

**SUNY BROOME COMMUNITY COLLEGE
BOARD OF TRUSTEES
February 20, 2014
Official
MINUTES**

TRUSTEES PRESENT: Timothy Grippen, Angelo Mastrangelo, George Akel, Anthony Paniccia, Aishia Mortenson, Nancy LaBare

TRUSTEES ABSENT: James Orband, Margaret Coffey, Nicholas Serafini, Marc Newman

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

In the absence of Chairperson James Orband and Vice Chairperson Margaret Coffey, Dr. Drumm asked that Board appoint a Chairperson Pro Tempore for the February 20, 2014 Board of Trustees meeting stating that Chairperson Orband recommends that Trustee George Akel be appointed.

Trustee Mortenson made a motion to appoint Trustee George Akel as Chairperson Pro Tempore for the February 20, 2014 meeting of the Board of Trustees. The motion was seconded by Trustee Paniccia and was unanimously approved.

Chairperson Pro Tempore George Akel called the meeting to order at 5:02 p.m.

1.0 APPROVAL OF MINUTES

Trustee Mortenson made a motion to approve the minutes of the January 16, 2014 Meeting of the Board of Trustees. The motion was seconded by Trustee Paniccia and the minutes were unanimously approved as written.

2.0 ACTION ITEMS

2.1 Recommend Approval of Payroll Certification

SUNY Broome Community College began processing its own payroll in January of 1992. This was the final task in the process of the College assuming financial responsibilities under Plan C. In preparation for this new task, BCC implemented its new computerized Financial Reporting System and Human Resources System during 1991. The conversion to the new general ledger system took place on September 1, 1991 with the payroll implementation planned for January 1992 to coincide with the start of a new year for tax purposes. As part of the Plan C legislation (Section 2304-A), the College Treasurer certifies the payrolls and presents them to the Board of Trustees for its approval. It was recommended that the Board of Trustees approves filing of the College payroll for the month of January 2014.

Trustee Grippen made a motion to approve Action Item 2.1. Trustee Mastrangelo seconded the motion and it was unanimously approved.

2.0 ACTION ITEMS CONTINUED

2.2 Recommend Approval of Petty Cash Expenditures

Under Plan C legislation, the College is authorized to maintain petty cash accounts not in excess of \$200 each. The expenditures from these accounts are subject to approval of the Finance and Facilities Committee of the Board of Trustees (see BCC Policy No. 1.8). The petty cash expenditures have been reviewed as indicated by the signatures on the attached petty cash summary sheets and approval of these expenditures is recommended. It was recommended that the Board of Trustees approves the list of petty cash expenditures for the month of February 2014 and direct reimbursement for the funds in the amounts designated.

Trustee Mastrangelo made a motion to approve Action Item 2.2. Trustee Grippen seconded the motion and it was unanimously approved.

2.3 Recommend Approval of Verizon Next Step Program Contract for Spring 2014

Purpose of Funds: The Verizon Next Step Program provides local Verizon employees with the opportunity to continue their education within Verizon-approved curricula at SUNY Broome. Agreement funds administrative costs plus tuition and fees for participating Verizon employee-students. Source of Funds: Verizon Next Step Program via Hudson Valley Community College. It was recommended that the Board of Trustees approves acceptance of this grant in the amount of \$63,081 for a grant period of January 1, 2014 – June 30, 2014.

Trustee Mortenson made a motion to approve Action Item 2.3. Trustee Paniccia seconded the motion and it was unanimously approved.

2.4 Recommend Approval of BCC Foundation Grant for Wales Building Renovation Project

Purpose of Funds: Funding up to \$735,000 will be used to support renovation of the Wales Building for the 2013-2014 academic year with availability of funds as follows:

Immediately upon expenditure: \$520,000

December 2013: \$15,000

January 2014: \$61,666

December 2014: \$15,000

January 2015: \$61,666

January 2016: \$61,668

It was recommended that the Board of Trustees approves acceptance of this grant in the amount of \$735,000 for a grant period of 2013-2014 Academic Year.

Trustee Mastrangelo made a motion to approve Action Item 2.4. Trustee Grippen seconded the motion and it was unanimously approved.

