SUNY BROOME COMMUNITY COLLEGE
BOARD OF TRUSTEES
October 31, 2013
Official
MINUTES

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

TRUSTEES ABSENT: Nicholas Serafini, Marc Newman

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

Chairperson Orband called the meeting to order at 5:03 p.m.

1.0 APPROVAL OF MINUTES

Trustee Grippen made a motion to approve the minutes of the September 12, 2013 Meeting of the Board of Trustees. The motion was seconded by Trustee Mortenson and the minutes were unanimously approved as written.

2.0 PREFERRED AGENDA ACTION ITEMS

2.1 Recommend Approval of Resolution for New Position Description – Staff Associate for Special Events and Productions

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 Associate for Special Events and Productions.

2.2 Recommend Approval of Resolution for New Position Description – Staff Associate for Web and Graphic Design

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 Associate for Web and Graphic Design.

2.0 PREFERRED AGENDA ACTION ITEMS CONTINUED

Trustee LaBare questioned the creation of action item 2.1 new position description for Staff Associate for Special Events and Productions and action item 2.2 new position description for Staff Associate for Web and Graphic Design. Dr. Drumm stated that the positions were created as part of the ITS and MARCOM restructuring. Part of the department that Mr. David oversaw was moved to ITS and the marketing and communications area remained in the MARCOM area. In that split people shared responsibilities this defines the responsibilities of these two areas. The classroom audio visual support is with ITS and the marketing and communications is with MARCOM.

Ms. Losinger stated that these are not additional positions. There have been two full time regular positions that have been in one title or another over the last dozen years and this is settling them into the reorganization and in the appropriate area. These positions are budgeted and are not additional monies.

Trustee LaBare stated that she has discussed with Dr. Drumm return on investment and benchmarking when you do staffing so we have some idea of staffing needs. Trustee LaBare stated that when you have these permanent positions financially with retirement and GASB 45 that's a long term investment. Trustee LaBare stated that she is asking how you identify staffing needs for those departments. Dr. Drumm replied that we are down in this area for total staffing and these are continuing union positions that we could not eliminate without outsourcing and we cannot outsource them. Trustee LaBare stated that with possibly using 6.9 of the fund balance next year and with projects that are underway and the projects that need to be done, especially the LRC elevator, I'm thinking that monetarily the economics that we are in domestically and Internationally that if I'm going to make a financial decision on a position I want some evaluation done on it in the future like a benchmark.

Ms. Losinger stated that this is literally the guts of our marketing team half of it being videography and half being publications and web presence. If I were to look at where our money would be best invested for potential return this is one of the places that I would choose.

Trustee Paniccia stated that the Foundation wrote an entire check for the LRC elevator so that is entirely paid for.

2.0 PREFERRED AGENDA ACTION ITEMS CONTINUED

2.3 Recommend Approval of Resolution for Hourly Rates for Tutors A, B, C and Supplemental Instructors

Under Plan C, the Board of Trustees is responsible to fix compensation for unrepresented positions at the College. The Administration of the College has established a three tiered rate structure for the hourly wage Tutors and a rate for Supplemental Instructors. Based upon the recommendation of the Administration of the College and the Finance & Facilities Committee a new hourly rate for Tutors and Supplemental Instructors is hereby established effective January 1, 2014. It was recommended that the Board of Trustees approves increasing hourly rates for Tutors A from $7.35 to $8.10; Tutors B from $7.85 to $8.60; Tutors C from $8.35 to $9.10; and Supplemental Instructors from $8.35 to $9.10 effective January 1, 2014.

Trustee Grippen made a motion to remove Action Item 2.3 from the Preferred Agenda. Trustee Paniccia seconded the motion. The motion passed unanimously.

Trustee Grippen made a motion to approve Action Item 2.3, Trustee LaBare seconded the motion. The motion was approved with a vote of 7 ayes and 1 abstention.

2.4 Recommend Approval of Partial (75%) Release-of-Retainage to Piccirilli-Slavik and Vincent Plumbing and Heating Inc. for their Plumbing and HVAC Work on the Natural Science Center

Piccirilli-Slavik and Vincent Plumbing and Heating Inc. requested a partial release (75%) of Retainage for their work on the Natural Science Center Project. It was recommended that the Board of Trustees approves the partial (75%) release of retainage payments to Piccirilli-Slavik and Vincent Plumbing and Heating Inc. for their work on the Natural Science Center Project in the amount of $51,184.35 for the plumbing contract and $68,483.90 for the HVAC contract.

2.0 PREFERRED AGENDA ACTION ITEMS CONTINUED

2.5 Recommend Approval of Resolution Amending the Capital Improvement Program (Resolution No. 1246) Proposed for Music Suite Renovation Funded by SUNY Capital and Private Fundraising

On March 21, 2013, the Board of Trustees approved Resolution No. 1246 for the college's Six-Year Capital Improvement Program for the years 2014 through 2019. A $500,000 capital project is proposed for 2014 to renovate the recently vacated right front quadrant of our campus services building into a music suite for our growing music program. This space formerly housed our bookstore and document storage. Many of our music courses are currently housed in the windowless, aged, unattractive basement of the old maintenance garage. In June 2007, the A.S. in Music degree was approved with four (4) career pathways: Sound Engineering, Music Therapy, Music Performance and Education, and Music Industry. There are currently 80 music students. This project will be funded half with new SUNY capital aid and half with private dollars to be raised with assistance from our Foundation. Preliminary space renovation plans have been developed with the assistance of an architect. Broome County approval and SUNY funding will be sought if this request is approved by the Board of Trustees. It was recommended that the Board of Trustees approves the resolution amending Resolution No. 1246 for the Capital Improvement Project proposed for Music Suite Renovation Funded by SUNY Capital and Private Fundraising.

