BROOME COMMUNITY COLLEGE
BOARD OF TRUSTEES
April 25, 2013
Official
MINUTES

TRUSTEES PRESENT Timothy Grippen, James Orband, Willie Murray, George Akel, Angelo Mastrangelo, Anthony Paniccia, Margaret Coffey, Nancy LaBare, Nicholas Serafini

TRUSTEES ABSENT: Marc Newman

ALSO PRESENT: Dr. Kevin E. Drumm, Regina Losinger, Debbie Morello, Elizabeth A. Wood, Robert Behnke, Patricia O'Day

Chairperson Grippen called the meeting to order at 5:09 p.m.

Chairperson Grippen welcomed Anthony Paniccia and Nancy LaBare as new members to the Board of Trustees.

1.0 APPROVAL OF MINUTES

Trustee Akel made a motion to approve the minutes of the March 21, 2013 meeting of the Board of Trustees. The motion was seconded by Trustee Mastrangelo and the minutes were unanimously approved as written.

2.0 PREFERRED AGENDA ACTION ITEMS

2.1 Recommend Approval of Resolution for Sabbatical Leaves

Article 15 (Sabbatical Leave) of the Faculty Association contract calls for a joint committee consisting of one member from the Administration, the Faculty Association, and the Board of Trustees to make final recommendation to the BCC Board of Trustees on approval of sabbaticals. In accordance with this contractual language, the Sabbatical Committee consisted of Administrative representative, Dr. Francis Battisti, Executive Vice President and Chief Academic Officer; Board of Trustees representative, Timothy Grippen, Chairperson; and David Michalak, Faculty Association President. The Sabbatical Committee recommended to the Board of Trustees that the following be granted Sabbatical leaves; Kathleen McKenna, Professor, Spring 2014; Tuong Hung Nguyen, Professor, Spring 2014. A listing of the Sabbatical Applicants was attached.

2.0 PREFERRED AGENDA ACTION ITEMS CONTINUED

2.2 Recommend Approval of Resolution for Revised Position Description – Director of Sponsored Programs

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 revised position description for Director of Sponsored Programs

Trustee LaBare asked if the Grants Committee will keep a record of the grants for the Foundation; stating that this was left out of the new description and it was in the previous description. Dr. Drumm responded that we do not provide that service for the Foundation, we track all grants at the College.

2.3 Recommend Approval of Resolution for Revised Position Description – Human Resources Officer

Under BCC Policy 1.13, the Board of Trustees shall approve the creation or subsequent modification of position descriptions and/or titles in the unclassified professional service according to specified procedures. It was recommended that the Board of Trustees approves the revised position description for Human Resources Officer.

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

3.0 ACTION ITEMS

3.1 Recommend Approval of Resolution for Event Management Certificate Program

The Certificate in Event Management is intended meet the training needs in the growing field of meeting and event planning professionals. Events and festivals of all sizes have a large impact on their communities and, in some cases, the whole country. Wedding planning is now a significant specialized segment of the event planning industry. The proposed certificate in Event Management is appropriate for the working professional with extensive experience to gain formal education in current best practices and serves as a credential necessary for professional advancement. 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 Certificate in Event Management.

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

3.0 ACTION ITEMS CONTINUED

3.2 Recommend Approval of Resolution for Casino Management Certificate Program

The Certificate in Casino Management is intended to educate entry-level managers on the efficient operation of casino enterprises. Focus is on major core areas of concern to casinos: gaming surveillance and security, conducting casino games especially including pit operations, overall gaming operations to include statistical analysis and management techniques. The proposed certificate in Casino Management will provide entry-level casino employment possibilities or an area of specialization to those persons holding business degrees from a variety of disciplines within business to those only in possession of the certificate alone. 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 Certificate in Casino Management.

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

3.3 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.

Dr. Drumm recommended that a motion be made to discuss the name change and to table Action Item 3.3 for a vote at the May 16, 2013 Board of Trustees meeting.

Vice Chair Orband made a motion to discuss Action Item 3.3, Trustee Akel seconded the motion.

Trustee Serafini asked if the name change needs to be sent to Albany for approval. Dr. Drumm stated a letter must be sent to SUNY notifying them of the name change.

