

**SUNY BROOME COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
September 4, 2014  
OFFICIAL  
MINUTES**

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

**TRUSTEES ABSENT:** James Orband

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

**Vice Chairperson Coffey 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 July 25, 2014 Meeting of the Board of Trustees. The motion was seconded by Trustee Newman.**

**2.0 PREFERRED AGENDA ACTION ITEMS**

**2.1 Recommend Approval of Resolution for Revised Position Description – Dean of Institutional Effectiveness and Enrollment Planning**

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 following revised position description: Dean of Institutional Effectiveness and Enrollment Planning.

**2.2 Recommend Approval of Resolution for Revised Position Description – Director of the Ice Center**

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 following revised position description: Director of the Ice Center.

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

### **2.3 Recommend Approval of Resolution for Revised Position Description – Assistant Director of the Ice Center**

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 following revised position description: Assistant Director of the Ice Center.

### **2.4 Recommend Approval of Resolution for Unpaid Leave of Absence for Nicholas Brey**

The Board of Trustees acts to approve a request for unpaid leave for an employee in the Broome Community College Educational Support Personnel Association to serve in a promotional capacity. Based on the recommendation of the administration and the review and recommendation of the Finance & Facilities Committee, it was recommended that the Board of Trustees grant an unpaid leave of absence to Nicholas Brey, Campus Peace Officer, Public Safety, from September 8, 2014 to September 7, 2015 to serve in a promotional capacity as a Staff Assistant in Public Safety.

Discussion:

Trustee Mastrangelo asked for clarification concerning Preferred Agenda Items 2.2 and 2.3 asking what was meant by revising the position descriptions. Trustee Paniccia responded that there were two positions; one is for the Assistant Director and the other for the Director. Both positions were discussed at the Finance and Facilities meeting where the scope of the positions and the duties were looked at. There was not an Assistant Director title which was created for the responsibilities that the person is doing. Trustee Paniccia asked Ms. Losinger if this was correct.

Ms. Losinger replied that they are moving the lawn chairs on the deck right now in the Ice Center now that Phil Testa will be having very little day to day responsibility. We have actually built a director internally and when we do that sort of thing we typically look it over to make sure all the duties are in place. This is actually a second look, because we decided to build the Assistant Director also internally. When she was looking between the educational requirements for both she noticed that the educational requirements were less for the Director than the Assistant Director. We sat down with the union and looked at what was really needed for the position and brought them in line with each other.

Dr. Drumm added that with every administrative position we review every job description with an eye toward updating if it becomes open.

Trustee Paniccia stated that there was a lengthy discussion at the Finance and Facilities meeting concerning the educational requirements and whether it needed a four year degree or not and it was determined after discussion that a four year degree was not required and it was mainly more on experience, the position has been revised to show that.

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

Trustee LaBare stated that she believes a person should have a bachelor's degree for the Director position and we should encourage people to pursue a bachelor's degree.

Trustee Serafini stated; at the Finance and Facilities meeting it was discussed that in this case experience was much more important than the bachelor's degree; it would be great if they did have the degree but finding someone in that field that understands the Hockey business is much more important than to have a bachelor's degree.

Ms. Losinger replied that we did step up the requirements to an Associate's degree and to a degree that we actually offer at SUNY Broome, Sports Management Degree, that we believe prepares potential employees and applicants for this job.

**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 Mortenson.**

**Preferred Agenda Action Items 2.1, 2.3 and 2.4 were unanimously approved.**

**Preferred Agenda Action Item 2.2 was approved with a vote of 8 in favor and 1 opposed.**

## **3.0 ACTION ITEMS**

### **3.1 Recommend Approval of Slate of Officers for 2014-2015**

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 2014-2015 met on September 2, 2014 and recommended that James Orband be appointed Chairperson for 2014-2015 and Margaret Coffey be appointed Vice Chairperson for 2014-2015, both for a term of one (1) year as provided for in the By-Laws.

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

### **3.2 Recommend Approval of Nominating Committee for 2015-2016**

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 (3) trustees. Such Nominating Committee members shall serve a term of one (1) year. The Nominating Committee of 2014-2015 met on September 2, 2014 and recommended the following members to serve on the Nominating Committee for 2015-2016; Marc Newman, Chairperson, Nicholas Serafini and George Akel.

