

**SUNY BROOME COMMUNITY COLLEGE
BOARD OF TRUSTEES
June 26, 2014
Official
MINUTES**

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

TRUSTEES ABSENT: None

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

Chairperson Orband called the meeting to order at 5:06 p.m.

Chairperson Orband welcomed new Board Member Naima Kradjian to the SUNY Broome Community College Board of Trustees.

1.0 APPROVAL OF MINUTES

Trustee Akel made a motion to approve the minutes of the May 15, 2014 Meeting of the Board of Trustees. The motion was seconded by Trustee Mortenson.

Vice Chair Coffey asked that a correction be made to page 1, the first line revising it to Vice Chairperson Coffey called the meeting to order. On page 15 revised the line after Item 6.1 to Vice Chairperson Coffey asked for a motion to adjourn.

Trustee Akel made a motion to approve the minutes as amended. The motion was seconded by Trustee Serafini. The motion was unanimously approved.

2.0 PREFERRED AGENDA ACTION ITEMS

2.1 Recommend Approval of Resolution for New Position Description – Assistant Director of Public Safety

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 new position description: Assistant Director of Public Safety

2.2 Recommend Approval of Resolution for Unpaid Leave of Absence for Brian Kelly

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 Brian Kelly, Maintenance Mechanic, Maintenance Department, from June 30, 2014 to June 29, 2015 to serve in a promotional capacity as the Plumber.

2.0 PREFERRED AGENDA ACTION ITEMS CONTINUED

2.3 Recommend Approval of Resolution to TimeWarner Telecom of New York L.P. for a Right of Entry for the Student Housing

TimeWarner Telecom of New York L.P. needs a Right of Entry for the Student Housing Project. A Right of Entry was proposed by TimeWarner Telecom of New York L.P. and 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 approves the resolution granting TimeWarner Telecom of New York L.P. a Right of Entry for the Student Housing Project. TimeWarner Telecom of New York L.P. will also guarantee perpetual care and maintenance for the Right of Entry, contingent upon them meeting County, College, and any regulatory agency and required State University of New York approval.

2.4 Recommend Approval of Final Payment to Include Release-of-Retainage to Fahs Construction Group for Their Work on the Arts Annex Building Renovation Project

Fahs Construction Group has met their obligations to SUNY Broome Community College for their work on the Arts Annex Building. All closeout documentation including releases has been obtained and approved by both the college and Keystone Associates, the architect on the project. It was recommended that the Board of Trustees approves the final payment to include release-of-retainage to Fahs Construction Group for their work on the Arts Annex Building Renovation Project in the amount of \$5,425.

2.5 Recommend Approval Bid #BCC 14-10 to Award the General Construction Contract for the Student Center Improvements Project

The bids for the Student Center Improvements Project were opened on Tuesday, May 27, 2014. There were general contractors that bid on the project. A copy of the official bid results was included for information. The references have been checked, qualification statements approved, and the consultants endorsement received for the low bidder. Keystone Associates, the architect for the project, has approved the low bid. The value of the low bid was within budget and allows us to proceed with the entire scope-of-work. It was recommended that the Board of Trustees approves the low bid for the Student Center Improvements Project in the amount of \$344,700 to Mancini Associates.

Trustee Mastrangelo 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 Newman. The motion unanimously passed for Action Items 2.1, 2.2, 2.3 and 2.5. Action Item 2.4 was approved with a vote of nine in favor and one abstention from Chairperson Orband.

3.0 ACTION ITEMS

3.1 Recommend Approval of Resolutions Adopting 2014-15 Tuition and Fees, Operating Budget, Sponsor Services, and Full-Time Positions

On June 19th the Broome County Legislature passed SUNY Broome Community College's 2014-15 operating budget. The College had proposed a 2% \$139,576 increase in Broome County support. Due to recently emerging sales tax revenue shortfalls, it was not possible for the county to provide the proposed level of support - the County Executive recommended a 1% increase, and the Legislature approved the budget with no increase. Draft SUNY BCC Board of Trustees resolutions adopting the tuition and fees, operating budget, sponsor services, and full-time positions were presented for consideration. The proposed changes to tuition and fees were displayed in red on the draft version of the resolution. It was recommended that the Board of Trustees approves the 2014-15 budget, sponsor services, full-time positions, and tuition and fees resolutions by the SUNY Broome Community College Board of Trustees.

