

**BROOME COMMUNITY COLLEGE
BOARD OF TRUSTEES
May 16, 2013
Official
MINUTES**

- TRUSTEES PRESENT** Timothy Grippen, George Akel, Angelo Mastrangelo, Anthony Paniccia, Margaret Coffey, Nancy LaBare, Willie Murray, Aishia Mortenson
- TRUSTEES ABSENT:** James Orband, Marc Newman, Nicholas Serafini
- ALSO PRESENT:** Dr. Kevin E. Drumm, Dr. Francis Battisti, Regina Losinger, Debbie Morello, Elizabeth A. Wood, Cheryl Sullivan, Patricia O'Day

Chairperson Grippen called the meeting to order at 5:11 p.m.

Chairperson Grippen welcomed Aishia Mortenson as the new Student Trustee to the Board of Trustees and thanked Willie Murray for his service to the Board of Trustees as outgoing Student Trustee

1.0 APPROVAL OF MINUTES

Trustee Mastrangelo made a motion to approve the minutes of the April 25, 2013 meeting of the Board of Trustees. The motion was seconded by Trustee Akel and the minutes were unanimously approved as written.

2.0 PREFERRED AGENDA ACTION ITEMS

2.1 Recommend Approval of Resolution for Unpaid Leave of Absence for Richard C. David

The Board of Trustees acts to approve a request for unpaid leave for an employee in the management confidential group. 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 Richard C. David, Public Affairs Officer, from 7/31/13 to 11/29/13.

2.2 Recommend Approval of Resolution for Candidates for Promotion

According to Policy 1.15 the Board of Trustees shall approve the granting of promotions to members of the professional staff in accordance with any applicable negotiated contract. Article 36 of the Faculty Association contract – Promotions sets forth the process under which employees covered by this contract can be promoted. It was recommended that the Board of Trustees approves the resolution for candidates for promotion.

2.0 PREFERRED AGENDA ACTION ITEMS CONTINUED

2.3 Recommend Approval of Additional Mechanical Construction Work to Wilkins Mechanical, Inc. for the Water and Sewer Upgrades Project

At the September 18, 2012 Finance and Facilities Committee meeting Bid #12-24 was approved for \$97,800 to Wilkins Mechanical, Inc. to install new domestic water shutoff valves throughout campus. It was discovered during construction that several valves, including main building shut off valves were not operating and needed to be replaced. Wilkins Mechanical, Inc. was directed to complete this additional work on a change order. Current Board of Trustee Policy 1.7: Purchasing requires purchases and contracts over \$100,000 to have Board of Trustee's approval including purchases on NYS Contract. The contract is now over \$100,000 and requires Board of Trustee approval. It was recommended that the Board of Trustees approves the change order to Wilkins Mechanical, Inc. in the amount of \$65,926.22 making the new contract amount of \$163,726.22 for the Water and Sewer Upgrades Project.

2.4 Recommend Approval of Resolution to Grant New York State Electric and Gas an Easement to Install Natural Gas Service for the Student Housing

An easement is needed to allow New York State Electric and Gas (NYSEG) to run a natural gas line for the Student Housing Project. An easement has been proposed by NYSEG, approved by Delta Engineers, the engineering firm for the student housing project, and by Robert Behnke, County Attorney. It was recommended that the Board of Trustees approve the resolution granting of an easement to New York State Electric and Gas for the installation of a natural gas line for the student housing project. NYSEG will also guarantee perpetual care and maintenance of the gas line, contingent upon NYSEG meeting County, College, and any regulatory agency and required State University of New York approval.

2.5 Recommend Approval to Contract with LeChase Construction Services, LLC for Construction Management for the Wales Building Renovation Project

On March 17, 2013 a legal notice was placed for Request for Proposals (RFP) for construction management for the Wales Building Renovation Project. Two (2) companies responded to the RFP and were interviewed by the committee. The committee unanimously decided that LeChase be hired for this project at a cost of \$248,000 which will allow them to provide the college with 40 hours each for a Project Superintendent and a Project Manager. 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 Wales Building Renovation Project for \$248,000.

Trustee Paniccia made a motion to approve Action Items 2.1, 2.2, 2.3, 2.4 and 2.5 on the Preferred Agenda. The motion was seconded by Trustee Akel. The motion was unanimously approved.