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

### **3.0 ACTION ITEMS CONTINUED**

#### **3.3 Recommend Approval of Schedule of Finance and Facilities Meetings and Board of Trustee Meetings 2014-2015**

A schedule of the Finance & Facilities Committee and Board of Trustees meetings for 2014-2015 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 2014-2015.

It was decided that the October meeting will be held at 3 p.m. on Wednesday, October 8, 2014 and the Finance and Facilities meeting will be held at 9 a.m. on Tuesday, September 30, 2014.

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

#### **3.4 Recommend Approval of Resolution for Actual Salaries for Management/Confidential Personnel for 2014-2015**

According to Local Law Intro. No. 8, 1990, entitled "A Local Law Amending the Broome County Charter and Administrative Code with Respect to Broome Community College," the Plan C legislation authorizes the Board of Trustees to approve salaries as recommended and to fix compensation for unrepresented positions of the College. The President recommended to the Board of Trustees a two percent (2%) wage increase to the actual base salaries for management/confidential personnel, and the stipend for clerical support for the Board of Trustees be increased to \$3,500 from \$3,030 and establish a stipend for clerical support for the Finance and Facilities Committee at \$2,000. It was recommended that the Board of Trustees approves the resolution for the actual salaries for management/confidential personnel effective September 1, 2014.

**Vice Chair Coffey made a motion to approve Action Item 3.4. Trustee Kradjian seconded the motion.**

Discussion:

Trustee Serafini asked if other community colleges have stipends. Dr. Drumm replied, yes, it pretty standard. Vice Chair Coffey stated that the Binghamton Board of Education for the City School District has stipends.

Trustee Mortenson stated that she feels that the Board Secretary does more than just take minutes and prepare for the Board meetings and feels that there is more work involved in this position than the Finance and Facilities position. Dr. Drumm stated that clearly there is and there is wide a gap between the two and Ms. Losinger can speak to the work for Finance and Facilities. Ms. Losinger stated that from her perspective that a similar responsibility lies with the Vice President for Administrative and Financial Affairs secretary but not of the same depth which is why we put a differential in. From her perspective the responsibility and support for both of these position goes way beyond the secretarial support for the two positions in the suite.

### **3.0 ACTION ITEMS CONTINUED**

#### **3.4 Recommend Approval of Resolution for Actual Salaries for Management/Confidential Personnel for 2014-2015 CONTINUED**

Discussion Continued:

Dr. Drumm stated that we are now 22<sup>nd</sup> for tuition for the coming year; it appears we have moved back into the bottom third for what we charge for tuition. Ms. Losinger stated that we need to wait for SUNY Board to adopt and approve and she will bring it in at that time.

Trustee Paniccia stated that in looking at the second paragraph; we have three items; a two percent wage increase for the actual base salaries, we are increasing the clerical support stipend from \$3,030.00 to \$3,500.00 and establish a \$2,000.00 stipend for clerical support for the Finance and Facilities Committee. It is his understanding that the Committee meeting was at 7:30 a.m. and now that we moved to 9:30 a.m. is it justifiable. Vice Chair Coffey stated that it does not matter because the Vice President for Administrative and Financial Affairs secretary did not attend the meeting. Ms. Losinger stated that this level of support is not in the job description for the secretary at all and she has observed that it takes well into overtime and additional work hours every month.

**The motion was approved with a vote of 8 in favor and 1 opposed.**

#### **3.5 Recommend Approval of Resolution for Minimum Salaries for Management/Confidential Personnel for 2014-2015**

According to Local Law Intro. No. 8, 1990, entitled "A Local Law Amending the Broome County Charter and Administrative Code with Respect to Broome Community College," the Plan C legislation, authorizes the Board of Trustees to approve minimum salaries as recommended and to fix compensation for unrepresented positions. The President recommended to the Finance and Facilities Committee for their review and recommendation to the Board of Trustees for approval of a two percent (2%) increase of minimum salaries for management/confidential personnel and increasing the minimum stipend for the Board of Trustees support to \$3,000 and establishing a stipend for the Finance and Facilities Committee support at \$2,000. It was recommended that the Board of Trustees approves the resolution for the minimum salaries for the management/confidential personnel effective September 1, 2014.

