

**SUNY BROOME COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES
October 15, 2015
Official**

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

TRUSTEES ABSENT: None

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

Chairperson Coffey called the meeting to order at 5:00 p.m.

1.0 APPROVAL OF MINUTES

Trustee Kradjian made a motion to approve the minutes of the September 24, 2015 Meeting of the Board of Trustees. The motion was seconded by Trustee Flynn and the motion was unanimously approved.

2.0 PREFERRED AGENDA ACTION ITEMS

2.1 Recommend Approval of Resolution for New Position Description for Coordinator of Applied Learning & Student Professional Development

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: Coordinator Applied Learning & Student Professional Development.

2.2 Recommend Approval of Release-of-Retainage to Matco Electric Corporation for the Parking Lot #1 Project

Matco Electric Corporation has requested a release-of-retainage for their work on the Parking Lot #1 Project. It was recommended that the Board of Trustees approves the release-of-retainage to Matco Electric Corporation for their work on the Parking Lot #1 Project in the amount of \$12,288.4.

2.0 PREFERRED AGENDA ACTION ITEMS CONTINUED

2.3 Recommend Approval of Educational Services to the College of Staten Island for Study Abroad Programs

The College of Staten Island is the sole source of service to provide study abroad programs that meet SUNY Broome's programmatic needs in Italy, Ecuador, Greece, and China for the academic year 2015-16. The number of students enrolled in the program will determine the total contractual cost of services, which is not known until the summer enrollment period has ended. The total recommended bid for study abroad programs with the College of Staten Island is not to exceed \$750,000. It was recommended that the Board of Trustees approves Educational Services from the College of Staten Island for Study Abroad Programs in an amount not to exceed \$750,000.

2.4 Recommend Approval of Bid #2016-02 to Award the Contract for the Decker Health Science Center Mold Remediation and Pipe Reinsulation Project

A legal notice was placed on September 18, 2015 seeking contractors for the Decker Health Science Center Mold Remediation and Pipe Reinsulation Project. Six (6) bids were received and opened on September 24, 2015. A copy of the official bid result was included for information. The references were checked and qualification statements approved. The cost is being covered by capital project funds and allows us to proceed with the entire Scope-of-Work. It was recommended that the Board of Trustees approves contracting with Jupiter Environmental Services, Inc. for the Decker Health Science Center Mold Remediation and Pipe Reinsulation Project in the amount of \$77,000.

Trustee LaBare made a motion to approve Action Items 2.1, 2.2, 2.3 and 2.4, on the Preferred Agenda. The motion was seconded by Trustee Serafini. The motion was unanimously approved.

3.0 ACTION ITEMS

3.1 Appointment of Finance and Facilities Committee Member

Chairperson Coffey appointed Trustee Nancy LaBare to the Finance and Facilities Committee.

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

Chairperson Coffey stated that the Finance and Facilities Committee will now meet at 8:00 a.m.

3.0 ACTION ITEMS CONTINUED

3.2 Recommend Approval RFP #2015-28 to Award Contract for Professional Services for the first phase of the Carnegie Library Renovation Project

A legal notice was placed on July 19, 2015 seeking architectural design and oversight services to renovate the Carnegie Library. Twenty-five (25) proposals were received, reviewed and ranked by a campus team. The four top scoring firms toured the facility and interviewed with the team in person. The committee's recommendation was included. The team unanimously recommended Passero Associates be awarded the contract. There is a desire to approve this contract in phases. The first phase is presented for approval this month – to complete the schematic design and cost estimates. Passero Associates references have been checked, and qualification statements approved. The cost is being funded with a capital project. It was recommended that the Board of Trustees approves Passero Associates be awarded a contract to complete the schematic design and cost estimate phase of the Carnegie Library Project at a cost not to exceed \$325,000.

Trustee Kradjian made a motion to approve Action Item 3.2. Trustee Orband seconded the motion. The motion was approved with a vote of seven (7) ayes and two (2) abstentions by Trustee Akel and Trustee Paniccia.

EXECUTIVE SESSION

Chairperson Coffey asked for a motion to adjourn to Executive Session to discuss property. Trustee Akel made a motion to adjourn to Executive Session and Trustee Paniccia seconded the motion. The Trustees went into Executive Session at 5:05 p.m.

At 5:29 p.m. the Trustees came out of Executive Session.

4.0 INFORMATION ITEMS

4.1 Master Plan Update – Dr. Kelli Ligeikis

Dr. Ligeikis presented a brief Master Plan update to the Board.

Passero Associates is working toward the completion of a hybrid Master Plan that will integrate both facilities and an Academic Master Plan. To date the facility site and the space assessment has been completed. Preliminary work has been done on three concept alternatives and they all revolve around the idea of a one stop shop.