3.0 ACTION ITEMS

3.1 Recommend Approval of Resolution Changing the Name of Broome Community College

Broome Community College has been considering changing its name. The College spent the last year talking with stakeholders including partners at the State and County level, alumni, community leaders, employees, students and others to gain their input and secured the services of KOR a nationally recognized marketing and branding firm to research and study this concept, and assist in the transition process. The College has reviewed all of the feedback from its stakeholders and is now ready to make a recommendation to the Board of Trustees. It was recommended that the Board of Trustees approves the resolution proposing that Broome Community College change its name to either SUNY Broome or SUNY Broome Community College, which will take place in approximation to the academic year 2013-14.

Trustee LaBare stated that in the Community College Regulations Part 601, Initial Organization of a Community College, section 601.3, Name of College, states; any college here after established which is by definition a community college shall incorporate in its name a) the words community college and b) when possible and desirable the designation of its sponsorship or service area.

Willie Murray stated that the students feel strongly about the name of SUNY Broome.

Dr. Drumm stated that several colleges have removed the community college from their name and nobody has ever challenged them.

Chairperson Grippen remarked that community colleges are finally getting the recognition that they deserve especially from the Federal government. There are so many more grants now for community colleges.

Dr. Drumm stated that we would still be chartered as a community college no matter what our name is. There are 115 community colleges that have dropped community from their name. Trustee Coffey asked that the differentiation is that they give two year degrees. Dr. Drumm stated that we would only have the authority to grant an associate degree. Trustee Mastrangelo asked if we have any intention of granting four year degrees. Dr. Drumm stated that it isn't going to happen anytime soon in SUNY.

Trustee Mortenson stated that the majority of students do care that the College name be SUNY Broome. There is more of a sense of pride with the name. As other colleges are looking to remove community college from their name it would be fair to say that it would be plausible that we go in the same direction.

Trustee Paniccia stated that a statutory law under the education law states the Broome name and community college remain in the name and he would have to be in favor of what the law states. The discussion on the table is, are we going to support the SUNY Broome Community College name because that's what the bylaws request us to do.

3.0 ACTION ITEMS CONTINUED

3.1 Recommend Approval of Resolution Changing the Name of Broome Community College Continued

Trustee Mastrangelo stated that people will refer to the College as SUNY Broome and not SUNY Broome Community College. If we remove community college then we need to designate what we are, are we a junior college or just a college. Officially our name would be SUNY Broome Community College but everyone will call us SUNY Broome.

Trustee Coffey made a motion to approve the name change to SUNY Broome Community College. Trustee Mastrangelo seconded the motion. The motion was defeated by a vote of five ayes and two nays.

Trustee Mortenson made a motion to approve the name change to SUNY Broome. Trustee Akel seconded the motion. The motion was defeated by a vote of three ayes and four nays.

Chairperson Grippen stated that the name of the College will remain Broome Community College.

Chairperson Grippen stated that if someone voted against the measure they can vote to bring it back at the next meeting.

3.2 Recommend Approval of Resolution for Student Communication Policy, 1.31

The President and Executive Council of the College has recommended to the Board of Trustees for their review and approval a new policy concerning Student Communication. The purpose of this policy is to clearly define to all students, faculty and staff the official means of College-wide student communication, official means of student email communication, emergency notification, expectation regarding student use of the Campus Web Portal, educational use of electronic communication. It is proposed that the Student Communication Policy be adopted and included in the Broome Community College Policy Manual under reference number 1.31, and was recommended that the Board of Trustees approves the Student Communication Policy to be included in the BCC Policy Manual under reference number 1.31.

Trustee LaBare stated that all students need to be made aware of the new policy and it needs to be communicated to the students.

Mr. David explained that we have formalized the different methods that already take place right now. It is in one central document that makes it a lot clearer of what it is we actually do. Our internal information has shown us that not a lot of students use their student related email. Because there are so many different ways that students access their information for instance, phones, email, texting or twitter. We want to have one formal channel to communicate College information to the students. We are going to internally utilize all of the social media methods that they are utilizing right now to send them one singular method on how to access College information.

3.0 ACTION ITEMS CONTINUED

3.2 Recommend Approval of Resolution for Student Communication Policy, 1.31 Continued

For example we will put it on our monitors internally, text them, email, hand out cards to them, posters, work with admissions who communicate with new students. The intention is to make as many students aware as possible.