Vice Chair Coffey made a motion to approve Action Item 3.1. Trustee LaBare seconded the motion. The motion was approved with a vote of nine in favor and one opposed.

3.2 Recommend Approval of Resolution of President's Evaluation and Compensation

Pursuant to Local Law Intro. No. 8 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 Board appointed committee met with and evaluated the performance of the President and has reviewed the compensation of the President and has recommended that the President's salary be increased by two percent establishing a salary of \$213,129 effective February 1, 2014 and the Board will contribute \$7,500 to the President's deferred compensation account and for meeting all goals, a one-time lump sum payment, not added to the base, of \$6,000 shall be paid to the President. The Presidents contract shall be extended to June 30, 2019. All other Presidential benefits stipulated in the President's employment agreement continue as previously established. It was recommended that the Board of Trustees approves the two percent salary increase for the President establishing a salary of \$213,129 and a contribution of \$7,500 to the President's deferred compensation account and a one-time lump sum payment, not added to the base, of \$6,000. The President's contract shall be extended to June 30, 2019. All other benefits stipulated in the employment agreement to continue as previously established.

Chairperson Orband tabled Action Item 3.2.

4.0 INFORMATION ITEMS

4.1 President's Report

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

Dr. Drumm welcomed Naima Kradjian to the Board of Trustees.

Dr. Drumm updated the Board concerning the 1,500 page Clean-Up Bill regarding the State budget. The entire community college capital bill was tied up in a bureaucratic glitch. Community college capital was never an issue and never discussed in the Clean-Up Bill but there were other issues that were discussed in both chambers that could not be agreed on. SUNY just found out about this early last week. With the Clean-Up Bill not being passed and the Assembly adjourning, the fourteen community college capital projects were left in limbo as authorized but not the funding piece authorized. The funding is hanging there without authorization to spend it, on the part of SUNY Capital. We are told that sometime between now and January it will get cleaned-up. It still roughly coincides with our timeline concerning the Carnegie Library because our county match will not be in place until January. Ours is the only project that is waiting on the county match. Dr. Drumm's main concern was the REDC process because you have to list all your sources of matching funds and we listed the SUNY capital piece in there, but so far we've been assured by the Governor's office that it won't impact the REDC processes. The one thing it will slow down is a private fundraising effort because we don't have the state match. More to come on this.

The College has been talking with Sheriff Harder for some time regarding building an obstacle course for the training of officers. One of our most popular and largest major is Criminal Justice and we have been talking about the need of having the ability to do more of the training here on campus. We've been in conversations to build an obstacle course on campus and operating it jointly and it looks like this will actually happen. It's exciting for us to be able to have an actual obstacle course that we can put our Criminal Justice students through as well as those who are studying to become police officers or firefighters. These students would have to ultimately pass the course anyway to become police or fire and this will also be used to train the Sheriff's Department. This is an exciting community partnership with a very important neighbor. Trustee Akel asked if the cost will be shared. Dr. Drumm responded that it will be the Sheriff Departments cost. Ms. Losinger added that the cost includes maintenance as well.

The GDP report came our which stated that the entire country is down 2.9% in the first quarter. Apparently Broome County is not the only county that is grappling with the issue of revenues being off in the first quarter. The real downside for that regarding flat funding is that it will kick-off another round of discussions on chargebacks. Based on the legislative language there isn't going to be any way to ultimately decouple what we will be able to charge for chargebacks from what the county gives us per FTE. We have a little more wiggle room with the new legislative language than we had with the current legislative language with this session. But it is going to have to somehow be pegged to sponsor support because that is in the legislation, unless the legislation changes again and we can't come up with a formula that makes sense between now and then, and we try to make an argument to change that legislation again. This is a forty year old formula that we've been working with.