The process for the Academic Master Plan has slowed recently due to a health issue with one of Passero's team members. We are currently in the process of identifying and accepting a new group to finalize the academic portion of the plan. We hope to have something solidified by the December Board meeting.

4.0 INFORMATION ITEMS

4.2 President's Report

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

Dr. Drumm thanked and presented a gift to former Chairperson James Orband for his service to the Board as Chair for two years.

Dr. Drumm welcomed and presented a gift to current Chairperson Margaret Coffey thanking her for her willingness to provide leadership to the Board.

Dr. Drumm: These are extremely critical positions for the future of the College and community and we appreciate your leadership very, very much.

The cell service in the Board room has been incorporated recently. It is a passive system. This means that if you initiate a text or a call your phone should connect at that point and allow the text or call to go through. This is the kind of technology that we are looking to put in other areas on campus that have poor cell service.

An information card on how to respond when an active shooter is in your area was placed at each Board members seat. We have been engaged in a series of Active Shooter Presentations as he mentioned in an email to the Board. We created this handout so people could fit it in their wallet, purse or put it in their desk drawer to keep handy. More training sessions are scheduled. We do a disaster training drill every spring on campus every year through our EMS, Emergency Preparedness, Criminal Justice and Homeland Security programs. We are going to do a mock active shooter drill this spring as well.

Dr. Drumm will be presenting a concept to the Foundation Executive Committee next week regarding matching funding for our Mechanical Building to convert it to an advanced manufacturing center. We received the \$2.8 million SUNY 20/20 grant which has been sitting there because we don't want to close the building twice, once to do the inside and again to do the whole renovation. Thanks to the marvelous gift we received last year with a provision to name a building, Dr. Kelli Ligeikis, Phil Testa and others have been involved in creating a plan for renovating that building into an advanced manufacturing center.

A number of upgrades have been done to the interior of the Business Building over the summer. Also, total HVAC has been upgraded in the building. Major surface area upgrades have been done as well to the inside the building and those will be completed over the Christmas break.

Dr. Drumm congratulated Tioga Downs on winning their gaming license. We're going to run an advertising campaign around all of the programs we offer which are associated or will be associated with that project. We have so many programs that relate to the rapid growth of what that organization will undergo and we are going to have an advertising recruitment campaign around that. We will have a strategic focus this winter and going into the January term so that by May people want to start in January they will be prepared to be better qualified for a number of those jobs come time that the new operation would get underway. We are also going to ask them if they would want to work with us on a Gaming and Hospitality Job Fair on campus.

4.0 INFORMATION ITEMS CONTINUED

4.2 President's Report

We have been undergoing a series of diversity training. We are contracted with Lea Webb's firm to conduct the training. A couple of trainings have been held; one for the Diversity Task Force, the Academic Leadership Team and the Executive Staff. We will continue the trainings to get as many people on campus through the training.

Thanks to Fast Forward enrollment will be up. This doesn't mean that our FTE's will be up, we've already talked about that dynamic which isn't necessarily a bad thing in the long run for our completion focus. Kudos to Fast Forward. FTE's last year were 122 and FTE's this year are 163; from 1,277 high school students to 1,739 in one year. Kelli Ligeikis and Katie Bucci always do yeomen work on this and he can't thank them enough.

We will be going over the employee satisfaction survey at the next meeting.

4.3 College Assembly Update – Mary Donnelly for Laura Hodel

A copy of the College Assembly update was included in the Board packets.

4.4 Academic Affairs Update – Dr. Francis Battisti

Dr. Battisti presented and reviewed the Academic Affairs Update to the Board. A copy of the update was included in the Board packets.

Dr. Battisti reported that they are putting emphasis in retention and quality of services and maintaining the quality of academic programs.

4.5 Student Assembly Update – Thomas Flynn

Mr. Flynn presented the October 2015 Student Assembly update to the Board. A copy of the update was included in the Board packets.

Chairperson Coffey: Tom, has anything been done with your budget?

Trustee Flynn: Yes, with the help of Ms. Morello, Dean Schuhert and Jason Boring we all sat down and reallocated \$50,000 more from the \$100,000 that was lost to the clubs budget. The question now is, how are we going to give that to the clubs and make sure that they are using it properly. It was decided to establish a Finance Committee. Instead of having a VP chair all the committees we're going to get Senators to chair the committees so they have more participation and engagement and have a desire to stay. We are reshaping the Senate in a sense.

4.0 INFORMATION ITEMS CONTINUED

4.5 Student Assembly Update – Thomas Flynn Continued

Trustee Flynn: Every year we try to get our name out there so people know what the Senate is and what their role as students are in Shared Governance. So we are asking clubs to co-sponsor events with us. How we are planning to do that independently from the clubs and organizations is having a table every week and also go to classes to do presentations, me and our International student aid. We went to two different classes and did a presentation about Shared Governance and the Student Association. We received a lot of great feedback and a lot of concerns so we hope to increase that.

