

**SUNY BROOME COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
MINUTES  
September 15, 2016  
Official**

**TRUSTEES PRESENT** Margaret Coffey, Marc Newman, George Akel, Nicholas Serafini, Anthony Paniccia, Kayla Ocasio

**TRUSTEES ABSENT:** Naima Kradjian, James Orband, Angelo Mastrangelo

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

**Chairperson Coffey video conferenced in for this meeting and asked that Vice Chairperson Newman Chair this meeting of the Board of Trustees.**

**Vice Chairperson Newman called the meeting to order at 5:02 p.m.**

**1.0 APPROVAL OF MINUTES**

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

**2.0 ACTION ITEMS**

**2.1 Recommend Approval of Resolution for New Job Description for Vice President for Student Development and Chief Diversity Officer**

Under BCC Policy 1.13, the Board of Trustees shall approve the creation or subsequent modification of position descriptions and/or titles in the unclassified professional service according to specified procedures. It was recommended that the Board of Trustees approves the new position description for Vice President for Student Development & Chief Diversity Officer.

**2.2 Recommend Approval of Resolution for New Position Description for Assistant Dean**

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 for Assistant Dean.

## **2.0 ACTION ITEMS CONTINUED**

### **2.3 Recommend Approval of Resolution for New Position Description for Associate Dean**

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 for Associate Dean.

### **2.4 Recommend Approval of Release-of-Retainage to Postler and Jaeckle Corporation for the Decker Digital Controls and Energy Management Project**

Postler and Jaeckle Corporation has requested Release-of-Retainage for their work on the Decker Digital Controls and Energy Management Project. It was recommended that the Board of Trustees approves the release-of-retainage to Postler and Jaeckle Corporation for their work on the Decker Digital Controls and Energy Management Project in the amount of \$9,590.

### **2.5 Recommend Approval to Contract with SHI International Corporation for a Campus-Wide Adobe Creative Cloud Enterprise Subscription**

Per Purchasing Policy 1.7, upon recommendation of the Finance and Facilities Committee the Board of Trustees shall approve any purchases or shall award any contracts greater than or equal to \$50,000. A campus-wide agreement for a suite of Adobe software products is needed, and our current licenses are through September 30, 2016. SUNY and Adobe have established a university-wide enterprise term license agreement (ETLA) which SUNY Broome can participate in at a cost of \$60,208 for a term of October 1, 2016 to June 30, 2019. This purchase will be paid for using Technology Fee funds. It was recommended that the Board of Trustees approves contracting with SHI International Corp. for a Campus-Wide Adobe Creative Cloud Enterprise Subscription for the period of October 1, 2016 to June 30, 2019 at a cost of \$60,208.

### **2.6 Recommend Approval of Bid #2016-17 to Award a Contract to Midstate Printing Company for the Alumni Magazine**

Per Purchasing Policy 1.7, upon recommendation of the Finance and Facilities Committee the Board of Trustees shall approve any purchases or shall award any contracts greater than or equal to \$50,000. Two (2) bids were received and opened on August 23rd. A third vendor had declined to submit a bid as they were unable to do the digital aspect that was requested. A copy of the official bid result was included for information. It was recommended that the Board of Trustees approves contracting with Midstate Printing Corporation for the Alumni Magazine for a term of three (3) years from September 1, 2016 to August 31, 2019 for six (6) issues in the amount of \$90,217.62.

## **2.0 ACTION ITEMS CONTINUED**

### **2.7 Recommend Approval of Advertising with Riger Advertising Agency, Inc. for the 2016-2017 Academic Year**

Per Purchasing Policy 1.7, upon recommendation of the Finance and Facilities Committee the Board of Trustees shall approve any purchases or shall award any contracts greater than or equal to \$50,000. As opposed to setting up multiple individual campaigns with each media station, the college contracts Riger to negotiate all ad placements for television and radio spots. This allows the college to take advantage of Riger's discounted rates when making these bulk purchases. The college saves on each individual ad buy while securing advertising spots for the entire year. It was recommended that the Board of Trustees approves advertising with Riger Advertising Agency, Inc. for the 2016-2017 Academic Year not to exceed \$70,000.

### **2.8 Recommend Approval of Advertising with Park Outdoor Advertising of New York, Inc. for the 2016-2017 Academic Year**

Per Purchasing Policy 1.7, upon recommendation of the Finance and Facilities Committee the Board of Trustees shall approve any purchases or shall award any contracts greater than or equal to \$50,000. The college initiates a wide range of billboard campaigns throughout the region. These campaigns range from promotions for online programs to highly specific campaigns for initiatives such as the Owego classroom. It was recommended that the Board of Trustees approves advertising with Park Outdoor Advertising of New York, Inc. for the 2016-2017 Academic Year not to exceed \$70,000.