4.0 INFORMATION ITEMS CONTINUED

4.1 President's Report Continued

This has come up as a result largely of FIT, they receive very large chargebacks and also receive high sponsorship from their county, so their chargebacks are very high. Counties downstate basically got sick of paying. There is also the Rensselaer/Albany County issue that is also going on, where Rensselaer pays a very small amount per FTE for Hudson Valley and Albany County is paying a lot in chargebacks. So we have both ends of the state driving this politically. While we are kind of average for what Broome County provides us as a percent of our budget, we are kind of near the bottom of what the county provides us per FTE. This means we're doing well as far as enrolling students but it turns out for chargebacks in the future enrollment could become a catch 22. Trustee LaBare asked if FIT still has exclusive programs that other SUNY schools do not offer. Dr. Drumm responded yes, they have a number of programs that no one else offers. Dr. Drumm stated that one of the flexibilities that the new language affords is the ability to treat FIT as an outlier in the formula. That will help somewhat. It also allows for differentiating phase in, that was one of the things that the Association of Counties is nervous about, differentiating how different schools phase it in became very complicated, and do you include capital or not. Dr. Drumm is on the committee for the Presidents that will react to what SUNY and our College Business Officers come up with for potential new formulas as we go forward, and he will keep the Board abreast of this issue.

Recharges – SUNY wants to bill us for their services. The College currently contracts with SUNY for specialized services such as specialized computer support and this is our choice. SUNY now is talking about requiring us to pay a fee for their general services. Everyone is up in arms concerning this including their own institutions. We are fighting the recharges with SUNY. Some colleges are looking into if this is legal for SUNY to do this. Dr. Drumm will keep the Board informed on this issue.

Open SUNY – We are on round two of Open SUNY. Now we have four more programs that are under consideration for the second round of Open SUNY that have made it to the second stage of their review process.

Dr. Drumm is now the official president of NYCCAP (New York Community College Association of Presidents). Dr. Drumm stated that he has a great executive team and he would not have allowed anyone to nominate him if he didn't have confidence in the team that he has.

The Faculty Association Office is moving into the Wales building. We have been working well together with the FA and the ongoing communication is the key and we want to keep that momentum going. Dr. Drumm meets regularly with the FA leadership and Labor Management meets monthly.

Labor Negotiations begin next year.

Two dates have been set; September 17th at 10 a.m. for the reopening celebration of the Darwin R. Wales Center and September 30th at 10 a.m. for the Grand Opening of the Residence Halls.

4.0 INFORMATION ITEMS CONTINUED

4.1 President's Report Continued

Housing Update – we are caught up on any construction issues that may have been. When all is said and done we will have between 330-360 students who have signed up for housing. Our new assistant director of housing, Monica Singleton will start on July 1st.

The SUNY 20/20 Grant for the Student Incubator, which will be an add on to the University Incubator in downtown Binghamton, has made it to the next level for consideration.

4.1.1 John Richardson, ESPA President Letter

Dr. Drumm stated that John Richardson has been wonderful to work with. Derek Morehand is now the new President. Derek is on medical leave right now and John Richardson is Interim President until Derek returns to work. John and his team has been terrific to work with and Dr. Drumm is sure that with Derek's leadership that this will continue.

4.2 Deliberative Democracy: SUNY Broome an Exemplar College – Presentation by Doug Garnar

Mr. Doug Garnar presented the Deliberative Democracy presentation to the Board. A copy of this report was included in the Board package.

Trustee LaBare stated that Mr. Garnar does a great job and he is such an asset to the College.

4.3 Student and Economic Development Update – Ms. Debbie Morello

Ms. Debbie Morello presented the Student and Economic Development Update to the Board.