2.0 ACTION ITEMS CONTINUED

2.5 Recommend Approval of Anticipated Empire State Development Grant for Radiologic Technology Equipment Upgrade

Purpose of Funds: Funds will be used for the acquisition of equipment to upgrade SUNY Broome's Radiologic Technology Program, enabling students to train on up-to-date digital imaging technology. Amount: Not to exceed \$272,500, with exact amount pending ESD issuance of a formal Incentive Proposal to SUNY Broome. Source of Funds: Empire State Development (ESD)/Regional Economic Development Councils (REDC) Consolidated Funding Application. Subcontract Period: January 1, 2014 – December 31, 2014. It was recommended that the Board of Trustees approves acceptance of this anticipated grant from the ESD not to exceed \$272,500.

Trustee Grippen made a motion to approve Action Item 2.5. Trustee Paniccia seconded the motion and it was unanimously approved.

2.6 Recommend Approval of Final Payment to Include Release-of-Retainage to Delta Engineers for Professional Services on the LRC Flood Recovery Project

Delta Engineers has met their obligations to SUNY Broome for their Professional Services on the LRC Flood Recovery Project. All closeout documentation including releases has been obtained and approved by the college. It was recommended that the Board of Trustees approves the final payment to include release-of-retainage to Delta Engineers for their Professional Services on the LRC Flood Recovery Project in the amount of \$5,977.26.

The Board agreed to table Action Item 2.6 until the next meeting.

2.7 Recommend Approval of Resolution Recommending Candidates for Term 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. The President has reviewed the candidates for term appointment and based on the recommendations of the Executive Vice President and Chief Academic Officer, Division Dean or Director, Department Chairperson, and the Promotion and Appointment Committees, it was recommended that the Board of Trustees approves the resolution for term appointment for the following candidates effective September 1, 2014: Sandra Alter-Ballard, Henry Bartlett, Paul Cartie, Sherry Chandler, Carol Church, Melissa Gordon Marsh, Michael Grubb, Christopher Kushner, Victor Lamoureux, Loren Leonard, Joyce Prindle, Mark Ryan, Darin Schmidt, Geralyn Sears, Mary Seel, Alison Sheridan-Brennan, Peggy Sniezek, Amelia Stein, Courtney O'Hagen. It was also recommended that the Board of Trustees does not approve the term appointment for the following candidate: Bashar Behnam.

Trustee Grippen made a motion to approve Action Item 2.7. Trustee Mastrangelo seconded the motion and it was unanimously approved.

2.0 ACTION ITEMS CONTINUED

2.8 Recommend Approval of Resolution Recommending Candidates 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. The President has reviewed the candidates for continuing appointments and based on the recommendations of the Executive Vice President and Chief Academic Officer, Division Dean, Department Chairperson, and the Promotion and Appointment Committees, it was recommended that the Board of Trustees approves the resolution for continuing appointment for the following candidates effective September 1, 2014: Tracy Curtis, Tera Doty-Blance, Glenn Modrak, Jason Smith, David Zeggert.

Trustee Mortenson made a motion to approve Action Item 2.8. Trustee Grippen seconded the motion and it was unanimously approved.

2.9 Recommend Approval of Resolution for New Position Description – Staff Assistant - Maintenance

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: Staff Assistant – Maintenance.

Trustee Grippen made a motion to approve Action Item 2.9. Trustee Mastrangelo seconded the motion and it was unanimously approved.

2.10 Recommend Approval of Resolution for Unpaid Leave of Absence for Venessa Rodriguez

The Board of Trustees acts in accordance with the terms of the SUNY Broome Community College Guild labor contract to approve a request for unpaid leave for an employee in that bargaining unit. It was recommended that the Board of Trustees grant an unpaid leave of absence to Venessa Rodriguez, Assistant Director of Student Support Services in the Learning Resources Department from April 3, 2014 to May 9, 2014 for child rearing.

Trustee Mastrangelo made a motion to approve Action Item 2.10. Trustee Grippen seconded the motion and it was unanimously approved.