**Trustee Newman made a motion to approve Action Item 3.5. Trustee Akel seconded the motion. The motion was approved with a vote of 8 in favor and 1 opposed.**

## 4.0 INFORMATION ITEMS

### 4.1 President's Report

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

Dr. Drumm welcomed Trustee Kradjian to her first full board meeting.

Dr. Drumm welcomed Trustee Mastrangelo back to the board after being reappointed by the County Executive.

We are one of the two community colleges out of twenty-four whose enrollment is up this fall, we are up 1.8%. Once the figures come in for concurrent enrollment at the end of the month we will see what happens. There are more sections of concurrent enrollment being offered this fall than last fall and that's what we count for Fast Forward because the schools put the students into those sections, the schools sign up for the classes they want from us. We don't know what the total numbers will be but it's a good sign and a lot of work on a lot of people's part to move our concurrent enrollment up.

Housing - Dr. Drumm thanked all the Trustees for their support and the Foundations support concerning housing. None of this would have happened without this support. We held our final construction phase meeting today and we cannot thank Trustee Newman's and Trustee Paniccia's leadership with this project. Trustee Newman asked how the wireless is working. Dr. Drumm replied that it's good so far. Trustee Mastrangelo discussed the last minute scrambling of qualifying people. Dr. Drumm stated that we are still doing this, we had a fair amount of scrambling going on because we kept weeding people out if they couldn't demonstrate that they could pay or they couldn't supply the down payment. Trustee Mastrangelo stated the we will have the same situation next year. Dr. Drumm stated that it will be different next year because we will have returning students next year who will already be qualified so it will be a much smaller number in that regard. Trustee Mastrangelo stated that Trustee Newman has a good system concerning the timetable to qualify people. Trustee Newman stated that all of their leases are guaranteed by both parents and they have to qualify and go through the credit application process and if they qualify and meet our requirements, then they're approved. There is also a security deposit. Trustee Mastrangelo asked Trustee Newman if he has a timetable if they don't respond to email then is a certified letter sent and if they don't respond within a certain time they are off the list. Trustee Newman stated they have an issue with the pending lease column and making sure that those leases are closed. Trustee Mastrangelo asked if Trustee Newman could help the College with a system. Trustee Newman stated, yes, we can look at it. Dr. Drumm stated that we are always going to be dependent on the financial aid piece and getting the students through the financial aid process is an ordeal for a lot of our students. Trustee Mastrangelo suggested that each approved student should have a certified letter and when they arrive on campus they should have the letter with them. Dr. Drumm stated that they will be reviewing the process. Trustee Akel asked what the percentage of out of county students as opposed to in county students. Ms. Losinger stated that it is 83% of out of county with a focus on downstate. Ms. Morello stated that we are up to 20% International students. Trustee Mortenson asked how students were notified about financial aid information.

## **4.0 INFORMATION ITEMS CONTINUED**

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

Dr. Drumm replied that it depended on the contact information that the student provided on the application. We used every contact that they had on the application.

Dr. Drumm stated that of the four housing projects that opened in the last year ours is the only one that is completely full. Trustee Newman discussed the two feasibility studies that were done the first calling for 700 beds and the second calling for 366 beds. Trustee Newman stated that the interesting thing to do is to wait-list qualified students and develop a sense of where the market really is.

We have had our minor disciplinary issues and one arrest for marijuana. We have two students that have left the school and have had no no-shows. Dr. Drumm thanked Cathy Williams for helping move students in and her activity was second to none in getting the building full and appreciate her support as well as the Foundation's financial support.

Building College Towns Presentation for SUNY BEST – Dr. Drumm presented this morning to over 50 people at the SUNY BEST meeting to talk about Binghamton as a premier college town.

Capital Projects – The next big project will be the main parking lot. Most of next summer the main parking lot will be inaccessible and we are going through the process for county funding now.

Middle States – We are beginning the process of writing the Middle States Periodic Review Report (PRR).