Ms. Morello updated the Board on American Dining Services, stating that they were in transitioning the general manager. They have trained executive chef David Young as the new general manager and recruited Kyle Mower from Lampy's Restaurant to be the new executive chef. Trustee Mastrangelo asked if they will be providing food that students can afford. Ms. Morello responded that, the catering manager from TC3 is coming on board and working on the catering services. They gave her a copy of the catering menu which she was not happy with, she will be meeting with them to discuss this and will be negotiating the prices. Trustee Mastrangelo thanked Trustee Mortenson for her input because there is no way the Board would have known what was going on if a student who we trust had not told us. Ms. Morello stated that in September she would like to Board members to have lunch and judge for yourself. Ms. Morello stated that even though Trustee Mortenson is on our student group, students tend to feel that the prices are high and she agrees with Trustee Mortenson on many cases, truly the portions are quite large for what you get.

4.0 INFORMATION ITEMS CONTINUED

4.3 Student and Economic Development Update Continued

What we needed to do is to have some offerings that are reasonable for the students, instead of having every sandwich be on a large marble rye, let's see if they can do a tuna or turkey sandwich on regular small bread at a low price. We will definitely be working on the prices. Trustee Mortenson will be with us for another year and she is on the Student Committee so we will be hand in hand with the other members of the Student Assembly who are serving on the Student Committee to make sure prices are in line. Ms. Morello will be meeting with American Dining Services concerning the catering prices and the student prices.

We are in the process of doing renovations to the Dining Hall. Phil Testa is working with the contractor. Trustee Paniccia asked if the bids came in as projected based on the authority given to Mr. Testa. Mr. Testa responded that he had suggested that the bids would be anywhere from \$275,000 to \$350,000 and they came in at \$344,000.

Ms. Morello introduced Jeff Horowitz, Director of Housing.

Mr. Horowitz introduced Emily DePalmo and Matt DePalmo who are two of our eight RA's (Resident Assistants).

Mr. Horowitz distributed a bio for Monica Singleton, Assistant Director of Housing for the Board to review.

Our target initially was to fill 325 beds, we did some room configuration changes to make it 366 beds and at this moment we are at 340 beds that include deposits and being enrolled.

Seven of us are leaving on Saturday for an International Housing Conference to talk about housing issues and related topics.

He is working on a detailed Student Housing Handbook which will include; what to bring, what not to bring, where to go for different assistance/help.

The construction is going well and they are beginning to put down curbs and blacktop. Beginning July 7th they will be giving tours of the residence halls, just contact him and he will be happy to arrange a tour.

Opening weekend begins on Saturday, August 30th. Mr. Horowitz invited the Board members to be part of the Opening Day Team by volunteering. There are many different volunteer roles to choose from. Just send Mr. Horowitz an email at Housing@sunybroome.edu and he will be sure to sign you up.

Ms. Morello acknowledged Dean Mollen for her involvement with the sanction development. Counseling reports to her so she's actively involved as is Joe O'Connor. She also thanked Marc Newman for housing Monica Singleton for the first month because we were not open and she needed a place to live.

Ms. Morello also thanked Jeff Horowitz stating that he has done an outstanding job and has developed a lot of wonderful skills.

4.0 INFORMATION ITEMS CONTINUED

4.3 Student and Economic Development Update Continued

Trustee Mortenson stated that a really great job has been done regarding advertising and getting the housing out there to students. She has seen the message everywhere including social networking and internet as well as other venues.

Trustee Newman asked if the kitchens are full size. Mr. Horowitz responded that yes they are full kitchens that include; cabinetry, microwave, oven, stove, full size refrigerator with freezer, table with dining chairs and hard wood floor. Trustee Newman asked how the issue of cooking is being addressed in the handbook. Mr. Horowitz responded that he is working with other community colleges to model what they are using. They will also be addressing the fire alarm system in terms of the behavior of cooking so we're not disrupting the building with fire alarms every single evening. We are also using some of the apartment guides from local schools that have apartments. More importantly, it will be hands on programing and training. Trustee Newman stated that it will probably be, if not the number one issue, in the top two.