2.0 ACTION ITEMS CONTINUED

2.11 Recommendation that the Chair Appoint a Committee to Conduct the President's Annual Evaluation and Review

Pursuant to the By-Laws of the SUNY Broome Community College Board of Trustees, Article 4, section 4.2, the Chairperson of the Board may appoint other special committees to carry on the business of the Board of Trustees. It is recommended that the Chairperson appoint a committee to conduct the President's Annual Evaluation and Review. It was recommended that the Board of Trustees approves the recommendation to appoint a committee to conduct the President's Annual Evaluation and Review.

Chairperson Pro Tempore Akel appointed Chairperson James Orband, Vice Chairperson Margaret Coffey and Trustee Timothy Grippen, to the committee.

3.0 INFORMATION ITEMS

3.1 President's Report

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

Dr. Drumm spoke to the loss of Criminal Justice Professor Wes Warren stating that Professor Warren was very involved and visible on campus and in the community with his volunteer work. Given his tremendous presence on campus it was quite a shock to all of us given the impact he had on the campus and how positive it was, he will be missed.

Chargebacks issue – Dr. Drumm explained that chargebacks are what counties charge for students that go to another county to study. The county pays the difference from what they didn't pay because they're not a resident of this county or one of our students goes to another county. For several months the presidents worked on a chargeback formula and in the end, SUNY Finance and the Association of Counties came up with a formula that doesn't make any sense. They used a five-year history. The three-year history that the presidents were looking at made a little more sense than the five years that SUNY chose to look at. If you look at the previous full five years, there were four anomalous years in the five years they studied. You had two anomalous years with big spikes in enrollment with the immediate impact of the economic downturn and then two years with big budget cuts and one normal year of the five where we started to make up ground with the increase we received from the state which certainly hasn't brought us back to 2009 levels of funding. Statistically the SUNY phase in makes sense, but it has nothing to do with the bottom line of our colleges. So a five percent phase in will cost us \$617,000 in the first year which isn't remotely close to 5% of \$950,000. It has to do with rates that are in law and in procedure but don't ever get used; those that they based the 5% on have never been charged/applied. What you apply comes out in the formula not the legal rate that you can apply and the new base rate (for us base rate is \$2330.00 we will be allowed to charge) that they want us to apply. He discussed this with his colleagues and the vice chancellor and a conference call will be held next week to try to work through some of this.

3.0 INFORMATION ITEMS CONTINUED

3.1 President's Report Continued

Chairperson Pro Tempore Akel asked if SUNY didn't realize the effect it was going to have on the colleges.

Ms. Losinger responded that she didn't think that they compared the rates that we are currently charging to what their formula said we would charge next year. Twenty-five of the community colleges have rates proposed that are less than what that state ed. law allows; it's not even a phase in from what we're charging to where we're going.

Dr. Drumm stated that SUNY never put the data out concerning what the impact would be for each college, we had to apply the formula ourselves. This has already been submitted to the Legislature and Dr. Drumm has spoken to Donna Lupardo and Tom Libous. Assemblywoman Lupardo has talked with the Chairman of the Higher Education Committee and she will share the real numbers with him. We are working on this and he will keep the Board members abreast of any developments.

Enrollment continues to trend up noticeably for fall. We are up in inquiries and applications. He will keep the Board members abreast of the numbers.

The Carnegie Library update – Ms. Losinger and Dr. Drumm have met with the County a couple times to talk about next steps since we didn't receive the REDC funding and the Governor stripped all of the capital projects out of SUNY's budget for community colleges. We were contacted by Senator LaValle who chairs higher education on the Senate side who said that we'd like to try to get all of the 13 community college capital projects back in if you have local support. We are working on the local support of \$5 million dollars that we would have to match and then we would submit a REDC application next fall. It has been strongly suggested that if we had our match in place with the County we would get some REDC funding. We continue to work on this.

We have 62 deposits for housing and have 30 modules stacked with more modules going up.

The Wales Building is making good progress; the new exterior wall section is going in as we speak.

The LAC (Learning Assistance Center) that was damaged in the flood is back up and running on the first floor of the Library.

Dr. Drumm thanked Trustee Akel for the article he sent him regarding an incubator that is going in in downtown Ithaca which TC3 was involved in with other institutions in the area. We have always been a minor partner in the incubator downtown with Binghamton, but they own it and operate it and it's designed to have their people who are inventing things in the research labs to turn those things into businesses. We recently submitted a SUNY 20/20 grant to add a student incubator to the downtown incubator project. We did put in for \$5 million dollars; the minimum that you could ask for is \$5 million dollars which also requires a \$5 million dollar match. The existence of the incubator and all the money that was rolling in to support the incubator did fit the category of the match.

