Request for Years 2017-2022**

As part of Broome County's budget process, SUNY Broome Community College is required to submit a Six-Year Capital Improvement Program for consideration. The plan reflects top priorities that have emerged to date in our current facilities master planning process, and it may be necessary to revise this plan after facilities master plan is finalized over the summer. A resolution of the Six-Year SUNY Broome's Capital Improvement Program was attached for trustee approval. It was recommended that the Board of Trustees approves the resolution for the Six-Year Capital Improvement Program Request for Years 2017-2022.

### **2.3 Recommend Approval of Resolution for Revised Position Description for Assistant Director for Technology 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 approve the revised position description for Assistant Director for Technology Services.

### **2.4 Recommend Approval of Resolution for Revised Position Description for Director of Networking/Telecommunications**

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 approve the revised position description for Director of Networking/Telecommunications.

### **2.5 Recommend Approval of Resolution for Revised Position Description for Assistant Registrar**

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 approve the revised position description for Assistant Registrar.

### **2.6 Recommend Approval of Resolution for Revised Position Description for Assistant Director of Athletics**

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 approve the revised position description for Assistant Director of Athletics.

## **2.0 ACTION ITEMS CONTINUED**

### **2.7 Recommend Approval of Resolution for Revised Position Description for Assistant Bursar**

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 approve the revised position description for Assistant Bursar.

### **2.8 Recommend Approval of Resolution for Revised Position Description for Bursar**

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 approve the revised position description for Bursar.

### **2.9 Recommend Approval of Contract Renewal with Ellucian Company, L.P. for Ellucian Student Help Desk Services**

Policy 1.7 Purchasing requires purchases and contracts greater than or equal to \$50,000 to be approved by the Board of Trustees. SUNY Broome Community College has extended baseline enrollment services to students beyond the normal work hours in the areas of Financial Aid, Registrar's office, Admissions, Bursar, and Information Technology Services. It was recommended that the Board of Trustees approve the renewal contract with Ellucian Company L.P. for Ellucian Student Help Desk Services for the term of June 1, 2016 to May 31, 2021 at a cost of \$48,568 per year.

### **2.10 Recommend Approval of RFP to Award a Professional Services Contract to Atlantic Environmental Consulting, LLC for Environmental Services**

On March 13, 2016 a legal notice was placed requesting the submittal of proposals for environmental services. Two (2) proposals were received in response to the legal notice. It was recommended that the Board of Trustees approve contracting with Atlantic Environmental Consulting, LLC for Environmental Services not to exceed \$200,000 from 6/1/16 to 6/1/20.

### **2.11 Recommend Approval of RFP to Award a Professional Services Contract to Shumaker Consulting Engineering and Land Surveying D.P.C. for Environmental Services**

On March 13, 2016 a legal notice was placed requesting the submittal of proposals for environmental services. Two (2) proposals were received in response to the legal notice. It was recommended that the Board of Trustees approve contracting with Shumaker Consulting Engineering and Land Surveying D.P.C. for Environmental Services not to exceed \$400,000 from 6/1/16 to 6/1/20.

## **2.0 ACTION ITEMS CONTINUED**

### **2.12 Recommend Approval of RFP to Award a Professional Services Contract to Passero Associates for Mechanical Building Core Rehabilitation Phase 1 Project**

A legal notice was placed on February 14, 2016 seeking professional design service for renovation of the Mechanical Building Core Rehabilitation Phase I Project. Five (5) proposals were received, reviewed and ranked by a campus team. All the firms were interviewed with the team. The committee's recommendation was included. The team unanimously recommended that Passero Associates be awarded the contract. The references have been checked and qualification statements approved. The cost is being covered by capital project funds. It was recommended that the Board of Trustees approves awarding a contract for Professional Services to Passero Associates for Mechanical Building Core Rehabilitation Phase I Project in the amount of \$860,000.

**Trustee Akel made a motion to approve Preferred Agenda Action Items; 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, 2.8, 2.9, 2.10, 2.11 and 2.12. Trustee Serafini seconded the motion and it was unanimously approved.**

## **3.0 ACTION ITEMS**

### **3.1 Recommend Approval of Resolutions Granting Emeritus Status**

Under SUNY Broome Policy 1.17, the Board of Trustees grants emeritus status to members of the college professional staff according to the specified procedures. It was recommended that the Board of Trustees approves the resolution granting emeritus status to the following: Dominic S. DePersis, Douglas C. Garnar, Gordon Sheret, Janice Pitera, and Wilbert E. Corprew (Posthumously)

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

### **3.2 Recommend Approval of Resolution Revising Copyright Material Policy 1.24**

The SUNY Broome Community College Board of Trustees set policy for the College and adopted and approved Policy 1.24, Copyright Material on September 23, 1993. It was recommended that the Board of Trustees approves the resolution revising the Copyright Material Policy, 1.24, Section one as shown in Exhibit A.

**Trustee Paniccia made a motion to approve Action Item 3.2. Trustee Akel seconded the motion and it was unanimously approved.**

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

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

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

Enrollment after improving 7% in two weeks held steady this week, we basically made up half the deficit in two weeks as it pertains to the budget.

