

**SUNY BROOME COMMUNITY COLLEGE
BOARD OF TRUSTEES
September 12, 2013
Official
MINUTES**

TRUSTEES PRESENT Timothy Grippen, James Orband, Margaret Coffey, Angelo Mastrangelo, Marc Newman, George Akel, Anthony Paniccia, Nancy LaBare, Aishia Mortenson

TRUSTEES ABSENT: Nicholas Serafini

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

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

1.0 APPROVAL OF MINUTES

Trustee Newman made a motion to approve the minutes of the July 25, 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 Revising Adopted Resolution No. 1276 for the 2013-2014 SUNY Broome Community College Tuition and Fees

On June 27, 2013, the Board of Trustees approved Resolution No. 1276 adopting the SUNY Broome Community College 2013-14 Tuition and Fees. A draft resolution with the following proposed fee modifications and clarifications, were displayed in red on the Finance and Facilities version of the resolution:

- Delay implementation of the new course add/drop fee from the fall '13 to spring '14 semester to allow for a smooth implementation; revenue loss will be offset by enrollment growth
- Clarify that campus employees taking our courses are exempt from the transportation fee, as they have been from our vehicle registration fee, which this replaced and extended
- Exempt BU Binghamton Advantage students from the new transportation fee; they pay a \$2,124 annual fee (\$1,062 per semester) that incorporates this and many other fees into it.

It was recommended that the Board of Trustees approves the resolution revising the adopted 2013-14 SUNY Broome Community College tuition and fees.

2.0 PREFERRED AGENDA ACTION ITEMS CONTINUED

2.2 Recommend Approval of Resolution Recommending Candidate for Continuing Appointment

According to BCC Policy 1.14, the Board of Trustees shall approve changes in the appointment status (term and continuing) of members of the professional staff and in accordance with any applicable negotiated contract. On January 22, 2013 Leslie Jones transferred to the Health Sciences Division contingent on a successful abbreviated term appointment. He has demonstrated competence and dedication in his role as Technical Assistant IIA. Based on the recommendations of the Executive Vice President and Chief Academic Officer, Division Dean or Director, the Promotion and Appointment Committee and the Professional Development Mentoring Committee, the President recommended that the Board of Trustees approves the resolution for continuing appointment for the Leslie Jones effective September 1, 2013.

2.3 Recommend Approval of Resolution for Revised Position Description – Assistant to Director of Campus Operations for Technical 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: Assistant to Director of Campus Operations for Technical Services.

2.4 Recommend Approval of Resolution for Revised Position Description – Director of the Learning Resources Center and Learning Assistance Department

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 Learning Resources Center and Learning Assistance Department.

2.5 Recommend Approval of Educational Services to the College of Staten Island for Study Abroad Programs

The College of Staten Island is the sole source of service to provide study abroad programs that meet SUNY Broome's programmatic needs in Italy, Ecuador, Greece, China and the Dominican Republic for the academic year 2013-14. The number of students enrolled in the program will determine the total contractual cost of services, which is not known until the summer enrollment period has ended. The total recommended bid for study abroad programs with the College of Staten Island is not to exceed \$750,000. It was recommended that the Board of Trustees approves Educational Services from the College of Staten Island for Study Abroad Programs in an amount not to exceed \$750,000.

2.0 PREFERRED AGENDA ACTION ITEMS CONTINUED

2.6 Recommend Approval of Final Payment to Include Release-of-Retainage to Wilkins Mechanical, Inc. for their Work on the Water and Sewer Upgrades Project

Wilkins Mechanical, Inc. has met their obligations to SUNY Broome Community College on the Water and Sewer Upgrades Project. 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 of \$27,512.07 to include Release-of-Retainage to Wilkins Mechanical, Inc. for their work on the Water and Sewer Upgrades Project.

Trustee Newman made a motion to approve Action Items 2.1, 2.2, 2.3, 2.4, 2.5 and 2.6 on the Preferred Agenda. The motion was seconded by Trustee Mastrangelo. The motion was unanimously approved.