3.0 INFORMATION ITEMS CONTINUED

3.2 Student and Economic Development Update – Ms. Debbie Morello

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

Ms. Morello Introduced Claudia Beebe, Coordinator of the SEED (Scholarships for Education and Economic Development) Program. Ms. Beebe gave a brief description of the SEED program and introduced Luis Santiago Rosario of the Dominican Republic, Kelvin Hernandez of Honduras, Dolores Almaraz of Mexico and Reyna Toruno of Nicaragua who are students in the SEED Program. Ms. Beebe stated that we also have students from the countries of Haiti and El Salvador in the program.

A Community Action Plan entitled Youth Ambassadors of Hope was presented to the Board of Trustees by Kelvin Hernandez a SEED Program student from Honduras.

Ms. Morello stated that our legislators Hanna, Schumer and Gillibrand have written letters to U. S. Agency for International Development (USAID) in support of keeping the program running. We have helped serve Central America for the last twenty years and we want to keep helping the world this way.

3.3 Council for Academic Issues Update – Rachael Hagerman

Rachael Hagerman presented the Council for Academic Issues Update to the Board. A copy of this report was included in the Board package.

The CAI endorsed the FCCC resolution regarding child care. There have been major cuts in state funded child care. There are two halves to the funding; funding that goes for the operational costs for child care and funding that goes to tuition for children of students in high need. Both of these have been cut significantly and we are asking that these funds be reintroduced into the budget.

We are working to develop a prior learning assessment in addition to student mobility and Open SUNY. There's a push to look at a student's prior learning and equate that to college credit. We currently do not have a universal policy for this and there is a push from SUNY to develop one.

Trustee Mortenson asked if there are any models in place that you are looking to model after, for example, Empire State. Ms. Hagerman responded that yes, there are many models and Empire State is the one that SUNY is distributing as an example. We will be looking at what these policies are and decide what best meets our student population.

3.4 Service Learning Update – Scott Corley

Scott Corley presented the Service Learning Update to the Board. A copy of this report was included in the Board package.

3.0 INFORMATION ITEMS CONTINUED

3.5 Student Assembly Update – Aishia Mortenson

Aishia Mortenson presented the Student Assembly Update to the Board. A copy of this report was included in the Board package.

Your Voice Matters was held today. The report is written and there is a lengthy list of concerns which will be submitted to the administration.

3.6 Broome Community College Foundation Report

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

Ms. Williams commented on last week's Press & Sun Bulletin article which identified that SUNY Broome's giving was down 14%. The reason we showed a decline of 14% from last year over the year before is that we had a very large estate gift from the prior year which artificially skewed. We're still on the trajectory that we're raising more money each year and we're earning more on our endowment. Our goal is to invest more this year in donor acquisition.

Ms. Williams thanked President Drumm for attending the Alumni Day at Hornets event and invited all Trustees to attend future events.

3.7 SUNY Broome Facilities Update

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

Ms. Losinger added that although the Governor did include new facilities projects in the proposed budget last year he did include the ones that were in there for critical maintenance which included the rehabilitation of the rest of the core campus. This is the nearly \$20 million dollar project bundled together; the Mechanical Building, Science Building and Student Services Building and hopefully we can get enough funding to do the main and second floor of the Library. We have the state's half of it which is \$10 million dollars on the table at this point. The County Executive has asked for timing and amounts for the project. We are considering rehabbing a building every other year, done in the same fashion as the Wales Building for about a third of the cost of new construction.

The Wales façade will look a little different than initially envisioned. The construction company is concerned about the ability of the trellis, which is planned to be on the left hand side of the building, to be structurally sound and not pull down the face of the building. The architect will be here next week and we have asked them for alternatives to the trellis while staying within budget.

3.0 INFORMATION ITEMS CONTINUED

3.8 Budget Transfers

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

3.9 Grant Approvals

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

3.10 Investment Report

This report is routine and for informational purposes.

