

**SUNY BROOME COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
July 25, 2013  
Official  
MINUTES**

**TRUSTEES PRESENT** Timothy Grippen, James Orband, Angelo Mastrangelo, George Akel, Anthony Paniccia, Nancy LaBare, Aishia Mortenson

**TRUSTEES ABSENT:** Nicholas Serafini, Margaret Coffey, Marc Newman

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

**Chairperson Grippen called the meeting to order at 5:07 p.m.**

Chairperson Grippen asked if there were any members of the media in attendance and if so to please introduce themselves.

Meg Delaney of the Press and Sun Bulletin introduced herself to the Board.

**1.0 APPROVAL OF MINUTES**

**Trustee Akel made a motion to approve the minutes of the June 27, 2013 Meeting of the Board of Trustees. The motion was seconded by Trustee Paniccia and the minutes were unanimously approved as written.**

**2.0 PREFERRED AGENDA ACTION ITEMS**

**2.1 Recommend Approval of Resolutions for Faculty Hiring Ranges for 2012-13 and 2013-14**

In the absence of contractually defined minimum salaries, the Board has established parameters for the hiring of new faculty at appropriate salary levels. The faculty hiring range resolutions proposed by the administration for academic years 2012-13 and 2013-14 are presented here. It was recommended that the Board of Trustees approves the resolutions establishing faculty hiring ranges for academic years 2012-13 and 2013-14.

**2.2 Recommend Approval of Resolution for the Administrative Guild Labor Agreement**

Since Plan C legislation of 1990 (Section 2305-A), the Board of Trustees has been responsible for the negotiation of all labor contracts on behalf of the College. Through its designated negotiators, the Board has negotiated successfully to conclusion a successor agreement with the Administrative Guild for the period September 1, 2012 to August 31, 2015. It was recommended that the Board of Trustees approves the resolution with the terms of the tentative labor agreement with the Administrative Guild.

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

### **2.3 Recommend Approval of Resolution for Revised Position Description - Vice President for Student and Economic Development**

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

### **2.4 Recommend Approval of Resolution for Unpaid Leave of Absence for Jesse E. Wells**

The Board of Trustees acts to approve a request for unpaid leave for an employee in the SUNY Broome Community College Administrative Guild 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 Jesse E. Wells, Director of Marketing and Communications, Marketing and Communications Department, from August 5, 2013 to November 30, 2013 to serve in a promotional capacity as Acting Director of Marketing, Communications and Public Information.

### **2.5 Recommend Approval of Resolution for Waiver of Residency Requirement for Jason Zbock**

Under Plan C, the Board of Trustees is responsible for personnel matters including compliance with all civil service laws and employment laws under the Broome County Charter, state laws, federal, and local laws. Broome County has adopted residency requirements for certain employees including the administration and President of SUNY Broome Community College. Under the County Charter and Code, authority has been delegated to the Board of Trustees to grant waivers of this residency requirement. It was recommended that the Board of Trustees approves the request to grant a permanent waiver of the residency requirement to Jason Zbock, Dean of Institutional Effectiveness and Enrollment Planning.

### **2.6 Recommend Approval of Resolution for Revised Position Description – Director of Information Technology Services**

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 Information Technology Services

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

### **2.7 Recommend Approval to Award Prime Contracts for Bid #13-6 for the Wales Renovation Project**

The bids for the Wales Renovation Project were opened on July 11, 2013. The references have been checked, qualification statements approved, and the consultants endorsement received for the low prime bidders. Keystone Associates, the architect for the project, has approved the low bids. The value of the bids was within our budget and allows us to proceed with the entire Scope-of-Work including the desired Alternates. It was recommended that the Board of Trustees approves the low bids of the prime contractors for the Wales Renovation Project.

**Trustee Mastrangelo 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 Orband. The motion was unanimously approved.**

## **3.0 ACTION ITEMS**

### **3.1 Recommend Approval to Set Date of Annual Meeting**

Pursuant to the By-Laws of the Broome Community College Board of Trustees, the annual meeting will be held in September, for the purpose of election of officers, the nominating committee and any other matters to establish at the annual meeting dates, times and places for regular meetings for the current academic year. It was recommended that the Board of Trustees set the date of September 12, 2013 to be held at 5:00 p.m. as the date of the annual meeting for 2013.