3.0 ACTION ITEMS

3.1 Recommend Approval Slate of Officers 2013-2014

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 2013-2014 met on September 6, 2013 and recommended that James Orband be appointed Chairperson for 2013-2014 and Margaret Coffey be appointed Vice Chairperson for 2013-2014, both for a term of (1) one year as provided for in the By-Laws.

Chairperson Grippen asked if there were nominations from the floor, seeing none the nominations were closed and a vote was taken to approve James Orband as Chairperson and Margaret Coffey as Vice Chairperson.

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 Nominating Committee 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 Nominating Committee consisting of three trustees. Such Nominating Committee members shall serve a term of (1) one year. The Nominating Committee of 2013-2014 met on September 6, 2013 and recommended the following members to serve on the Nominating Committee for 2014-2015; Marc Newman, Chairperson, Nicholas Serafini and George Akel

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

3.0 ACTION ITEMS CONTINUED

3.3 Recommend Approval of Schedule of Finance and Facilities Meetings and Board of Trustee Meetings 2013-2014

A schedule of the Finance & Facilities Committee and Board of Trustees meetings for 2013-2014 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 2013-2014.

Trustee Akel made a motion to amend Action Item 3.3 to change the date of the October 15, 2013 Finance and Facilities meeting to October 29, 2013 and to change the October 17, 2013 Board of Trustees meeting to October 31, 2013. Trustee Mortenson seconded the motion. The motion passed unanimously.

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

3.4 Recommend Approval of Resolutions for Actual Salaries for Administrative/Management Confidential Personnel for 2012-2013 and 2013-2014

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 of the College recommended to the Board of Trustees an increase in the administrative/management confidential salaries as set forth in the corresponding resolutions and recommended that the Board of Trustees approves the resolutions for the actual salaries for the Administrative/Management Confidential personnel for the year 2012-13 effective September 1, 2012 and for the year 2013-14, effective September 1, 2013.

Trustee Coffey made a motion to approve Action Item 3.4, Trustee Akel seconded the motion and it was unanimously approved.

3.5 Recommend Approval of Resolutions for Minimum Salaries for Administrative/Management Confidential Personnel for 2012-2013 and 2013-2014

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 of the College recommended to the Board of Trustees an increase in the administrative/management confidential minimum salaries as set forth in the corresponding resolutions and recommended that the Board of Trustees approves the resolutions for the minimum salaries for the Administrative/Management Confidential personnel for the year 2012-13 effective September 1, 2012 and for the year 2013-14, effective September 1, 2013.

Trustee Coffey made a motion to approve Action Item 3.5, Trustee Akel seconded the motion and it was unanimously approved.

3.0 ACTION ITEMS CONTINUED

3.6 Recommend Approval of Resolution for Benefit Changes for Administrative/Management Confidential Positions

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 fix compensation for unrepresented positions of the College. The President of the College recommended to the Board of Trustees for their review and approval changes in benefits for administrative/management confidential positions as specified herein and recommended that the Board of Trustees approves the resolution changing benefits for administrative/management confidential positions as set forth in Exhibit "A".

Trustee LaBare made a motion to approve Action Item 3.6, Trustee Mastrangelo seconded the motion and it was unanimously approved.

4.0 INFORMATION ITEMS

4.1 President's Report

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

Dr. Drumm reminded the Board members that the Natural Science Center Grand Opening will be held at 10:00 a.m. on September 25th.

The Board of Trustees Retreat with facilitator Bob Blenn went well on September 10th.

Dr. Drumm requested that the Board members please notify him if there are any operational issues that they notice at the College so he can have them addressed and resolved.

Enrollment continues to remain up by 1% and it is expected that it will end up being up by 1½% to 2%. Also there is a bellwether regarding the reputation that we are maintaining and building with our local high schools and how much they want to work with us.

