

**SUNY BROOME COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
October 8, 2014  
Official  
MINUTES**

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

**TRUSTEES ABSENT:** None

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

**Chairperson Orband called the meeting to order at 3:05 p.m.**

**1.0 APPROVAL OF MINUTES**

**Trustee Akel made a motion to approve the minutes of the September 4, 2014 Meeting of the Board of Trustees. The motion was seconded by Trustee Newman.**

Trustee Mortenson asked that a correction be made to the minutes to reflect her nay vote for action item 3.5

**Trustee Akel made a motion to approve the minutes as amended. The motion was seconded by Vice Chair Coffey. The motion was unanimously approved.**

**2.0 PREFERRED AGENDA ACTION ITEMS**

**2.1 Recommend Approval of Resolution Increasing Hourly Rates for Tutors A, B, C and Supplemental Instructors**

Under Plan C, the Board of Trustees is responsible to fix compensation for unrepresented positions at the College. The Administration of the College has established a three tiered rate structure for the hourly wage Tutors, and a rate for Supplemental Instructors. Based upon the recommendation of the Administration of the College, a new hourly rate for Tutors and Supplemental Instructors is hereby established effective December 31, 2014. It was recommended that the Board of Trustees approves the resolution increasing hourly rates for Tutors A from \$8.10 to \$8.85; Tutors B from \$8.60 to \$9.35; Tutors C from \$9.10 to \$9.85; and Supplemental Instructors from \$9.10 to \$9.85 effective December 31, 2014.

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

### **2.2 Recommend Approval of Write-Offs of Student Account Receivables**

The office of the college Controller has reviewed the status of the Student Accounts Receivables and has found \$1,166,459.04 to be uncollectable. This represents the write-offs of outstanding receivables, which are now two-years old. The Finance and Facilities Committee adopted a guideline to write off uncollectable accounts two years old or older at its October 1992 meeting. These receivables were accumulated as a result of tuition obligations incurred by students who registered and subsequently did not attend classes and deferrals based on financial aid awards to students who later became ineligible due to withdrawal from the college or changes in credit load and/or academic standing (see attached breakdown). It is understood that the students' obligation to the college remains and appropriate holds have been placed on their accounts. Collection efforts by college staff and various contracted collection agencies will continue. It was recommended that the Board of Trustees approves the write-offs of uncollectable accounts for receivables in the amount of \$1,166,459.04.

### **2.3 Recommend Approval of Resolution to Revise Resolution No. 1245 Revising the Adopted CIP for 2012 for the Flood Recovery and Improvements Library Capital Project**

A revision is proposed to the 2012 Flood Recovery and Improvements Library capital project to add \$39,000 in SUNY capital aid and reduce federal/other revenues. This is the second revision of this capital project. The first amendment was approved by Resolution No. 1245 on March 21, 2013 for the purpose of increasing the budget to accommodate all flood recovery costs and install a larger wheelchair accessible elevator funded by the BCC Foundation. This revision will complete the project funding, with half of the project cost being funded from SUNY emergency capital assistance, and the other half from other sources including FEMA, NYS Office of Emergency Services, the BCC Foundation, and NYSERDA. It is not anticipated that a (self) insurance claim will be submitted to Broome County for this flood restoration project – it will be fully funded from the above sources. It was recommended that the Board of Trustees approves the resolution to revise Resolution No. 1245 revising the amended 2012 Flood Recovery and Improvements Library Capital Project to accept additional state aid and reduce other revenues.

### **2.4 Recommend Approval of Resolution for Unpaid Leave of Absence for Dominic DePersis**

The Board of Trustees acts to approve a request for unpaid leave for an employee in the Broome Community College Faculty Association 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 (FMLA eligible) child rearing leave of absence to Dominic DePersis, Professor, Business Department, from November 21, 2014 to February 6, 2015.

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

### **2.5 Recommend Approval of Lease Agreement with Roberson Memorial, Inc.**

Per policy 1.7 Purchasing, purchases and contracts \$100,000 and above require Board of Trustee approval. Roberson lease will commence on July 1, 2014, and shall continue for a period of three (3) years, ending upon June 30, 2017. Rent shall initially be \$37,230 per year, paid \$3,102.50 per month in year 1, with a 2% yearly increase in year 2 and 3. It was recommended that the Board of Trustees approves the lease agreement with Roberson Memorial, Inc.