**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 and 2.8. Trustee Paniccia seconded the motion and it was unanimously approved.**

## **EXECUTIVE SESSION**

**Vice Chairperson Newman called for a motion to adjourn to Executive Session to discuss contracts. Trustee Akel made a motion to adjourn to Executive Session and Trustee Serafini seconded the motion. The Trustees went into Executive Session at 5:05 p.m. Mr. Sullivan was asked to attend the Session.**

**Trustee Akel made a motion to come out of Executive Session at 5:36 p.m. Trustee Serafini seconded the motion and it was unanimously approved.**

### **3.0 ACTION ITEMS**

#### **3.1 Recommend Approval of Slate of Officers for 2016-2017**

Pursuant to the By-Laws of the SUNY Broome Community College Board of Trustees, at the annual meeting held in September, the Board of Trustees shall elect a Chairperson and Vice Chairperson by majority vote of the Trustees. The SUNY Broome Board of Trustees Nominating Committee for 2016-2017 met on September 9, 2016 and recommended that Margaret Coffey be appointed Chairperson for 2016-2017 and Marc Newman be appointed Vice Chairperson for 2016-2017, both for a term of (1) one year as provided for in the By-Laws.

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

#### **3.2 Recommend Approval of Nominating Committee for 2017-2018**

Pursuant to the By-Laws of the SUNY Broome Community College Board of Trustees, at the annual meeting held in September, the Board of Trustees shall elect a Nominating Committee consisting of three trustees. Such Nominating Committee members shall serve a term of (1) one year. The Nominating Committee of 2016-2017 met on September 9, 2016 and recommended the following members to serve on the Nominating Committee for 2017-2018. Marc Newman, Chairperson, Nicholas Serafini and George Akel.

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

#### **3.3 Recommend Approval of Schedule of Finance and Facilities Meetings and Board of Trustee Meetings for 2016-2017**

A schedule of the Finance & Facilities Committee and Board of Trustees meetings for 2016-2017 was attached in the Board package. It was recommended that the Board of Trustees approves the schedule for the Finance and Facilities Committee meetings and Board of Trustees meetings for 2016-2017.

**Trustee Serafini made a motion to approve Action Item 3.3. Trustee Paniccia seconded the motion. The motion was unanimously approved.**

### **3.0 ACTION ITEMS CONTINUED**

#### **3.4 Recommend Approval of Resolution Revising the Health Care Reform Act Employee Tracking Policy 2.0**

The SUNY Broome Community College Board of Trustees sets policy for the College. The purpose of this policy is to comply with changes pursuant to the rules and regulations of the Affordable Care Act which requires employers to track and document hours for full time variable hour employees to determine eligibility for health care benefits. It was recommended to the Board for their approval the resolution revising the dates of the Initial Stability Period (ISP) from October 1, 2017 – December 31, 2017 to the new dates of January 1, 2017 – December 31, 2017 on the Health Care Reform Act Employee Tracking Policy 2.0. This revision was to correct a clerical error. The policy is included for review.

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

#### **3.5 Recommend Approval to Contract with LeChase Construction Services, LLC for Construction Management for the Carnegie Library Renovation Project**

On May 1, 2016 a legal notice was placed for Request for Proposals (RFP) for construction management for the Carnegie Library Project. Three (3) companies responded to the RFP and were interviewed by the committee. The committee unanimously decided that LeChase Construction Services, LLC be hired for this project at a cost not to exceed \$525,000. The cost is being covered by capital project funds. It was recommended that the Board of Trustees approves allowing the college to enter into an agreement with LeChase Construction Services, LLC for construction management for the Carnegie Library Project for a cost not to exceed \$525,000.

**Trustee Akel moved that the Board change the recommended approval from LeChase Construction Services, LLC to contract with Lane Construction for Construction Management for the Carnegie Library Renovation Project.**

**Trustee Serafini modified the motion to include not to exceed \$495,000.00.**

**Trustee Paniccia seconded the motion. The motion for Action Item 3.5 was unanimously approved.**

## 4.0 INFORMATION ITEMS

### 4.1 President's Report

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

We have had a smooth start for this year, our opening of our residence hall and the opening of classes went well.