Ms. Morello added that they will ask faculty to attach the information to their syllabus and also have it as part of orientation for new students. The portal and New York Alert will be the formal means of communication and of course Google email.

Trustee Mastrangelo asked if we will alert the students of what the consequences are if they do not use the formal acceptable communication.

Ms. Morello stated that we need to say that consequences vary from faculty to faculty and we should define a few examples to the students.

Dr. Drumm stated that there have always been consequences for missing classes and it does vary by faculty member what the consequence is.

Trustee Mastrangelo made a motion to approve Action Item 3.2, Trustee LaBare seconded the motion and it was unanimously approved.

3.3 Recommend Approval of Resolutions Granting Emeritus Status

Under BCC Policy 1.17, the Board of Trustees grants emeritus status to members of the college professional staff according to the specified procedures. It was recommended that the Board of Trustees approves the resolutions granting emeritus status to the following: Arthur Haas, Elliott Reitz, John Petrewski, Julia E. Peacock, Margaret Wingate, Gregory Talley, Paul O'Heron, Ralph McGrew, William Kelly, William Metzger, Duane Whittaker, Jacqueline Shrader, and Thomas Kanick

Trustee Coffey made a motion to approve Action Item 3.3, Trustee Akel seconded the motion and it was unanimously approved.

On behalf of the Board of Trustees Chairperson Grippen presented Arthur Haas, Elliott Reitz, Julia E. Peacock, Margaret Wingate, Gregory Talley, Paul O'Heron, , William Metzger, Duane Whittaker, Jacqueline Shrader, with a copy of the resolution granting each of them emeritus status. Thomas Kanick, John Petrewski, Ralph McGrew, and William Kelly were not in attendance and will be mailed their resolution granting them emeritus status.

Margaret Wingate thanked the Board, Chairperson Grippen and Dr. Drumm for their kindness during the loss of her husband a few years ago. Professor Wingate also stated that she and her colleagues are shocked by yesterday's loss of their colleague Angelo Zuccolo.

4.0 INFORMATION ITEMS

4.1 President's Report

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

Dr. Drumm thanked the Board members for their service.

Dr. Drumm informed the Board members that Angelo Zuccolo a longtime professor of 30 years passed away. He was a real institution around campus even in his retirement and we are saddened by this loss.

Twelve faculty and staff including Dr. Drumm climbed Mount Marcy the highest peak in New York State yesterday. It was a fascinating and bonding experience for the faculty and staff that participated. It was organized by a faculty member and was a phenomenal experience.

The power outage on May 13th was caused by a possum. Mr. Phil Testa explained that the animal entered through a manhole through a four inch conduit. Trustee Paniccia stated that Mr. Testa has taken all precautions to seal all the transformers and the switches. If we work on the switching procedure then we can minimize the downtime on future campus outages. Dr. Drumm stated that there didn't seem to be a lot of fall out with the outage. Dr. Battisti stated that it happened on the day before the final week so we were able to keep the dental lab open and all the clinicals off campus. Trustee Mortenson stated that unfortunately there were professors that held class in the buildings that had power and all the students were not aware that the classes were still being held so some students missed the class. Trustee Coffey asked if this will be looked into. Dr. Drumm stated yes it will be.

Student Housing is moving forward. June 25th is the formal groundbreaking at 10 a.m. and asked the Trustees to please add this date to their calendar.

The FSA is about to select the new food service for campus. There were two exceptional companies that bid on the food service and he will have a full update next month on FSA. Dr. Drumm thanked Ms. Morello for her work in turning the FSA around.

Enrollment is on target with a projection of a slight decline for next year.

The Faculty Association held elections and David Michalak will remain as President, Fred Loveland will become the Vice President.

Dr. Drumm congratulated Chairperson Grippen on his retirement from State of New York.

4.0 INFORMATION ITEMS CONTINUED

4.2 BCC Foundation Report

Ms. Catherine Williams presented the May 2013 Foundation report to the Board. A copy of this report was included in the Board package.

The Foundation Board Executive Committee approved a resolution to have the LLC become owners of the Student Housing Project until such time as the tax exempt status for the Broome Community College Housing Development Corporation comes through. It is a standard thing to do when you have projects such as this. The closing will probably be pushed out to May 30th.