Dr. Drumm discussed the two year KOR branding process and their name change recommendation of SUNY Broome Community College. Discussion has gone through Shared Governance, Executive Council and focus groups. A consensus has not been made for the name change of either SUNY Broome Community College or SUNY Broome. The Students prefer SUNY Broome.

3.0 ACTION ITEMS CONTINUED

3.3 Recommend Approval of Resolution Changing the Name of Broome Community College CONTINUED

Trustee Paniccia asked if retaining the name of Broome Community College is off the table and not one of the options being considered. He stated that SUNY Binghamton has changed their name to Binghamton University and the University of Albany is not SUNY Albany. These are two examples of colleges that have moved away from the SUNY system. Dr. Drumm responded that the State ops and especially the universities are moving away from it and community colleges are moving toward it. For recruiting for our residence halls, especially out of the area, the SUNY brand is much stronger and internationally the SUNY brand is huge.

Trustee Mastrangelo suggested a compromise of SUNY Broome with Community College in a smaller size underneath.

Vice Chair Orband made a motion to table Action Item 3.3 until the May 16, 2013 Board of Trustees meeting, Trustee Akel seconded the motion and it was unanimously approved.

4.0 INFORMATION ITEMS

4.1 President's Report

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

Dr. Drumm welcomed Nancy LaBare and Anthony Paniccia to the Board of Trustees.

Dr. Drumm announced that Elizabeth Wood, Human Resources Officer is retiring. Stating that these are very big shoes to fill and we are sad to see her leave. Her counsel has been tremendous for the last three years and she has been a tremendous asset and will be missed.

The Awards and Retirement Dinner will be held on Friday, May 17, 2013 at Traditions at the Glenn. Dr. Drumm asked that any Trustee who is able to attend to please contact Patti O'Day.

Open House and Alumni Weekend is being held on Saturday, April 27, 2013. Invited to Open House are students who have either applied or have inquired into applying to BCC, there are usually approximately 1000 potential students and parents on campus along with a few dozen alumni. This year we are honoring 1953 and 1963 alumni. Dr. Drumm invited the Trustees to attend the event.

The Natural Science Center is on time and on budget and we will have funds to do the parking lot as well. If you would like a tour contact Patti O'Day.

We will be vacating the Wales Building in August for renovations. The Foundation is assisting with funding for the renovations.

4.0 INFORMATION ITEMS CONTINUED

4.1 President's Report Continued

There are nine major projects at the moment along with many minor to moderate projects on campus. Dr. Drumm thanked Phil Testa, Barry Peterson and their staff for all their work on the projects.

Ms. Losinger recently learned that we have gone from last among the thirty community colleges in capital investment to twenty-three. In addition to the new construction we have many capital upgrades being done across the campus.

The next CFA Regional Economic Development Council (REDC) funding will come out in July and the College intends to put in for $3 million dollars for the Carnegie Library to do the purchase from the IDA and the basic infrastructure upgrade and begin the capital campaign. We are working with the IDA and Kevin McLaughlin to see where we can get funding to minimize the 50% portion from the County.

In spite of an additional $150 per FTE and hopefully additional percentage points from the County it was not easy to balance the budget. We are currently planning on a continued slight enrollment decline. Ms. Losinger will present the budget to the Trustees. Dr. Drumm gave kudos to Regina and the staff for getting the College to a balanced budget. The budget is due to the County the first of May.

Dr. Drumm discussed performance based funding. AAS and AOS programs will be tied to local or the state job market or formal industry partnerships. We will have to track it and report it. SUNY has $3 million dollars for high demand high cost programs to grow an existing high cost program where we can't meet the demand or add a new program where we couldn't otherwise afford to add it.

There are a number of interim positions and by September 1, 2013 all of the temporary positions should be made permanent.

Trustee Mastrangelo stated that the capital fund at the state level is exhausted and asked Ms. Losinger what happens in the future. Trustee Mastrangelo also asked what the state formula is for setting the capital funds aside. Ms. Losinger responded that there was a formula six years ago where the state distributed capital dollars based on enrollments in each school and it didn't necessarily have anything to do with the needs of various campuses. BCC has exhausted the funds and will have to ask the state and county for more money to complete projects such as the core buildings projects. There is no longer a formula and it is item by item and is focusing on facilities that are critical maintenance projects.