Trustee Newman asked if we will have 24/7 security. Dr. Drumm responded yes.

Ms. Williams distributed a copy of Broome Magazine which showed a picture of the kitchen on the back cover. Ms. Williams invited the Board to join the Housing Development Board's tour of the residence halls on Tuesday at 3 p.m. Ms. Williams stated that Jeff Horowitz has been on the frontlines filling every single one of the beds making hundreds of phone calls and personally spoke to potential students from the very first day he came to campus. We are lucky to have him and appreciate all his work.

4.4 Institutional Effectiveness Update – Jason Zbock

Mr. Zbock presented the Institutional Effectiveness Update to the Board. A copy of this report was included in the Board package.

Mr. Zbock presented fast facts to the Board.

Trustee Akel stated that 80-90 International students enrolled and is surprised that only 10 have signed up for housing. Ms. Morello stated that that is because they tend to register late. Mr. Zbock stated that their orientation is August 21st. Trustee Coffey stated that she thought housing was to expensive for International students. Ms. Morello stated that this is true of SEED students not International students. Trustee LaBare stated that that is because the International students arrive late.

Trustee Newman asked if we are doing online leasing. Ms. Morello replied no. Trustee Newman suggested that it be set up that the residence can do everything online. They can register online for housing and the College can accept deposits online and do the leasing.

4.0 INFORMATION ITEMS CONTINUED

4.4 Institutional Effectiveness Update Continued

The Second College Employee Satisfaction Survey is coming up. We had about 200 faculty and staff complete the survey last year. Trustee Akel asked if the Board will receive the results of the Employee Satisfaction Survey. Mr. Zbock replied yes the Board will receive the results.

Trustee LaBare asked if SAM (Student Achievement Measure) and VFA (Voluntary Framework of Accountability) is recognized by Middle States. Mr. Zbock responded, yes. Mr. Zbock explained that the VFA elements that they are looking at are ways to succeed beside graduation rate and what we are doing with developmental education and the SAM is just a subset of the VFA, these are the two things that SUNY is looking at. Dr. Drumm stated that the VFA is being adopted by all SUNY community colleges and CUNY is also moving in that direction as well.

Trustee Mastrangelo asked when Middle States is coming back. Mr. Zbock responded that they are not coming back to the campus. We are doing a full written report to them for June 2016, there is no site visit.

Trustee LaBare asked if the College is onboard with SUNY General Education. Mr. Zbock replied, yes, we are moving forward on how to implement it.

The Board of Trustee Self-Assessment has been completed by 8 of 9 Trustees. This is the instrument we use as part of your goal settings.

Mr. Zbock invited the Board members to contact him if they have further questions.

4.5 Student Assembly Update – Aishia Mortenson

Trustee Aishia Mortenson presented the Student Assembly Update to the Board.

Trustee Mortenson announced the members of the newly elected Student Assembly Board; Phil Butts, President; Madeline Flesher, Vice President for Academic Concerns; Matt Potochniak, Vice President for Financial Concerns; Andrew Nelson, Vice President for Student Concerns; Aisha Mortenson, Student Trustee.

Trustee Mortenson has plans to visit other colleges dining halls to gauge what their prices are and bring them back to Ms. Morello. Trustee Paniccia suggested that the Board establish an allowance for her travel and meals for these visits. Ms. Morello stated that the cost will be taken out of Student Assembly.

4.0 INFORMATION ITEMS CONTINUED

4.6 Broome Community College Foundation Report – Cathy Williams

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

Ms. Williams discussed the story of the Calise gift stating that the story was picked up by the AP wire and ran in the Wall Street Journal as well as other papers. The Foundation Board has formed a committee concerning the administration of the gift. The Investment Committee has met and decisions will be made concerning how the gift will be invested for growth.