4.3 College Assembly Update – Tracy Curtis

Tracy Curtis, Chair of the College Assembly presented an update to the Board. A copy of this report was included in the Board package.

4.4 Council for Academic Issues Update – Kennie Leet

Kennie Leet, Chair of the Council for Academic Issues presented an update to the Board. A copy of the year-end report was included in the Board package.

Ms. Leet thanked the administration for keeping them informed as well as Lisa Strahley the FCCC representative to what's happening SUNY wide so we can be prepared when changes occur.

4.5 BCC Facilities Update

This report is routine and for information purposes.

Ms. Losinger stated that there are many smaller renovations underway that are contingent upon each other finishing. She commended Mr. Phil Testa and his team for the improvements and the condition of our campus facility within the last few years.

4.6 Budget Transfers

Budget Transfers for April 2013 were included in the Board package.

4.7 Grant Approvals

This report is routine and for informational purposes. There were no Grant approvals for May 2013.

4.8 Investment Report

This report is routine and for informational purposes.

4.9 Personnel Activity Reports

These reports are routine (with planned activity) and for informational purposes.

4.0 INFORMATION ITEMS CONTINUED

4.10 Budget and Finance Update

This report is routine and for informational purposes.

Ms. Losinger reported that the proposed budget has been delivered to the County Executive and hopefully it will be recommended forward as proposed. At this point our enrollments for the fall semester are in line with what is proposed in the budget.

Ms. Losinger discussed the Affordable Care Act. The Affordable Care Act is the Federal requirement that will be coming in 2014 to provide health insurance coverage to 95% of our full-time employees. We are investigating our part-time employees who combine several part-time jobs to be sure they are staying with in the 30 hours per week limit. The area in question is in the area of adjunct instruction; there hasn't been a formal determination of how credit hours translate to clock hours. They are waiting on a determination from the IRS. The penalties are outrageous with a fine of \$2,000 per employee. Trustee Coffey asked how many employees fall into this area. Ms. Losinger replied that there 20 employees. Ms. Losinger hopes to have an approach to this for the Board members by next month.

4.11 Press Clippings

This report is routine and for informational purposes.

4.12 Initial II Appointments

A copy of the candidates for Initial II Appointments was attached to the Board package for information.

5.0 COMMITTEE REPORT

5.1 Minutes from Finance and Facilities Meeting of May 14, 2013

The Finance and Facilities Committee Minutes for the May 14, 2013 were submitted. The meeting was called to order at 7:30 a.m. The meeting adjourned at 7:41 a.m.

6.0 COMMUNICATIONS

6.1 Breaking Ground – BCC Literary Magazine 2013

A copy of Breaking Ground was included in the board package.

Dr. Drumm thanked Elizabeth Wood for her 28 years of service to the College stating that there is not a single employee whose work life has not been touched by Elizabeth. We will miss her, she has been invaluable on Executive Council in matters of personnel.

Dr. Drumm also announced that this is Rich David's last Board of Trustees meeting. He is on vacation after commencement and then will be on leave of absence to pursue his political ambitions.

EXECUTIVE SESSION

Chairperson Grippen called for a motion for Executive Session to discuss negotiations.

Trustee Mastrangelo made a motion to adjourn to Executive Session and Trustee Paniccia seconded the motion. The Trustees went into Executive Session at 6:40 p.m.

Elizabeth Wood and Regina Losinger were asked to attend the Executive Session.

Trustee Coffey made a motion to come out of Executive Session at 7:05 p.m. Trustee LaBare seconded the motion and the motion passed unanimously.

Chairperson Grippen called for a motion to call a Special Meeting of the Board of Trustees to consider the Resolution Changing the Name of Broome Community College.

Trustee Paniccia made a motion to hold a Special meeting of the Board to consider the name change at a date determined by the chairperson. Trustee Mortenson seconded the motion and it was unanimously approved.

Trustee Coffey made a motion to adjourn. The motion was seconded by Trustee LaBare and the motion passed unanimously. The meeting adjourned at 7:10 p.m.

THE NEXT FULL BOARD OF TRUSTEES MEETING IS SCHEDULED FOR 5:00 P.M. ON THURSDAY, JUNE 27, 2013 TO BE HELD IN THE LIBOUS ROOM OF THE DECKER HEALTH SCIENCES CENTER BUILDING