**Trustee Akel made a motion to approve Action Item 3.1, Trustee Paniccia seconded the motion and it was unanimously approved.**

### **3.2 Recommend Approval of Resolution Approving the SUNY Broome Community College Strategic Plan for 2013-2014**

SUNY Broome Community College's Strategic Plan provides a guide for the College community to improve collaborative planning for institutional initiatives and serves as a basis to develop goals at the institutional division and department level. During the spring 2013 semester several activities facilitated by the Institutional Effectiveness Office in conjunction with a College Assembly work group collectively produced an expanded SUNY Broome Community College's Strategic Plan for 2013-2014. These activities attended by approximately 140 faculty, staff, or administrators yielded defined strategic directions under each of the established seven strategic initiatives and the SUNY Broome Institutional Learning Outcomes approved by the Council of Academic Issues were integrated into the strategic plan. The SUNY Broome Executive Council approved the strategic plan on July 9, 2013. It was recommended that the Board of Trustees approves the Resolution for the SUNY Broome Community College Strategic Plan for 2013-2014.

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

### **3.0 ACTION ITEMS CONTINUED**

Trustee Mastrangelo stated that he was involved in the Strategic Planning process and complimented Jason Zbock and all the people who were involved on the terrific job they did with the Strategic Plan.

#### **3.3 Recommend Approval of Resolution Approving a Culinary Arts Associate in Occupational Studies (A.O.S.) Program**

The AOS Degree in Culinary Arts is aimed at preparing students to enter the hospitality field as entry level chefs or cooks with practical expertise in food the four "P's": purchasing, preparation, presentation and profit. Includes instruction in nutrition, kitchen chemistry, hospitality law, menu merchandising and marketing, human resources and cost control. The proposed program in Culinary Arts not only provides students with preparation for kitchen work but is equipped with a broad spectrum of managerial skills qualifying them for roles as an Executive Chef and/or Kitchen Manager. In accordance with the most recent SUNY Guidelines for the Submission of Undergraduate Academic Program Proposals, this program will be announced to the SUNY Provost and the Presidents of campuses in our coordinating areas for their reaction. In accordance with the SUNY Guidelines this proposed program must receive institutional approval in the form of approval by the local Board of Trustees. It was recommended that the Board of Trustees approves the Resolution for the College program proposal for a AOS Degree in Culinary Arts.

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

### **4.0 INFORMATION ITEMS**

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

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

Dr. Drumm reported that the College is in the process of slowly moving into the Natural Science Center. The building is on schedule and everything should be ready for the September 26<sup>th</sup> grand opening.

The construction fence is up and equipment is on site for student housing. Dr. Drumm presented the housing poster that the Marketing Office created. These posters will be strategically placed around campus. A trifold brochure has been created which is basically a map that shows businesses that are across the street and within easy walking distance of the complex. A furniture company has been chosen and we are beginning to get a look at what the internal spaces will look like. We've had great progress with the housing and Dr. Drumm thanked Ms. Morello, Mr. Testa, Ms. Williams and Trustee Newman for their work on the project. Dr. Drumm stated that they are working on a very special guest for the grand opening.

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

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

All items have been labeled for the move from the Wales Building while renovations are being done. Offices will be moved to 901 Front Street and the Science Building. There has been a glitch in the Science Building with some clean up that needs to be done before the move. The move will happen in phases between now and September 16<sup>th</sup>. We will share a map of where all the offices will be moved to at the September meeting.

Dr. Drumm introduced and welcomed Lynn Fedorchak as the new Human Resources Officer.

Dr. Drumm also announced that Shelli Cordisco has been hired as the Director of Sponsored Programs. Ms. Cordisco is working on the CFA for the Carnegie Library and is doing a great job with this.