The Foundation is taking their investment services out to an RFP process and will be entertaining proposals from investment service companies that can provide them with assistance with the entire scope of what they do with their endowment and what is related to that.

Ms. Williams has lunch today with someone who committed to a \$15,000 endowed scholarship.

Ms. Williams thanked everyone for the Wales renovations. They are back in their offices and are very happy. It was a big effort across campus and it is a very beautiful building and collegial.

4.7 SUNY Broome Facilities Update

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

4.8 Budget Transfers

Budget Transfers for May 2014 were included in the Board package.

4.9 Grant Approvals

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

4.10 Investment Report

This report is routine and for informational purposes.

4.0 INFORMATION ITEMS CONTINUED

4.11 Human Resource Update

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

Ms. Fedorchak presented fun facts and statistics on the SUNY Wellness Challenge. The College has 100 employees (25 teams) participate in the Challenge. Our total weight loss was 299 pounds; total steps were 34,828,174 which equals 17,414 miles. Our winner with the most steps of all the community colleges was SUNY Broomes' own Meg Smith with 628 miles. Rhonda West a SUNY Broome employee had a total high weight loss of 14.38%. Two of our SUNY Broome teams were in the top teams of the overall Challenge ranking; at third place, Fit, Sweet and Awesome Team and in ninth place the Limbo Team. The SUNY Teams that participated were Cayuga Community College, Onondaga Community College, SUNY Adirondack, SUNY Cortland and SUNY Broome. The overall SUNY Wellness Challenge steps of all the schools equaled 94,427 miles and the total weight loss of 577%.

4.12 Budget and Finance Update

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

Ms. Regina Losinger thanked the Board for their support on next year's budget.

The one area that Ms. Losinger is concerned about and is watching is our summer enrollments. We did change from a three short semester model to a two semester model with one longer semester and a five week semester. Summer enrollments were down 15%. Online courses filled quickly. We are reaching out directly to our fall applicants to enroll for a summer course. Mr. Wells stated that we are marketing this to get a jump on their fall semester and are advertising on social media, highlighting popular courses to get out of the way during the last term of the summer. Ms. Losinger stated that if it doesn't rebound on the next budget update she will lower the enrollment forecast and the revenue forecast accordingly.

Vice Chair Coffey stated that 15% is quite a lot. Ms. Losinger stated that it is 15% of a pretty small enrollment number, our summer enrollments are up to 67 FTE's. Vice Chair Coffey asked what the actual number is. Ms. Losinger replied that 15% is 40 to 50 FTE's.

Ms. Losinger reported that she is co-chairing the Chargeback Team with the Vice President of Finger Lakes Community College. We will be working intensely together in August to think outside the box if there are other possibilities we can recommend to the Presidents group that can impact that legislation. There is two tracks; one is how to implement what it is at this time and the other is to come up with something outside of the box that is acceptable.

4.0 INFORMATION ITEMS CONTINUED

4.13 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** Margaret Coffey, Chairperson of the Finance and Facilities Committee submitted the Minutes for the June 17, 2014 meeting. Chairperson Coffey reviewed the meeting stating that the meeting was called to order at 9:31 a.m. and all action items were approved. The meeting adjourned at 10:08 a.m.

6.0 COMMUNICATIONS

- 6.1** None

EXECUTIVE SESSION

Chairperson Orband made a motion to adjourn to Executive Session and Vice Chair Coffey seconded the motion. The Trustees went into Executive Session at 6:33 p.m.

Trustee Akel made a motion to come out of Executive Session at 7:03 p.m. Vice Chair Coffey seconded the motion.

Chairperson Orband called for a motion to adjourn.

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

The meeting adjourned at 7:04 p.m.

THE NEXT FULL BOARD OF TRUSTEES MEETING IS SCHEDULED FOR 5:00 P.M. ON THURSDAY, JULY 24, 2014 TO BE HELD IN THE LIBOUS ROOM OF THE DECKER HEALTH SCIENCES CENTER BUILDING