Trustee Akel asked who makes the decision concerning project funding. Dr. Drumm stated that SUNY Capital Funding makes the decision. For the State ops the Governor will tie their capital requests to REDC priorities and we are assuming that the same will be for Community Colleges.

4.0 INFORMATION ITEMS CONTINUED

4.2 BCC Foundation Report

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

The Foundation Board approved a resolution to approve the debt service and environmental guarantees for the Housing Project. The closing on the financing is scheduled for May 10th.

4.3 Student Assembly Update – Elaine Papastrat

Elaine Papastrat, Student Assembly President presented an update to the Board. A copy of this report was included in the Board package.

The Student Assembly participated in the St. Patrick's Day Parade and received positive feedback from the public.

The Student Assembly attended SUNY Speaks Up in Albany where they met with Legislators and met with other schools as well. This led to the Student Assembly receiving the Advocacy Award at the Student Assembly Conference a couple of weeks ago.

They have been working with Civic Engagement on the Homeless Awareness Sleep Out. All funds raised will be donated to the Rescue Mission.

They are working on elections for next year.

4.4 BCC Facilities Update

This report is routine and for information purposes.

Mr. Phil Testa reported that the smoke test for all buildings on campus came back negative. There are 26,000 credits (gallons per flow) worth of fixes and the residence halls need 24,855 credits so we will have more than enough to cover phase 1 of the residence halls.

4.5 Budget Transfers

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

4.6 Grant Approvals

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

4.7 Investment Report

This report is routine and for informational purposes.

4.0 INFORMATION ITEMS CONTINUED

4.8 Personnel Activity Reports

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

4.9 Budget and Finance Update

This report is routine and for informational purposes.

Ms. Losinger distributed and discussed the 2013-1014 Proposed Operating Budget stating that we do have a balanced budget based on the assumption that enrollments will not decline more than 2%.

Ms. Losinger discussed the SUNY chargeback changes under consideration concerning charges to other counties for students attending BCC which may be as much as up to a million dollars. We will be allowed to tentatively bill other counties for their students at a rate no more than what Broome County pays us per resident student and that is not nearly as much of what we are billing out.

Trustee Coffey asked if there is no difference in cost to go to BCC or Corning Community College. Ms. Losinger replied that the tuition rates will be different but the amount that BCC can bill other governments throughout New York State for their students attending here can be no more than what Broome County gives us for incoming students. We are billing out about $2,600 per student and Broome County is giving us about $600 less than that for resident students. It will be a significant impact.

Trustee Akel asked if this will be implemented gradually. Ms. Losinger responded that they are being asked for an implementation recommendation and want to propose a five year implementation plan.

Discussion was held concerning the fund balance. We are budgeted to use $1.3 million of the fund balance this year.

4.10 Press Clippings

This report is routine and for informational purposes.

5.0 COMMITTEE REPORT

5.1 Minutes from Finance and Facilities Meeting of April 23, 2013

James Orband, Chairperson of the Finance and Facilities Committee submitted the Minutes for the April 23, 2013 meeting. Chairperson Orband reviewed the minutes stating that the meeting was called to order at 7:32 a.m., all action items were approved and discussion on informational items was held. The meeting adjourned at 7:41 a.m.

6.0 COMMUNICATIONS

6.1 None

EXECUTIVE SESSION

Chairperson Grippen called for a motion for Executive Session to discuss personnel issues.

Trustee Coffey made a motion to adjourn to Executive Session and Vice Chair Orband seconded the motion. The Trustees went into Executive Session at 6:14 p.m.

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

Trustee Serafini made a motion to come out of Executive Session at 6:32 p.m. Trustee Coffey seconded the motion and the motion passed unanimously.

Trustee Coffey made a motion to adjourn. The motion was seconded by Trustee LaBare and the motion passed unanimously. The meeting adjourned at 6:33 p.m.

THE NEXT FULL BOARD OF TRUSTEES MEETING IS SCHEDULED FOR 5:00 P.M. ON THURSDAY, MAY 16, 2013 TO BE HELD IN THE LIBOUS ROOM OF THE DECKER HEALTH SCIENCES CENTER BUILDING