At the Foundation Board meeting this morning it was discussed that we are at 95% of the goal for the Wales Administration Building fundraising. We are a bit short at the moment of \$65,000 to \$80,000. There is money in Albany. Ms. Losinger stated that there is an equal amount in Albany so every dollar you raise locally we can leverage another dollar in Albany. Dr. Drumm stated that there are naming opportunities for donors; for example, a conference room can be named for them. We did take on an aggressive private fundraising goal in order to leverage the \$3 million dollars we had from the County and the State which brought it up close to \$4 ½ million dollars so we could get the elevator, bathrooms and the HVAC. We are very close but do need another \$65,000 to \$80,000 to go. Dr. Drumm asked the Board members to please notify him if they know of anyone or a company that is willing to make a donation for the building renovation.

Dr. Drumm attended the Presidents Academy Summer Institute (PASI) from Saturday to early Tuesday morning and then drove to Albany to attend a joint SUNY/CUNY meeting on next year's state budget. At the PASI a visit to the Discovery Center was scheduled which highlighted some inexpensive educational opportunities such as an app that allows you to look at a twenty dollar bill and disaggregate every single graphic on that bill. We have our work cut out for us to catch up to the 21<sup>st</sup> Century.

Dr. Drumm attended the Joint SUNY/CUNY Executive Committee meeting with the Presidents to discuss the 2014-2015 budget. Dr. Drumm stated that they were very quickly on the same page with the CUNY Presidents. He will present more details as we move into the next legislative session.

There is still a lot of movement on chargebacks and out of district tuition. The chargeback formula will probably change and will be based on the County's contribution. The County's contribution operationally is 15%. Ms. Losinger stated that they look at the amount per student FTE and it is significantly lower than what we're charging. The change will be a weighted phase in over the next five years. So the impact will be 5% and then 30%, 50%, 60% and then 100% over five years. Trustee LaBare asked if the capital projects money will be included in this. Dr. Drumm stated no, it is strictly going to be operational per FTE. Trustee LaBare asked, if you add the capital projects to the operational what that would bring it up to for this year.

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

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

Ms. Losinger responded that this year it was \$500,000, but two years ago it was \$10 million dollars for the Natural Science Center, so it can be a desert island for a while and then you can have a building fund. But they are not allowing the capital projects into the calculation.

Trustee Akel asked, ultimately they can charge twice what the County is contributing. The County's 15% times 2% is 30% which is less than incoming tuition. Dr. Drumm stated that it is additional, but instead of charging double it will be a fraction of the double for out of state and out of country.

Trustee Mastrangelo asked, if they control what we charge and if we cannot charge what we were charging. Dr. Drumm responded that for out of state and International students we will be forced to work with fees. There will be discussion this winter because the legislation can be changed. Dr. Drumm explained that the purpose of this and the reason why the formula was reworked was that the counties would get wild swings in chargebacks based on how much money a college took to fund balance in a given year. So if there was a big spike in enrollment and the money was taken to fund balance, then the next year there was a decrease in how much you were allowed to bill other counties. The purpose is to reduce the huge fluctuations in the chargebacks. Dr. Drumm will keep the Board informed as this moves forward.

Speidie Fest will be using our parking lots for the weekend once again this year.

##### **4.2 Academic Affairs Update**

Dr. Francis Battisti presented the Academic Affairs Annual Overview to the Board. A copy of this report was included in the Board package.

The year began with 21 new faculty members which was the largest class since 1971 and we had two acting deans and an acting vice president. The year was spent looking at academic programs, academic services and the type of systems we have in Academic Affairs.

Trustee Mastrangelo stated that we received little publicity on the SUNY 2020 \$2.8 million dollar grant, the largest grant the College has received. Dr. Drumm stated that press releases were sent out and we did receive some coverage that we were awarded the grant.

Dr. Drumm informed the Board that Academic Affairs and Student and Economic Development will alternate reporting on their areas to the Board at the meetings.

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

##### **4.3 SUNY Broome Foundation Report**

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

Ms. Williams discussed the importance of telling the story and receiving media coverage concerning what the College is accomplishing. It is important for the Foundation to tell the story for fundraising efforts and they are focusing on how to do a better job of it.