### **2.6 Recommend Approval of Release-of-Retainage to Matco Electric Corporation for the Electrical Infrastructure Project**

Matco Electric Corporation has requested a release-of-retainage for their work on the Electrical Infrastructure Project. It was recommended that the Board of Trustees approves the release-of-retainage to Matco Electric Corporation for their work on the Electrical Infrastructure Project in the amount of \$4,390.

### **2.7 Recommend Approval of Release-of-Retainage to HOLT Architects, PC for Their Work on the Natural Science Center Project**

HOLT Architects, PC has requested a release-of-retainage payment for their work on the Natural Science Center Project. It was recommended that the Board of Trustees approves the release-of-retainage payment to HOLT Architects, PC for their work on the Natural Science Center Project in the amount of \$43,718.07.

**Trustee Newman made a motion to approve Action Items 2.1, 2.2, 2.3, 2.4, 2.5, 2.6 and 2.7 on the Preferred Agenda. The motion was seconded by Trustee Akel.**

**Preferred Agenda Action Items 2.2, 2.4, 2.5 and 2.7 were unanimously approved.**

**Preferred Agenda Action Item 2.1 was approved with a vote of 8 in favor and 2 abstentions.**

**Preferred Agenda Action Item 2.3 was approved with a vote of 9 in favor and 1 abstention.**

**Preferred Agenda Action Item 2.6 was approved with a vote of 9 in favor and 1 abstention.**

### **3.0 ACTION ITEMS**

#### **3.1 Recommend Approval of Release-of-Retainage to Fahs Construction Group for their Work on the Wales Renovation Project**

Fahs Construction Group has requested a release-of-retainage payment for their work on the Wales Renovation Project. It was recommended that the Board of Trustees approves the release-of-retainage payment to Fahs Construction Group for their work on the Wales Renovation Project in the amount of \$140,276.20.

**Trustee Newman made a motion to approve Action Item 3.1. Vice Chair Coffey seconded the motion.**

Trustee Newman asked Phil Testa how long has this been held for, the timeframe it is held for. Mr. Testa replied that when construction management is involved in a project we wait for their approval and the architect's approval as to whether to release retainage; this is followed by a discussion of campus personnel as to whether we release retainage.

**The motion was approved with a vote of 9 in favor and 1 abstention.**

#### **3.2 Recommend Approval of Release-of-Retainage to Nelcorp Electrical Contracting Corporation for their Work on the Wales Renovation Project**

Nelcorp Electrical Contracting Corporation has requested a release-of-retainage payment for their work on the Wales Renovation Project. It was recommended that the Board of Trustees approves the release-of-retainage payment to Nelcorp Electric Contracting Corporation for their work on the Wales Renovation Project in the amount of \$17,498.35.

**Vice Chair Coffey made a motion to approve Action Item 3.2. Trustee Akel seconded the motion. The motion was unanimously approved.**

#### **3.3 Recommend Approval of Release-of-Retainage to Tower Roofing for their Work on the Wales Renovation Project**

Tower Roofing has requested a release-of-retainage payment for their work on the Wales Renovation Project. It was recommended that the Board of Trustees approves the release-of-retainage payment to Tower Roofing for their work on the Wales Renovation Project in the amount of \$11,300.

**Trustee LaBare made a motion to approve Action Item 3.3. Trustee Mortenson seconded the motion.**

Trustee Newman asked; if the College has all the close outs, bonds, everything on all of the release-of-retainage. Mr. Testa replied yes.

**The motion was unanimously approved.**

### **3.0 ACTION ITEMS CONTINUED**

#### **3.4 Recommend Approval of Resolution Revising Purchasing Policy 1.7**

The SUNY Broome Community College Board of Trustees sets policy for the College.

Purchasing Policy 1.7 was approved on February 28 1991 and revised February 27, 1992. At the September 30, 2014 Finance and Facilities Committee meeting, the Committee members passed a motion to have the current Purchasing Policy 1.7 revised to change the threshold for Board of Trustee approval from \$100,000 to \$50,000 for all contracts. The President recommended that the Board of Trustees approves the resolution revising Purchasing Policy 1.7.