We've gained a little in enrollment as our concurrent enrollment comes in. We're down 2% at the moment which puts us 2% ahead of budget.

Dr. Drumm attended the SUNY Presidents meeting last week and reported that enrollment for community colleges are ranging from two that are flat to others being down -1% to -13%, with most down 4-6%. Virtually all of the colleges budgeted to be down this year.

The SUNY part of the Presidents meeting last week is that there was nothing really new and mostly the presidents attended focus groups to provide feedback to SUNY so SUNY could be more helpful.

Seamless Transfer was discussed at the SUNY Presidents meeting. There are still far more problems with this than there should be. It was supposed to make it easier for students to transfer to the senior institutions but that isn't happening.

The SUNY Presidents also had a lot of sessions on how to better address issues of diversity and inclusion and also how campuses can collaborate better. Whenever The Provost or the Chancellor talk about campuses collaborating better they always mention our Binghamton Advantage Program as the best example in the state.

Trustee Serafini: Are we still at 224 with the Binghamton Advantage Program.

Dr. Drumm: Yes. we're at 224.

Trustee Serafini: Did you talk to Binghamton University about taking more.

Dr. Drumm: The current one is based on housing. I don't believe that local students are required to go into housing but they don't tend to want to do the program. We are talking to B.U. about four different approaches on how to grow the program. It obviously can't be based around housing until they grow their housing or we grow our housing.

The big announcement SUNY had at the Presidents meeting is that they want to start their own private foundation like ours. They want to start a more traditional foundation for SUNY and the focus is to go after the really big foundations such as the Gates Foundation.

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

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

SUNY just passed Ban the Box. Which means that we cannot ask on the admissions application if they have committed a felony. We can ask after the fact if they're going into a program like Health Science, Criminal Justice, or Early Childhood where they may not be able to get a job.

Vice Chair Newman: What if they're filling out an application for housing.

Dean Schuhert: You are still required to ask the question on the housing application.

Vice Chair Newman: How does it work when you do your application.

Ms. Morello: We have a Felony Review Board. So if someone applies and has a felony, we have a whole team that meets with them, we have excellent criteria and we judge based on things such as; the violence of the crime, how long they've been out, what have they done since then, recommendation from their parole officer, there is a whole array of criteria that we use.

Dr. Drumm continued with his report stating that Achieving the Dream coaches were on campus and we are now referring to this as Achieving Success Powered by Achieving the Dream (Jesse Wells came up with the idea to call it this). The coaches loved it and will be sharing it all over the country. They were here for a day and a half and had nothing but great things to say about the College. They stated that this is one of the more exhilarating visits they've had. They stated that we do have plenty of data and we need to learn how to use it better.

Dr. Drumm has been asked by ACCT (Association of Community College Trustees) to be on two panels at their upcoming National meeting. One is on presidents' contracts and the other on building housing.

##### **4.2 Student and Economic Development Update – Ms. Debbie Morello**

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

##### **4.3 Student Assembly Update – Kayla Ocasio**

Ms. Ocasio reviewed the Student Assembly update with the Board.

Rasheed McLean is the new Vice President for Student Concerns.

The Student Assembly endorsed the Red Carpet Dance and the Candidate Forums to support governmental student engagement at SUNY Broome.

A Campus-wide re-election for new Senators will be held on the 19<sup>th</sup>.

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

##### **4.3 Student Assembly Update Continued**

The Food Pantry is going well and the Assembly has discussed having an online application for the food pantry.

The Assembly is working on the Peer to Peer Marketplace Solution.

Also are working on Your Voice Matters. They are hoping to hold them once a month.

Working on Safe Zone Training and will be going through Binghamton University for the training. Safe Zone Training is creating safe spaces for LGBTQIA Plus groups.

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

Ms. Cathy Williams reviewed the September 2016 BCC Foundation Report with the Board. A copy of this report was included in the Board package.

The Foundation will hold the Alumni Hockey Event on December 3<sup>rd</sup>. This will probably be the day that they do their first joint alumni event with Binghamton University or it may possibly be done at the last Presidents Cup Hockey game.

Ms. Williams met with a physician and his wife from a rural Pennsylvania town who is creating a family foundation and wants to support significant scholarship opportunities for students in Susquehanna Pennsylvania who enroll in the Health Science Degree.

The Foundation Annual meeting will be held on October 26<sup>th</sup>.

##### **4.5 SUNY Broome Facilities Update**

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

Mr. Testa reported that 901 Front Street is coming down and we will be paving beginning tomorrow. This job should be finished by early next week.