Our first Regional Community Council meeting will be held on Tuesday at Corning Community College. Naima Kradjian is your representative and Tom Flynn will be joining the meeting with new student Trustee Kayla Ocasio who will take Tom's place on the Council. Gian Roma a Business Professor is representing the faculty on this group. The President will update the Trustees after the meeting.

There are approximately 30 applicants for Regina Losinger's successor. Applications are still coming in. There are a couple of applicants that look very good on paper.

We received good coverage on our Geothermal Grant. Dr. Drumm thanked Dr. Kelli Ligeikis, John Petkash, Phil Testa, Professor Rob Lofthouse and Debbie Morello, Regina Losinger, Shelli Cordisco and Tom Flynn for their work on this. Bard received a grant for hydro, Buffalo received it for solar and we of course were geo.

Dr. Drumm thanked all who joined the campus in the dedication of the Doug Garnar Center for Civic Engagement. It is a really fitting tribute to a great professor.

Housing deposits are on par with last year at this time. We are projecting another wait list. This year we have minimum GPA requirement for residence.

Trustee Coffey: what the minimum GPA required.

Ms. Morello: 1.75 coming in for new students and 2.0 to stay. We lost about 17 students this year that plan to register in the fall but we are going to try and find them housing elsewhere.

We are going to be putting an outdoor basketball court on campus. It was decided to locate the court out front behind the sign, trees and pump house. Other places that it could have gone are much too far removed from campus and the housing or it would have taken away more parking. It will be a  $\frac{3}{4}$  court with two small courts going side to side with four hoops. It will be in the flood zone. It won't be lite when built but will be eventually.

##### **4.2 College Assembly Update – Laura Hodel**

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

##### **4.3 Middle States Periodic Review Report Update – Dr. Sesime Adanu**

A copy of this report was included in the Board package.

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

##### **4.4 Academic Affairs Update – Dr. Francis Battisti**

A copy of this report was included in the Board package.

We just found out the other day that Dean Kinney was notified that we have been asked to be a part of the Finger Lakes Community College \$20 million Undergraduate Research grant that was awarded to Finger Lakes about five years ago.

Trustee Paniccia: Do you have an update on the Nursing Program.

Dr. Battisti: We just got done with a 2 ½ day retreat. Claire Ligeikis, who was the Chair many years ago came back and she worked with us yesterday. Also Jen Houghtalen who was part of the faculty before is working with the faculty. We are doing a lot of preparation for the site visit which will be in September. Searches are going on for full-time faculty and a search for a Chair Person. We know that there are things that need to be changed and we are working on that. We want to bring any difficulties that we have to the attention of the accreditation so they know about it before they tell us. I think we are in a much better place today than we were a number of months ago.

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

No update was provided.

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

Ms. Cathy Williams presented the May 2016 BCC Foundation Report to the Board. A copy of this report was included in the Board package.

Ms. Williams introduced Regina Alfieri the new Director of Alumni Engagement.

##### **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: We had our second campus wide meeting with our Master planners yesterday. We are trying to come to a consensus on what our future is going to look like with our facilities. A lot of the discussion was, what size does our campus need to be. We do have some difference of opinions to be resolved from the downsizing part of the room to some other opinions. We do have some significant new programs on the table and the question is where are those programs going to be housed and what excess capacity do we have on campus and will that be enough to fill the need. Ms. Losinger's sense is that they are advising that it's not enough and they are trying to help us get our arms around that.

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

##### **4.7 SUNY Broome Facilities Update Continued**

Chairperson Coffey: The nursing, they keep saying, you're going to need a BSN so what we are giving them, is that enough.

Dr. Battisti: Part of what we are doing right now is getting more agreements with four year colleges. We aren't going to offer the courses here but we are getting more 2 + 2's, we already have some but will be getting more.

Ms. Losinger: They dug into the Academic Plan, especially yesterday. We still have some consensus reaching to come to here on what the right size is.

Dr. Battisti: There are other areas such as faculty offices, adjunct offices, student activities, and cafeteria. There are other areas we have to look at and not just classrooms.

Ms. Losinger: There are three preliminary concepts on what our campus might physically look like that have been out there for several months, but we stepped away from them to let the academic plan complete. Our next step will be that we will be coming back around to those again with this right sizing discussion under our belts.

Chairperson Coffey: When we get new programs in do we eliminate the ones that become obsolete.

Dr. Battisti: We've done that in the past. We have found that we are updating a lot of them; like in Business we did the sports management. So we haven't closed any programs that I know about in the past four years. But that is a possibility. We definitely look at each program.

Ms. Losinger: So get ready for repurposing of space. Repurposing even in some academic space potentially.

Dr. Battisti: We want to make sure that the Academic Plan is driving the Facilities Master Plan.

Trustee Serafini: Have we ever had a pro forma of the Carnegie on what it is going to cost to run every year.

Ms. Losinger: We're on the fourth iteration of it at this point. We're still coming to it, yes.