**Trustee Akel made a motion to approve Action Item 3.4. Trustee Mortenson seconded the motion. The motion was unanimously approved.**

#### **3.5 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, China and the Dominican Republic for the academic year 2014-15. 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.

**Trustee Mortenson made a motion to approve Action Item 3.5. Trustee LaBare seconded the motion. The motion was unanimously approved.**

#### **3.6 Recommend Approval of Bid to Award General Prime Contract for the Decker Center Plaza Deck Roof Project**

The bids for the Decker Center Plaza Deck Roof Project were opened on Thursday, October 02, 2014 at 3 PM. There were four (4) general contractors that bid on the project. A copy of the official bid results was included for information. The references have been checked, qualification statements approved, and the consultants endorsement received for the low bidder. Keystone Associates, the architect for the project, has approved the low bid.

The value of the low bid was within budget and allows us to proceed with the entire scope-of-work. It was recommended that the Board of Trustees approves the low bid for the Decker Center Plaza Deck Roof Project to Weathermaster Roofing Co., Inc.

Trustee Newman asked if Weathermaster is providing a manufacturers bond. Mr. Testa replied, yes.

**Trustee Newman made a motion to approve Action Item 3.6. Trustee Akel seconded the motion. The motion was approved with a vote of 9 in favor and 1 abstention.**

#### 4.0 INFORMATION ITEMS

##### 4.1 President's Report

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

Dr. Drumm thanked the members of the Board who attended the Student Village Ribbon Cutting, Darwin R. Wales Center Reopening and the Incubator Ribbon Cutting.

Dr. Drumm introduced the Resident Assistants (RA's) and Housing staff in the Residence Hall. Resident Assistants introduced were; Shaina Louis, Jocelyn Friend, Shane Smith, Matt Depalmo, Delaine Madison, Allyson Augur, Emily Depalmo, Sheontee Cochrane. Also introduced were Jeff Horowitz, Director of Housing and Monica Singleton, Associate Director of Housing. Dr. Drumm thanked the housing staff for their efforts in getting the residence hall up and running. Resident Assistant, Shane Smith spoke to the Board stating that it has been an interesting experience, and the greatest part about being an RA is getting to know all the people in the Residence Hall. There are people from all different sides of life and it's fascinating. Everybody's coming together; it's like a big melting pot. Being an RA, we have the responsibility to be leaders to all the students to make sure that their time at SUNY Broome is the best it can be. Dr. Drumm introduced Taylor Quan of Fonda, NY, a resident in the residence hall who spoke about her experience in housing. Ms. Quan stated that everything is clean and nice looking, the people that work there are friendly and really helpful and made the transition of moving into housing really easy, she has no complaints.

Enrollment – enrollment is up 2 ½% and we are a little above our enrollment projection. Trustee Serafini asked what enrollment is normally, statewide, the first year a dorm is built; does it usually go up. Dr. Drumm stated that yes it does usually go up when a residence hall is opened. Trustee Newman asked what community college is in close proximity to SUNY Broome that has residence halls. Dr. Drumm responded that TC3, Corning and Onondaga; TC3 is not full, Corning is not full and Onondaga is full. Trustee Newman stated that our Student Village is state of the art and we did the right project at SUNY Broome. The payback will be for a long time. It's what the students want, what they expect and what they deserve.

Carnegie Library - The next on the list for facilities is the renovation of the Carnegie Library as our downtown campus center. It continues to be in the hopper. We are waiting to see what happens with the \$5 million for the State that is sitting in limbo at the moment that both the Assembly and Senate passed; we are continued to be told that the vote will be in January when they reconvene. The County's piece will be in two phases of \$1.5 million and \$1.5 million over the next two (2) years and would probably require a \$2 million capital campaign. We are also waiting to hear on our second year REDC application and expect an announcement at the end of October. The Carnegie Library will be home to our Culinary, Events Planning and Management Programs, we will also be offering as part of the lab experience, special events, along with Continuing Education Classes, Insurance Institute with Security Mutual and help with special events for Security Mutual. This project and the Incubator was born out of STEP.

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

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

Dr. Drumm discussed with the Board TC3's culinary program in Ithaca's downtown and Adirondack Community College's culinary program in downtown Queensbury. The primary focus of the project is economic development for the region; the hospitality industry is the fastest growing in our region.