The first kick-off meeting with Dr. Ligeikis and her team concerning the Mechanical Building is scheduled for September 26<sup>th</sup>.

We are moving ahead with the Ground Breaking Ceremony for the Culinary Arts Center which will be held on September 29<sup>th</sup> at 10:30 a.m.

We will be presenting to SHPO (State Historic Preservation Office) at the end of next week. Hopefully we will meet all their requirements.



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

##### **4.6 Budget Transfers**

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

##### **4.7 Grant Approvals**

This report is routine and for informational purposes. Grant approvals for September 2016 were included in the Board package.

##### **4.8 Investment Report**

This report is routine and for informational purposes.

##### **4.9 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.

##### **4.10 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 the executive team's priority for this year's budget is to have a balanced budget and to not use the \$380,000 of fund balance. A sustainable budget prospectively that expenses can be supported by the resources that are collected by the College. The executive team has already put a number of initiatives in place to try to insure, notwithstanding the volatility of enrollment especially, to mitigate that with some further expense control initiatives and he will report on the progress of that on a monthly basis to the Finance and Facilities Committee.

For the current year we are cautiously optimistic that at least the fall enrollment compared to last year is about a 2% decline compared to an annual budget reduction of about 4%. 2% for half the year equates to a quarter of a million dollars but it's still early. At least we're starting off at a positive place two weeks into the fiscal year.

We're closing the books and need to supply the annual financial report to State Ed. within 60 days of the close of the year. The external auditors are scheduled to come in in early November. We anticipate presenting the audit to the Finance and Facilities Committee later in December or in January.

A draft proforma on the Culinary Program was distributed and discussed with the Board. Mr. Sullivan asked that the Board please review the document. Included is a five year forecast relative to enrollment.

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

##### **4.10 Budget and Finance Update Continued**

Vice Chair Newman: Stabilization is at year five.

Mr. Sullivan: Stabilization, I think one could say could be at year three which is about a \$20,000 loss and or in the fifth year. The reason there is some volatility there is based on once you hit a certain threshold we have to add an additional full-time FTE. So that incremental cost ends up putting in year four a modest deficit. Within that three to five year period we are close enough that we could be in a break even situation depending on how the enrollment numbers play out.

Trustee Akel: When will we hear about the historical tax credits.

Mr. Sullivan: I would represent that based on several meetings that he has been involved with between our own counsel, Tony Marshall as well as with Bob Behnke, County Attorney, all parties feel comfortable that we can do historical tax credits. The tax credits won't be paid all at once, they will be in tranches up until the certificate of occupancy. Everyone is working very hard right now in a parallel process to get the corporate structures established. There will be more updates on a monthly basis.

Trustee Akel: The renovation can start even before we get the decision on the tax credits because that's an add on in the end or...

Mr. Sullivan: No, that's all going to be in place in spring.

Trustee Paniccia: On the total number of students for the curricular one, what's the most amount of students we can have if you have a morning session, an afternoon session and an evening session. Have we ever done that. Can we go to 180 students or are we capped at 130.

Dr. Drumm: You could double this with an evening weekend program. This is just a day program.

Vice Chair Newman: We're at 124 right. In your proforma, did you come in assuming that from the get go or do you ramp it up.

Mr. Sullivan: We start about at 90 knowing that the first year on the proforma is really the second year for the first class. So that optimizes in the first year its kind of a campus setting and then the second year, but the benefit is you have about 90-100 students enrolled in that year one.

Trustee Serafini: Can you sell this concept to part-time people that aren't associated with the College to increase revenue. Somebody that is not totally enrolled but wanted to take some culinary classes just to get a job and not get a degree.

Dr. Drumm: Yes, absolutely.

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

##### **4.11 Press Clippings**

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

#### **5.0 COMMITTEE REPORT**

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

The Minutes of the Finance and Facilities Committee minutes were submitted and reviewed by Vice Chairperson Newman for the September 13, 2016 meeting. The meeting was called to order at 8:00 a.m. and adjourned at 8:38 a.m.

**Vice Chairperson Newman called for a motion to adjourn.**

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

**The meeting adjourned at 6:28 p.m.**

**THE NEXT FULL BOARD OF TRUSTEES MEETING IS SCHEDULED FOR  
5:00 P.M. ON THURSDAY, OCTOBER 13, 2016  
TO BE HELD IN THE LIBOUS ROOM, D117 OF THE DECKER HEALTH SCIENCES  
CENTER BUILDING**