4.6 Broome Community College Foundation Report – Cathy Williams

There was no written report for this meeting. Ms. Williams presented a verbal Foundation Report to the Board.

Most of our campaigns are underway. We are having some kick-offs with our faculty and staff. Our phone-thon began and we have an excellent cohort of fifteen students that represent many different backgrounds on campus.

Had the opportunity to attend the CASE Conference in Anaheim, CA last week and accepted the award on behalf of our campus for overall performance in fundraising which most of you know was due primarily to the largest estate gift a community college in the history of New York State has ever received from an individual.

We had visitors from Delta Community College in Michigan of about 10,000 students. They were representing their Foundation. They were here for a half a day to tour our campus and were very impressed with our campus.

The Broome Magazine was distributed to the members of the Board. The Annual Report will be distributed at the Foundation Annual meeting on Wednesday, October 28th.

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 thanked Trustee Serafini for suggesting going at slower pace with monies to our fund balance and maybe take some aside for some more facilities improvements. She appreciates the approval from the Board to shift the money. It's contingent on meeting our fall revenue targets.

Trustee Serafini: Is it still \$400,000?

Ms. Losinger: Up to \$400,000. I sent around the list of projects and highlighted in orange the projects that we are putting on hold for now.

4.0 INFORMATION ITEMS CONTINUED

4.7 SUNY Broome Facilities Update Continued

Trustee Flynn: One that we would recommend not to propel out of the orange would be the butt huts.

Ms. Losinger: You would elevate that and do it earlier?

Trustee Flynn: Yes. Also the basketball hoops they're renovating and there is one other but I can't think of it at the moment.

Ms. Losinger: If you could get me the third one I would appreciate it. The decision makers are right here at the table so we'll take that under advisement.

Trustee Mastrangelo: Regina, we have the \$9.75 million from the state and we're seeking it from the County, matching funds?

Ms. Losinger: A combination of the Foundation for the Mechanical Building. It's in the County Capital Budget recommended right now but it's every two years, I think it's in 2017 and 2019. So its \$3 million every two years is the idea. One major building being renovated every two years.

Trustee Mastrangelo: This will take care of the three buildings that really need renovating?

Ms. Losinger: Yes. The critical part of this is anything beyond next year is in the outer years and they're not approving spending or bonding for that. They're just incorporated into the six year plan and in theory roles forward each year and eventually makes its way to the approved steps.

Trustee Mastrangelo: But the state money is sitting there?

Ms. Losinger: It's there and approved.

Trustee Flynn: Other SUNY Campuses have a Sustainable Planner that helps with the developers and renovators, do we take that into consideration. I know SUNY Broome doesn't have one on staff so what do you do to think about that aspect of it?

Ms. Losinger: Right now we are undergoing our Facilities Master Plan Update and one of the things that we saw and indicated that is really important to us in an architect design firm is to help us on green initiatives, we have asked for a green plan as part of this. We have a Green meeting coming up next week. Ms. Losinger invited Trustee Flynn to attend.

4.8 Budget Transfers

Budget Transfers for August 2015 were included in the Board package.

4.0 INFORMATION ITEMS CONTINUED

4.9 Grant Approvals

This report is routine and for informational purposes. Grant approvals for October 2015 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.

Ms. Fedorchak reported that new fitness programs have been rolled out. One is Fitness Fusion and Short and Sweet Yoga class which is open to staff and faculty. The Fitness Center and the Weight Room are open two mornings a week and two evenings a week. Also the new program Walking for Wellness was rolled out this week.

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.

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 SUNY Broome Community College Strategic Plan for 2015-2016

This was included in the Board Packet for the Board members to review and make recommendations to the plan. The Strategic Plan will be an action item for the December 3, 2015 Board meeting.

5.0 COMMITTEE REPORT

5.1 Finance and Facilities Committee Meeting Minutes

Marc Newman, Chairperson of the Finance and Facilities Committee submitted and reviewed the Minutes for the October 13, 2015 meeting. The meeting was called to order at 9:30 a.m. and adjourned at 10:01 a.m.

Chairperson Coffey called for a motion to adjourn.

Trustee Orband made a motion to adjourn. The motion was seconded by Trustee Akel and the motion passed unanimously.

The meeting adjourned at 6:03 p.m.

**THE NEXT FULL BOARD OF TRUSTEES MEETING IS SCHEDULED FOR
5:00 P.M. ON THURSDAY, December 3, 2015
TO BE HELD IN THE LIBOUS ROOM, D117 OF THE DECKER HEALTH SCIENCE
CENTER BUILDING**