Dr. Drumm reminded the Board that the President's Foundation Lawn Party is scheduled for Friday, September 20<sup>th</sup>.

Trustee Paniccia commented that as a member of the Foundation Board the transition from Judy Siggins to Cathy Williams has been seamless and Cathy's work is exceptional.

**Chairperson Timothy Grippen excused himself from the meeting at 5:45 p.m. At that point Vice Chair James Orband chaired the remainder of the meeting.**

##### **4.4 SUNY Broome Facilities Update**

This report is routine and for information purposes.

Ms. Losinger reported that the College has received the County Executives preliminary 2014 capital recommendations. At this time, part of our proposal was to rehabilitate the remainder of the core buildings which include the Science Building, Mechanical, and Student Services. There is money to rehabilitate the first building. There was \$19 ½ million dollars on the table and when Dr. Drumm and Ms. Losinger met with the County Executive there was strong support for the project. The County Executive asked which was the next most important building to rehabilitate which they replied the Science Building. There is \$8.6 million to rehabilitate the Science Building and the project is going through reviews at the County at this time. There is also a half million dollars in the capital recommendations for critical HVAC and roof replacements. A review meeting is scheduled with the County Executive's staff in a couple of weeks.

##### **4.5 Budget Transfers**

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

##### **4.6 Grant Approvals**

This report is routine and for informational purposes. Grant approvals for July 2013 were included in the Board package.

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

##### **4.7 Investment Report**

This report is routine and for informational purposes.

##### **4.8 Human Resource Update**

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

###### **4.8.1 ESPA Labor Agreement Exhibit A Revision**

Ms. Fedorchak discussed the clarification of the ESPA Labor Agreement Exhibit A Revision. A copy of the revision was included in the Board package.

##### **4.9 Budget and Finance Update**

This report is routine and for informational purposes.

Ms. Losinger reported that spending has been shut down for the year. The big question will be as we close our books what the write-offs number will be. We have taken some serious and significant steps to improve the recent increase in write-offs and student bad debts and are hoping that these steps will bear fruit.

We received a new accounting requirement which is a Governmental Accounting Standard Board. This includes new categories of deferred inflows and outflows.

##### **4.10 Press Clippings**

This report is routine and for informational purposes.

##### **4.11 Proposed Schedule of Finance and Facilities Committee Meetings and Board of Trustees Meetings for 2013-2014**

The date of the April Finance and Facilities meeting was changed to April 22, 2014 and the Board of Trustees meeting to April 24, 2013. The schedule of meeting dates will be voted on at the September Board meeting.

## **5.0 COMMITTEE REPORT**

### **5.1 Minutes from the Finance and Facilities Meeting of July 23, 2013**

James Orband, Chairperson of the Finance and Facilities Committee submitted the Minutes for the July 23, 2013 meeting. Chairperson Orband reviewed the meeting stating that the meeting was called to order at 7:30 a.m., all action items were approved and discussion on informational items was held. The meeting adjourned at 7:43 a.m.

## **6.0 COMMUNICATIONS**

### **6.1 None**

## **EXECUTIVE SESSION**

**Trustee LaBare made a motion to adjourn to Executive Session to discuss a personal matter and Trustee Akel seconded the motion. The Trustees went into Executive Session at 5:58 p.m.**

**Trustee Akel made a motion to come out of Executive Session at 6:20 p.m. Trustee Mortenson seconded the motion and the motion passed unanimously.**

**Vice Chairperson Orband asked for a motion to adjourn. Trustee Mortenson made a motion to adjourn. The motion was seconded by Trustee LaBare and the motion passed unanimously.**

**The meeting adjourned at 6:21 p.m.**

**THE NEXT FULL BOARD OF TRUSTEES MEETING IS SCHEDULED FOR 5:00 P.M. ON THURSDAY, SEPTEMBER 12, 2013 TO BE HELD IN THE LIBOUS ROOM OF THE DECKER HEALTH SCIENCES CENTER BUILDING**