Dr. Drumm: Right from the very beginning when the Culinary Program was approved by the Board and sent to SUNY that would have been the first iteration.

Trustee Serafini: I've never seen what it's going to cost to operate.

Trustee Paniccia: Of those four iterations do we have a ballpark number of what any of those four iterations are.

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

##### **4.7 SUNY Broome Facilities Update Continued**

Ms. Losinger: We need one more swing at it and then we can bring it in to you. There are still a couple of critical parts under discussion.

Trustee Serafini: How are you anticipating the revenue? Because part of the revenue, obviously, is enrollments but also catering things that you're going to have. How are you going to anticipate revenue?

Ms. Losinger: The enrollment is the key component to that and that has been the big discussion point. And how quickly you're going to build up to capacity and are you going to have one cohort a year or are you going to start a second cohort in the spring every year. The first couple of iterations we ran weren't financially feasible that had only one cohort a year, a fall starting group. So now we've got two in there. Then once you're looking at two cohorts, what are your thoughts about how many of those you're going to retain. There are so many moving parts in this. The, what are your fixed costs underneath the hood in terms of reception and support for the program, administrative support, utilities? We need a little bit more time, we're almost there. We're trying to optimize the pro forma before we get this thing operational. It has even resulted in changing some of the flow of the degree, when you offer what. So we do have Professor Wojdat at the table. So we're getting there, I think one more round and we can bring it around.

Trustee Mastrangelo: Francis, you told me that you have a marketing study.

Dr. Battisti: We did that at the beginning, we had to for SUNY. That's when Delhi was questioning it. So we had to defend it with SUNY.

Ms. Losinger: One of the additional pieces that's in the mix is the idea of special course fees related to culinary. If we find when all is said and done that that bottom line is still not what we're comfortable with maybe some additional course fees for these high cost courses will be in the mix. We have to be affordable, we can't price ourselves out of the market.

Dr. Drumm: Those are standard, everybody does those. So we'd be in the same market as everybody else.

Trustee Akel: You're mentioning fixed costs, how do we insure liability in buildings for the campus and for the Carnegie Library.

Mr. Behnke: Property coverage we buy insurance for. Liability, the county is self-insured and the county covers the College as part of both programs.

Trustee LaBare: Have you considered running a cohort in the summer?

Ms. Losinger: At this point we haven't. I'll certainly bring that up with Professor Wojdat. There is also discussion about having some non-credit offerings in there in the summer and in the evenings which will also bring more net revenue to the table.



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

##### **4.7 SUNY Broome Facilities Update Continued**

Dr. Battisti: Whenever you put a program together you have to get the approval from SUNY and there's information that you need to give them. This one we really had to give them a lot of information because Delhi questioned it. It took a number of months to pull that information together so it really made sure that we had the backing and the potential for growth.

Dr. Drumm: There was a market study in the original proposal.

Trustee Mastrangelo: I would love to see it.

Dr. Drumm: It would have been in the initial proposal that the Board passed a couple years ago.

Trustee Serafini: We've never seen the number what's it cost to open the door every month or every year.

Trustee Kradjian: Would it be possible to distribute the old one to the Board.

Ms. Losinger: We'll bring the pro forma to the table, we're closing in on it.

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

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

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

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

#### **4.0 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: We are on an enrollment watch. Ms. Losinger passed around and discussed the enrollment chart. At this point we are 6 percentage points below the 4% decline that we budgeted for.

##### **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 Faculty Eligible for Initial II Appointment – Fall 2016**

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**

The Minutes of the Finance and Facilities Committee minutes were submitted for the May 24, 2016 meeting. The meeting was called to order at 8:00 a.m. and adjourned at 8:35 a.m.

Trustee Mastrangelo: How much did we save from Trustee Serafini's suggestion on the AT Floor.

Ms. Losinger: \$26,000.

Trustee Serafini: Don't put the basketball court in a place where it's open because the wind affects it.

Dr. Drumm: It will be somewhat protected where it is going to go. How much for the court?

Mr. Testa: I haven't costed that out yet. We have a budget of \$50,000.

Trustee Paniccia: Put water out there by the court.

Trustee Paniccia: Where is the money coming from to pay for it.

Ms. Losinger: That is one of those 30 some odd projects that you approved the \$400,000 transfer earlier this year that was one of the many from the operating budget.

Trustee Paniccia: How much was that chiller replacement for the Ice Center?

Mr. Testa: It was the cooling tower and the cost was \$15,280.

## **6.0 COMMUNICATIONS**

### **6.1 Breaking Ground – SUNY Broome Literary Magazine 2016**

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

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

**Trustee Kradjian made a motion to adjourn. The motion was seconded by Trustee Serafini and the motion passed unanimously.**

**The meeting adjourned at 5:40 p.m.**

**THE NEXT FULL BOARD OF TRUSTEES MEETING IS SCHEDULED FOR  
5:00 P.M. ON THURSDAY, JUNE 23, 2016  
TO BE HELD IN THE LIBOUS ROOM, D117 OF THE DECKER HEALTH SCIENCES  
CENTER BUILDING**