The other aspect of the project is to reach our inner city population that we are not reaching. We have only reached about 10% of the population. This will be a major exeo point in helping to turn around downtown along with the University. Trustee Mastrangelo mentioned economic figures within the parameters of downtown Binghamton to Dr. Drumm when he first moved here and those numbers haven't changed much. Part of the focus of a facility like this is to help change the socio economic dynamic. Trustee Mastrangelo stated that 80% of that population lives in poverty. The building will be expensive, somewhere between \$9-\$12 million; until we own it and make plans, we won't know what the cost will be but it will be a hundred year building and will look very much the same a hundred years from now as it does today. Trustee Mastrangelo voiced concerns about parking for this facility and asked Chairman Orband if Security Mutual will assist in this area. Dr. Drumm stated yes, Security Mutual will help us with parking. Security Mutual has parking issues 9 am to 5 pm and the Colleges parking issues will be after hours for special events and Security Mutual doesn't have parking issues after 5 pm. Trustee Mastrangelo discussed the issue of student parking. Trustee Newman asked if parking is in Security Mutual's garage. Chairperson Orband stated that there is some discussion that would have to be with Security Mutual with respect to the use of the parking ramp as constructed without an addition to the ramp. Trustee Mastrangelo stated that the parking rates need to be reasonable. Dr. Drumm stated that unless there is enough funding in the project to add to Security Mutual's parking garage then we would use the transportation fee that every student pays to pay for what we would need for spaces. Trustee Mortenson asked if the transportation fee would increase due to downtown parking. Dr. Drumm replied that it wouldn't increase any more than it would increase on campus for whatever we need to do on campus. Trustee LaBare asked if the \$90 transportation fee is per semester or an annual fee. Trustee Mortenson replied that it is a per year fee. Ms. Losinger will check on details of the fee and bring it back to Board. Dr. Drumm stated that the fee includes a free bus pass as well. Trustee LaBare asked how many students use the bus pass. Dr. Drumm stated that the County would be able to provide what the number of student bus riders is. Trustee LaBare asked if Owego is doing away with their bus line. Trustee Mortenson replied yes they already did.

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

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

Bellwether Award - The College has been nominated for a Bellwether Award. It is an honor to be nominated amongst the 1200 community college districts across the Country. There is a national committee that scours the countryside for what they think are innovative programs that could be the trend of tomorrow which is why it's called a Bellwether Futures Assembly. Our Civic Engagement Program with the schools that Lisa Strahley is coordinating has been nominated. The committee will choose ten (10) programs that will be awarded with the Bellwether. This is the second time we have been nominated; we were nominated a couple of years ago for our International work. Vice Chair Coffey asked for a definition of civic engagement. Dr. Drumm replied that civic engagement is getting our students involved in the community in a variety of ways as part of their coursework. Civic engagement and service learning are when students go out into the community as part of their course work and that activity in the community is recognized as part of their course work.

SUNY Assessments - The SUNY Board of Trustees has authorized SUNY to assess a fee to all sixty-four (64) campuses to support SUNY operations. There was a lot of push back from the State Ops as well as the community colleges. Dr. Drumm will be meeting with NYCCAP and NYCCT Executive Committees to discuss their response to the SUNY Assessments and if this is going to happen what are we going to get. We will be working closely with NYCCT on this and will also be working with them on our State budget advocacy this winter. The Chancellor has opened up SUNY Operations for dialogue for this year to discuss what they need to fix in SUNY. NYCCAP and NYCCT together will let her know, from the community college perspective, what needs to be fixed. Trustee Mastrangelo stated that it is \$9,000 this year but it will go up to \$46,000; is there some way to negotiate it. Dr. Drumm stated that it will go up to \$46,000 over five years. Dr. Drumm stated that right now it is a one year pilot and the Chancellor is charged by the SUNY Board of Trustees to get feedback from all the sectors and has to go back to the Board next year to continue it. Vice Chair Coffey asked where SUNY got the number from. Dr. Drumm stated that a committee of Chief Financial Officers met and they assessed the amount of time each office in SUNY applies to different aspects of SUNY including the community colleges, and they created a multiplier based on that from the input of the Chief Financial Officers and put the formula together based on what services SUNY actually provides.