We received notice that we are one of the grantees for a P-TECH award from the Department of Education. The Governor set money aside to duplicate a pilot that has been running successfully in Brooklyn for a few years that was sponsored by IBM which is a seamless track from high school through a technical degree with a community college. The Governor wants to have one in each REDC region and we were awarded one of the competitive grants. This is a specific focus on STEM and in our case we have also an emphasis on Health Science. This is our first formal pipeline partnership with Binghamton High School and we are excited to work with them.

We have fifteen full-time students here from Cartagena, Colombia who are being supported with private scholarships from industry in Cartagena. Last week we had twelve university presidents on campus from Colombia. We have a partnership in Bogota, Colombia that we are working on and we have at least two or three more universities that will want to work with us directly. We are one of the leaders in partnerships with other countries.

4.0 INFORMATION ITEMS CONTINUED

4.1 President's Report Continued

The foundation footing for the residence halls was going in last week and we are on schedule with the construction.

The Wales renovation relocation begins next week. The Administrative offices will be located in the Science Building. We are scheduled to move back into the Wales building next spring.

A meeting is scheduled with SUNY tomorrow to discuss potential business for the Start Up New York program.

The College hosted Open SUNY today, which is a system where all 64 state campuses work together to offer degrees, ideally anywhere, anytime with the support of all of the 64 state campuses.

Trustee Newman asked, when the leasing for the student housing will begin, how do we go about the leasing process, do we have a plan in place. Dr. Drumm responded yes, the contract is being put in place and marketing and recruitment has already begun. Trustee Newman asked what the procedure is, what is the program in place for signing the leases and getting the word out to the students, in other words where are the students coming from. Debbie Morello responded, we have a marketing plan in place for going to different colleges throughout the region and state to market to students and we were at the State Fair last week where there was a tremendous amount of interest in our housing. We have our information out everywhere in terms of flyers and art, we are gathering names and building a data base on people that are interested and keeping them apprised of it. We should have a housing director within the next month and that person's full time job before we open will be marketing and working with our student ambassadors to get some individuals showing the space. We have a commitment from our building to provide a module that we can look at within the next two months. Trustee Newman asked, if I wanted to sign a lease today do you have a lease? Morello responded, not yet. Trustee Newman asked, what is the projections for occupancy, Ms. Morello replied, 336, my goal is 100% we are required to do 93% on our proforma.

Trustee Mastrangelo asked how we are reaching the potential students that are from out of state and out of the country. Ms. Morello stated that we have a tremendous International reputation and we have 200 students already who are International students. Trustee Coffey asked if all the International students will be in the residence halls. Ms. Morello stated that some will and some won't. Our students from Colombia and Korea are a target market for us. We will be attending an International conference in Vietnam in the spring and they are a good market for us as well.

Vice Chair Orband asked when the International students decide if they are coming to SUNY Broome. Ms. Morello replied that typically students make their decision junior year or their first semester of their senior year, our International Recruitment Director is the best person to answer that question. Dr. Drumm stated that our Admissions recruitment season begins in the next two weeks and by then we will have our housing brochure plus all of our current marketing states "Housing Coming in 2014".

4.0 INFORMATION ITEMS CONTINUED

4.1 President's Report Continued

Trustee Mortenson asked if the availability is still going to be based on first come first served. Ms. Morello responded that there may be additional criteria that she will discuss with Dr. Drumm.

Trustee Newman discussed the possibility of a high delinquency with International students and issues with regard to security of deposits. He also asked if the College has to release transcripts and will we be accepting credit cards for the housing, is it in the proforma. Ms. Losinger replied that we currently hold transcripts for outstanding balances so this likely will fall under the same umbrella.

Vice Chair Orband stated that Binghamton University has a license to live on campus. Trustee Newman agrees that this is a much better way to do it. Ms. Morello stated that she will send a copy of SUNY Broome's license to live to Trustee Newman.

Dr. Drumm continued his report stating that he is representing the SUNY Community Colleges on the Shared Services Task Force. Open SUNY is the academic side and Shared Services is the administrative side. They are pushing procurement, for instance there are probably 64 Verizon contracts out there and if we could get just one for all of SUNY it would probably save millions.