We have kicked-off a new round of strategic planning and with county support we put out an RFP to redo the Facilities Master Plan.

#### **4.1.1 Employee Survey Results**

A copy of the Employee Survey was distributed to the Board.

Dr. Drumm stated that the survey is designed for the Middle States process every three years. This is our benchmark/baseline data and did a presentation when it was done and will do the survey again and will see where we have improved, haven't improved and what we need to work on from the baseline as all part of the Middle States Process.

Trustee Mastrangelo stated that this is the first time the Board is seeing it. Dr. Drumm stated that no a presentation was done to the Board as part of the Middle States Process.

Trustee Mastrangelo stated that the response rate of 24% was dismal and if you're going to get only 24%, it's just smoke and mirrors and you're doing it for accreditation and to comply but are you getting the truth, you get the people that are really angry or really happy. If we use this survey again then we should at least consider doing it differently.

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

##### **4.1.1 Employee Survey Results Continued**

If you persuade employees that you really care about what they think and this is their opportunity to tell you, you'd be surprised how high the response rate will be.

Dr. Drumm stated that we will never get people to complete the survey at meetings but there are things that will be done to improve the percentage.

Trustee LaBare asked how long it takes to complete the survey and stated that the length of time it takes to complete the survey is key to having people participate, it has to be short. Dr. Drumm stated that it takes 40 minutes to complete the survey.

##### **4.1.2 Thank you Letter from Hybridry**

A thank you letter from Hybridry was included in the Board packet.

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

Ms. Debbie Morello introduced Joe O'Connor, Chief of Public Safety who presented on the role of Public Safety, Parking and Safety Office and Health Office.

Chief O'Connor discussed regulations that the campus must follow and the various offices/organizations that we must be in compliance with, fines that can be issued of noncompliance, the Clery Act, the office staff and training and duties.

Trustee LaBare asked if the Peace Officers are trained to deal with mental health issues. Chief O'Connor replied, yes all the Peace Officers are trained plus the two Resource Officers are trained EMT's as well as first responders and in mental health. All Officers are first responders.

Trustee Akel asked if there are any Peace Officers scheduled to work weekends and evenings. Chief O'Connor stated yes, we have two Peace Officers twenty-four hours a day. We do have two hours a day from 5:00 a.m. to 7:00 a.m. where only one Peace Officer is on duty.

Trustee Newman asked if an Officer is in the Student Village 24/7. Chief O'Connor stated yes this will be the Student Security Guards (Student Workers) who will be sitting at the desk. They will be equipped with radios if there is an issue and are instructed to contact the Peace Officers and the Peace Officers will respond.

Trustee LaBare asked if the officers are trained with the NARCAN. Chief O'Connor stated yes all officers are trained.



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

##### **4.3 Middle States PRR (Periodic Review Report) Update – Dr. Andrew Haggerty**

Dr. Haggerty presented an update on the Middle States PRR to the Board. A copy of this report was included in the Board packet.

The PRR needs to adhere to four of the standards for the current Middle States requirement; Standard Two - Planning Resource Allocation and Institutional Renewal, Standard Three – Institutional Resources, Standard Seven – Institutional Assessment and Standard Fourteen – Assessment of Student Learning. Significant action has already been taken with these particular standards. Everything that is being done is on the O Drive including, meeting minutes, updates, gathering of material and information.

##### **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 attended the ACCT Governance Leadership Institute in Washington, DC and offered copies of the information from the Institute to the Board members who would like it.

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

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

The new Student Giving Campaign raised two peer scholarships this year.

The Foundation Board Investment Committee is in the process of an RFP for Investment Services. We have ten proposals from firms and the committee will be working on selecting a firm.

The Foundation is looking at making an investment in their prospect management activities. Prospect research looks at their data base and identifies people that could have the capacity and inclination and affinity to donate. These are people that are currently not giving or not giving at their capacity.

The Foundation received a gift today which was an additional gift from this person. The first gift was for an endowed scholarship of \$15,000.00 and the additional gift today was for \$10,000.00 to be added to the scholarship.

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

##### **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.

Ms. Losinger reported that the landscaping on campus has been stepped up with the addition of two new staffers who have strong landscaping skills. On the east side of the Business Building in the sunken area, four patio tables with chairs were added to the area to beautify the space and make it a usable area.