County Chargebacks – County chargebacks are based on per FTE from your County. We have a high percentage of people in the County who attend SUNY Broome which means we get a lower amount per FTE for that chunk of County money we get; unlike one of our sister institutions where 60% of their students come from out of county and will benefit from the new formula. SUNY is following the legislative mandate and don't feel they have a lot of wiggle room. They are working with us; Ms. Losinger is on the committee. It stands to cost us \$900,000 a year. We phased in over five (5) years and that's because we are near the bottom for what the County gives us per FTE. We are average for what the County gives us as a percentage for our budget. The new public policy would incentivize bringing out of county and out of state and International students here.



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

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

Legislative Advocacy will be for \$250 per FTE increase from the State and will ask them to commit to the community colleges for three (3) years with a promise to focus on retention activities and new students primarily.

There are three (3) finalists firms for updating the Master Plan; Saratoga Associates, Holt, and JMZ. Dr. Drumm will bring a recommendation to the December Board meeting.

Dr. Drumm distributed the (CI)<sup>2</sup> pin to the Board members. (CI)<sup>2</sup> stands for continuous improvement times continuous innovation. That is the reason why we are one of only two community colleges whose enrollment is up this fall. This is our slogan for the year and probably for the next few years.

The Presidential Honors Scholarship Reception is at 5:00 pm tonight.

Dr. Drumm asked for a brief Executive Session.

##### **4.1.1 Jesse Katen Letter**

A copy of the letter from Jesse Katen was included in the Board Packet.

##### **4.1.1 Letter from Michelle Weston**

A copy of the letter from Michelle Weston was included in the Board Packet.

##### **4.2 College Assembly Update – Erin O'Hara-Leslie**

Erin O'Hara-Leslie presented the College Assembly Update to the Board. A copy of this report was included in the Board Package.

Trustee Mastrangelo asked what is being done to improve participation in the Employee Satisfaction Survey. Ms. O'Hara-Leslie stated that they will be meeting in two weeks to discuss what they can do to improve participation. Trustee Mastrangelo stated that the school districts administered surveys at teacher conferences and had 100% participation.

Trustee Mastrangelo stated that the condition of campus has improved dramatically but he spoke recently to the Entrepreneurship class in the Business Building and noted that the clock was not working on the first floor, the second floor and the clock in the classroom as well. Also the newly installed water fountain was not working. His impression was that the campus is run down and nobody cares. He stated that if someone was walking the campus everyday they would notice these details. Trustee Mortenson suggested synchronizing the clocks on campus. Mr. Testa stated that the clock system is 47 years old and is broken and cannot be repaired.

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

##### **4.2 College Assembly Update – Erin O’Hara-Leslie Continued**

The Natural Science Center has a FM signal clock system. We are in the process of replacing clocks in buildings and this is a financially daunting task that will cost over \$100,000, so it has to come in parts and pieces, we just can't take that kind of money all at once. Trustee Paniccia stated that Mr. Testa has a good point, if it costs \$100,000 why don't we maintain what we have instead of renovating something else that doesn't need to be renovated at this time or prolong that for a future time. There are all these initiatives for new projects, let's put the money into renovating what needs to be renovated before we go out and look at all these other new projects. Dr. Drumm replied that we are, we've put \$50 million dollars into this campus since I arrived. Trustee Paniccia stated that yes, he knows that, but take another \$100,000 project off the table that can wait a year or two and do the clocks. Ms. Losinger stated that we do have a \$600,000 budget for small and medium renovations and we can certainly discuss how the campus clocks sits in the priority list.

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

Dr. Battisti presented the October 2014 Academic Affairs Report to the Board. A copy of this report was included in the Board package.

As part of Dr. Battisti's report he introduced Dr. Andrea Wade, Associate Vice President and Dean of Health Sciences and Anne Czernecki, Staff Associate to present on the Adult Learner Program.

This was a three (3) year grant of only \$15,000 which was used to look at how we could attract and retain older learners more effectively. As a result of the first year, three (3) ideas were identified to attract adult learners; Now it's my turn, put your credits to work, and retool for a new career. A brochure, banners, and a website was created for adult learners.