Dr. Drumm stated that Dr. Battisti attended the Broome County Budget Address.

We have a Coca Cola Scholar at SUNY Broome. Out of 12 million community college students they recognize 150 a year. Fifty will be invited to the American Association of Community Colleges National Meeting in the spring to represent their state.

4.2 Student and Economic Development Update – Debra Morello

Ms. Morello presented the Student and Economic Development Update to the Board. A copy of this report was included in the Board package.

Ms. Morello thanked Phil Testa, his staff and Regina Losinger for all the work they did concerning the Student Dining Hall and the Book Store renovations.

Ms. Morello stated that this is going to be the year of student development and student leadership in our division. We are going to take the students to a new level in leadership.

4.0 INFORMATION ITEMS CONTINUED

4.3 Civic Engagement Update – Lisa Strahley

Ms. Lisa Strahley presented the Civic Engagement Update to the Board. A copy of this report was included in the Board package.

The purpose of Civic Engagement is to promote and foster both the theory and practice of deliberative democracy both on our campus and in the community. We hope to help students develop and hone their knowledge and skills and dispositions with civic work. So as their learning and moving toward a profession they're also trying to understand how what their learning applies to their communities and how they can make their community stronger and better.

4.4 SUNY Broome Foundation Report

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

4.5 SUNY Broome Facilities Update

This report is routine and for information purposes.

Ms. Losinger reported that the Natural Science Center is on time and under budget.

There are nine capital projects underway.

4.6 Budget Transfers

Budget Transfers for July 2013 and August 2013 were included in the Board package.

4.7 Grant Approvals

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

4.8 Investment Report

This report is routine and for informational purposes.

4.9 Human Resource Update

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

Ms. Lynn Fedorchak reported that the Human Resources office is working on getting all the student worker contracts in place.

4.0 INFORMATION ITEMS CONTINUED

4.10 Budget and Finance Update

This report is routine and for informational purposes.

Ms. Losinger discussed the top five reasons for the enrollment increase

1. Enrollment patterns usually go up for a period of years and then go down for a period of years. We have been at a 10% decline for the last four years and hopes that this is a tipping point for an upward trend
2. This is at a time when the number of high school graduates is declining in our area
3. ¾ of our revenues is linked to enrollment
4. Each percentage that enrollment goes up, \$200,000 in tuition revenues and another \$130,000 in state aid goes up, that will be next year
5. We are budgeted to be down and are up by 1%

4.11 Press Clippings

This report is routine and for informational purposes.

5.0 COMMITTEE REPORT

5.1 Minutes from the Finance and Facilities Meeting of September 10, 2013

James Orband, Chairperson of the Finance and Facilities Committee submitted the Minutes for the September 10, 2013 meeting. Chairperson Orband reviewed the meeting stating that the meeting was called to order at 7:31 a.m., all action items were approved and discussion on informational items was held as well as discussion on the budget and financial developments. Executive Session was called to discuss personnel issues. The meeting adjourned at 8:10 a.m.

6.0 COMMUNICATIONS

6.1 Email from Lorraine Emmons

This email was included in the Board packet for informational purposes.

6.2 Email from Kathleen Innes

This email was included in the Board packet for informational purposes.

Trustee Mastrangelo and the Board members thanked Chairperson Tim Grippen for his service as Chair of the SUNY Broome Board of Trustees

Chairperson Grippen called for a motion to adjourn.

Trustee Mastrangelo made a motion to adjourn. The motion was seconded by Trustee Mortenson. The motion was unanimously approved.

The meeting adjourned at 6:06 p.m.

THE NEXT FULL BOARD OF TRUSTEES MEETING IS SCHEDULED FOR 5:00 P.M. ON THURSDAY, OCTOBER 31, 2013 TO BE HELD IN THE LIBOUS ROOM OF THE DECKER HEALTH SCIENCES CENTER BUILDING