3.11 Human Resource Update

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

3.12 Budget and Finance Update

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

Ms. Losinger reviewed with the Board members the Preliminary Operating Budget Scenario which was included in the Board package. Over the next month and a half this will be fine-tuned and alternatives will be considered to balance this budget.

Ms. Losinger stated that we are continuing to bring down the planned use of the fund balance. She would like to have the planned use down to zero. The fund balance is forecast to come in the lower end of the range recommended by SUNY and will probably land in the 6% range.

Chairperson Pro Tempore Akel asked, realistically what the chances of the chargeback formula being changed.

Dr. Drumm responded that the chance is 50/50 at this point. He believes the reason is because SUNY didn't put numbers to the formula and no one understands the formula and doesn't understand how SUNY arrived at the formula they have. We do have the vice chancellor on our side; she has been in contact with finance there and they are willing to speak with the Presidents.

Chairperson Pro Tempore Akel asked, of the sixty-two deposits we have for the residence hall, are we reaching out to the population we wanted to which is out of county. How many are out of county students.

Ms. Morello responded that she does not have the specifics but can get the statistics to him. There are students from Greene, Vestal and Apalachin, the typical student is twenty miles away.

3.0 INFORMATION ITEMS CONTINUED

3.12 Budget and Finance Update Continued

Chairperson Pro Tempore Akel asked, if we are happy with the marketing of the residence halls.

Mr. Wells responded that our peak period for residence hall marketing will be in April. You will see a big ramp up to a pinnacle in April and then ramp it down but keep it steadily going throughout the summer. He hopes to see a major difference in the number of inquiries as we begin to get into more traditional media, right now we have a lot of social media going on. Dr. Drumm added that we don't get into our International market for another month or so and that should be a big chunk for us.

Mr. Wells added that we've added a new mobile housing website and we've had one of the most popular social media events that we've ever had related to housing. We pushed out our first Twitter advertisement that had 4,000 people re-Tweet it to other people around the state.

Ms. Morello stated that the model should be ready in approximately a week. Target is donating all the furnishing for the model.

Chairperson Pro Tempore Akel asked if we are still on schedule for August completion.

Trustee Paniccia responded that the second set of modules are there and if they set them in place by next week it will be on schedule. All modules should be up by April 1st. They put out the pre-bid for all the contractors this week and they'll be receiving bids for the rest of the work so it should be able to start between March and April as they get the contracts in place and it looks like we've made up some time on the schedule.

Chairperson Pro Tempore Akel asked if we are still on budget. Trustee Paniccia responded yes it is on budget.

Trustee Paniccia asked Ms. Losinger; last year he brought up that the health insurance had 2% or 3% increase and when you checked it went to 7%. Ms. Losinger replied that it landed at an 8 ½% increase but that was after two years of flat rates. Trustee Paniccia stated that we just received our insurance premium and it was double digits again and he is asking that Ms. Losinger revisit that number again because it will probably be higher than the 5%.

Trustee LaBare asked if NYCCT is doing anything about lobbying or sending letters forward regarding the chargebacks. Dr. Drumm replied that he spoke with Dave Mathas a couple of weeks ago and he said he was going to look into it and Dr. Drumm will follow-up with him on this.

Ms. Losinger stated that we have come up with several recommendations on how this chargeback phase in might work that are more balanced, fiscally sustainable and rational. We are taking those steps.

3.0 INFORMATION ITEMS CONTINUED

3.13 Press Clippings

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

3.14 Clarification of Guild Contract – Article 26 Compensation

This report was included in the Board package for informational purposes.

4.0 COMMITTEE REPORT

4.1 The February 18, 2014 Finance and Facilities meeting was cancelled at the January 16, 2014 Board of Trustees meeting due to the lack of a quorum.

5.0 COMMUNICATIONS

5.1 None

Chairperson Pro Tempore Akel called for a motion to adjourn.

Trustee Mortenson made a motion to adjourn. The motion was seconded by Trustee Paniccia and the motion passed unanimously.

The meeting adjourned at 6:20 p.m.

THE NEXT FULL BOARD OF TRUSTEES MEETING IS SCHEDULED FOR 5:00 P.M. ON THURSDAY, MARCH 20, 2014 TO BE HELD IN THE LIBOUS ROOM OF THE DECKER HEALTH SCIENCES CENTER BUILDING