Trustee Mortenson asked for a definition of an adult learner. Dr. Wade responded that we define an adult learner as someone who is 25 year of age or older or a veteran.

Trustee Mortenson asked if the credit by exam or experience was modeled after another organization. Dr. Wade replied that it is existing policies already here at the College.

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

##### **4.4 Student Assembly Update – Aishia Mortenson**

Trustee Aishia Mortenson presented the Student Assembly Update to the Board. A copy of this report was included in the Board packet.

Trustee Mortenson has met almost weekly with Vice President Morello and other students to discuss food service concerns and Ms. Morello has taken down the information and brought it back to the food service.

Trustee Mortenson has met with Chief O'Connor to discuss the Health Advisory Committee and are working out the structure for that.

Trustee Mastrangelo asked why Student Assembly was not invited to the Food Advisory Committee. Ms. Morello stated that it was an oversight. They have recruited additional students from housing to talk about concerns with the meal plan and we have a new group of senators that are on the committee.

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

Ms. Williams presented the October 2014 BCC Foundation Report to the Board. A copy of this report was included in the Board package.

The Foundation is working on a campaign for planned gifts.

Ms. Williams distributed the Broome Magazine stating that this is by far the best magazine that has come out of their program. This is due to a huge team collaboration with Jesse Wells and MARCOM.

Trustee Newman asked if the housing interest rate is a fixed interest. Ms. Williams responded that it is ten (10) years at 2.7% the mortgage payment is \$82,000 per month.

##### **4.6 SUNY Broome Facilities Update**

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

There is \$600,000 in the budget for small and medium size renovations and would like to increase the budget to \$1 million dollars per year.

Trustee Mastrangelo stated that he is disappointed that the last time we did the Master Plan the focus was on buildings and not curriculum, the curriculum is what drives the buildings. Dr. Drumm stated that typically the architects start with what is the academic master plan and discuss what programs are you looking to add and/or upgrade.

Trustee Mortenson asked how frequently does the College assess what we currently have on campus and if it is in need of repair. Ms. Losinger stated that the day time maintenance crew does it. Trustee LaBare asked if the day staff does repairs and the night staff does the cleaning. Ms. Losinger replied yes that is correct.

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

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

Budget Transfers for September 2014 were included in the Board packet.

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

This report is routine and for informational purposes. Grant approvals for October 2014 were included in the Board packet.

##### **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 packet.

##### **4.11 SUNY Broome Community College Spending How do we Compare – Regina Losinger**

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

Ms. Losinger stated that we are amongst the lowest of what we spend on administration and amongst the highest on instruction.

Trustee LaBare asked if there is range that SUNY is looking at that they say you should be in. Ms. Losinger responded, not yet.

##### **4.12 Proposed Personnel Changes Form – Regina Losinger**

A copy of this form was included in the Board packet.

Ms. Losinger stated that 84% of our budget is spent on personnel and discussed how decisions are made in a strategic way.

##### **4.13 Budget and Finance Update**

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

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

##### **4.14 Press Clippings**

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

#### **5.0 COMMITTEE REPORT**

**5.1** Margaret Coffey, Chairperson of the Finance and Facilities Committee submitted the Minutes for the September 30, 2014 meeting. The meeting was called to order at 8:57 a.m. and adjourned at 9:48 a.m.

#### **6.0 COMMUNICATIONS**

**6.1** None

#### **EXECUTIVE SESSION**

Chairperson Orband asked for a motion to adjourn to Executive Session to discuss pending litigation. Trustee Mastrangelo made a motion to adjourn to Executive Session and Trustee Akel seconded the motion. The Trustees went into Executive Session at 4:40 p.m.

Trustee Akel made a motion to come out of Executive Session at 4:59 p.m. Vice Chair Coffey seconded the motion and it was unanimously approved.

Chairperson Orband called for a motion to adjourn.

Vice Chair Coffey made a motion to adjourn. The motion was seconded by Trustee Serafini and the motion passed unanimously.

The meeting adjourned at 5:00 p.m.

**THE NEXT FULL BOARD OF TRUSTEES MEETING IS SCHEDULED FOR 5:00 P.M. ON Thursday, December 4, 2014 TO BE HELD IN THE LIBOUS ROOM OF THE DECKER HEALTH SCIENCES CENTER BUILDING**