In the last three years we have completed 140 medium and small projects and have increased our small renovation budget from \$50,000.00 per year to \$600,000.00. We are slowly moving toward the \$1 million per year we are going to need to sustain our campus.

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

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

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

This report is routine and for informational purposes. Grant approvals for July 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 Budget and Finance Update**

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

Ms. Losinger reported on the impact of housing stating that rather than being up 2% we would probably have been down 7% in enrollment. We figure we've got 366 beds filled, how many of them would have been here otherwise, we'll never have that exact answer. Anecdotally, if it's 80% of them that would not have been here otherwise that's another 300 students, 50 students for each FTE, that's 6 percentage points alone.

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

##### **4.11 Budget and Finance Update**

Then we have the growth in our Binghamton Advantage program, we were in the high 80's on those students and now we're at 225 students that equates to another 138 students, that's another 3 percentage points. We do know that for the next five years there's still quite a significant decline in our local high school graduates.

Trustee Mastrangelo asked what the Natural Science Center (NSC) impact has been. Dr. Drumm stated that STEM enrollments is up. Dr. Ligeikis stated that we're 21 students up in Liberal Arts and Associates in Science and no more than ten in Environmental Science and we also have 45 Binghamton Advantage students so we have a little bit of growth. Over time the NSC will attract more students, it is growing but slowly.

Trustee Akel congratulated Dr. Ligeikis on the article that was in the paper.

Ms. Losinger stated that rather than speaking to what is in the written report she will talk about benchmarks every month. Most of these are in our internal portal and would like to give the Board members access to the portal.

Ms. Losinger discussed the following handouts with the Board: 2012-2013 SUNY Broome Degree Costs Chart, NYS Community College Tuition 13-14 and 13-14 Vice President and HR Director Salary Comparisons for SUNY Community Colleges.

Ms. Losinger stated that the health science degrees are very costly programs as compared to other programs and there are no additional revenues that come in to support the higher cost programs. Online Clinical Laboratory Technology (CLT) program and the cost of degree courses were cut in half. Trustee LaBare asked for information concerning Radiology. Ms. Losinger will bring that in to her. Trustee LaBare asked how many students are in the Dental Hygiene Program. Ms. Losinger will bring that in for her. Dr. Battisti stated that our pass rate on national or state exams is high and that is one of the things that creditors look at so we have to make sure we have the right people with retention and pass rates. Trustee LaBare asked how many are in the Nursing Program. Dr. Ligeikis stated that there are 160 students in Nursing and 71 in Dental Hygiene. Trustee Mastrangelo is concerned about the quality of education related to discussions about keeping costs down and not replacing people. The reason why students are coming to SUNY Broome is because of the quality of education, the quality is extremely important. Dr. Drumm stated that we are stretched very thin, we continue with the 24 open positions, if the state and county stepped up tomorrow with some money we could use five or six key student and academic support positions. There have been many medical leaves due to stress.

##### **4.12 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** Anthony Paniccia, Acting Chairperson of the Finance and Facilities Committee submitted the Minutes for the September 2, 2014 meeting. Trustee Paniccia reviewed the meeting with the Board stating that there was healthy debates and discussions. The meeting was called to order at 9:30 a.m. and adjourned at 10:18 a.m.

## **6.0 COMMUNICATIONS**

### **6.1 None**

Trustee Paniccia asked who the new Trustee representative is on the FSA Board.

Dr. Drumm replied to Vice Chair Coffey that as Chair of the Board you can appoint someone to the FSA Board, but you might want to confer with Chairperson Orband.

Trustee Akel nominated Trustee Paniccia to serve as the Trustee representative on the FSA Board. Trustee Mortenson seconded the motion. The motion passed unanimously.

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

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

**The meeting adjourned at 6:41 p.m.**

**THE NEXT FULL BOARD OF TRUSTEES MEETING IS SCHEDULED FOR 3:00 P.M. ON WEDNESDAY, OCTOBER 8, 2014 TO BE HELD IN THE LIBOUS ROOM OF THE DECKER HEALTH SCIENCES CENTER BUILDING**