2.6 Recommend Approval of Write Offs of Student Accounts Receivables

The office of the College Controller has reviewed the status of the Student Accounts Receivables and has found $954,929.21 to be uncollectable. This represents the write-offs of outstanding receivables, which are now two-years old. Please recall that the Finance and Facilities Committee adopted a guideline to write off uncollectable accounts two years old or older at its October 1992 meeting. These receivables were accumulated as a result of tuition obligations incurred by students who registered and subsequently did not attend classes and deferrals based on financial aid awards to students who later became ineligible due to withdrawal from the College or changes in credit load and/or academic standing. It is understood that the students' obligation to the College remains and appropriate holds have been placed on their accounts. Collection efforts by College staff and various contracted collection agencies will continue. It was recommended that the Board of Trustees approves the write-offs of uncollectable accounts for receivables in the amount of $954,929.21.

2.7 Recommend Approval of Bid BCC 12-60 for General Construction on the Arts Annex Building Renovation Project

The bids for the Arts Annex Building Renovation Project were opened on Thursday, October 17, 2013. There were five (5) general contractors that bid on the project. The references were checked, qualification statements approved, and the consultants endorsement received for the low prime bidders. Keystone Associates, the architect for the project, has approved the low bid. The value of the bids was within our 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 Art Annex Building Renovation Project.

2.0 PREFERRED AGENDA ACTION ITEMS CONTINUED

2.8 Recommend Approval of Final Payment to Include Release-of-Retainage to Homer C. Gow and Sons, Inc. for their Work on the Student Center Improvements Project

Homer C. Gow and Sons, Inc. met their obligations to SUNY Broome on the Student Center Improvements 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 $7,273.45 to include Release-of-Retainage to Homer C. Gow and Sons, Inc. for their work on the Student Center Improvements Project.

Trustee Grippen made a motion to approve Action Items 2.1, 2.2, 2.4, 2.5, 2.6, 2.7 and 2.8 on the Preferred Agenda. The motion was seconded by Trustee LaBare. The motion was unanimously approved.

3.0 ACTION ITEMS

3.1 Recommend Approval of Resolution for an Aircraft Maintenance A.O.S. Program

The AOS Degree in Aircraft Maintenance will prepare Aircraft Maintenance Technicians (AMT's) for three Federal Aviation Administration (FAA) Knowledge Exams: Aviation Mechanic-General, Aviation Mechanic-Airframe, and Airframe Mechanic-Powerplant. The program was developed in response to a request from the Broome County administration at the Greater Binghamton Airport to provide training and courses to help AMT's prepare for, and successfully pass the FAA's written exams. Students must also pass an oral exam, and a practical skills test (hands on) demonstrating their maintenance skills. The proposed program will provide AMT's with coursework (lectures and laboratory time) at SUNY Broome Community College, and at the Greater Binghamton Airport. In addition to approvals by the College trustees, the program will require approval by the NY State Education Department and the Federal Aviation Administration. The program consists of 16 courses for a total of 60 credit hours. The program is designed to meet the FAA requirement of 1,900 clock-hours of training to prospective AMT's. Courses will be taught by a combination of BCC faculty (for general courses, including EET 090 Electricity). Specific aircraft and power plant maintenance courses will be taught by FAA certified personnel. 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 AAS Degree in Event Management.

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

3.0 ACTION ITEMS CONTINUED

3.2 Recommend Approval of Resolution for a Histological Technician A.A.S. Program

The AAS Degree in Histological Technician is aimed at preparing students for entry-level positions as Histological Technicians in clinical histology and pathology labs, helping to fill drastic shortages in this field. According to the American Society of Clinical Pathology (ASCP), the number Histological Technician vacancies far exceed the number of technicians to fill them. New York State (NYS) has recently required that histological technicians, like other laboratory professionals be licensed in order to practice, which in general requires that applicants graduate from NYS licensure-approving programs. It is intended that didactic courses in this program will be available through distance learning. The proposed program in Histological Technician will increase the number of graduates qualified to fill these positions and provide a program of study that is more geographically accessible. 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 AAS Degree in Histological Technician.

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

3.3 Recommend Approval of Resolution Changing the Name of the Darwin R. Wales Administration Building to the Darwin R. Wales Center

Renovating our Darwin R. Wales Administration Building has given us an opportunity to consider its' name. While administrative offices are housed in this building - the campus president and vice presidents, they occupy less than an eighth of the building. This building is the gateway to our campus. It is the first point of contact for our 6,000+ students who visit our Admissions Office annually. In addition, this building houses Continuing Education, Foundation, Shared Governance, Alumni Affairs, Marketing, Communications, Special Events Management, Human Resources, Facilities Management, International Programs, post-associates degree programming, Institutional Effectiveness, budget, and telephone operator, and it has three conference rooms that are heavily used by our faculty, staff, students, and off-campus visitors. We have explored what other campuses call their 'administrative' buildings, and have considered naming possibilities within the context of other campus building names and a strong desire to continue to honor Darwin R. Wales, one of our first Trustees and long-sitting Chairman of the SUNY Broome Community College Board of Trustees. It was recommended that the Board of Trustees approves that the name of this building be changed to the Darwin R. Wales Center, and that the name change be unveiled when the building re-opens next year.

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

3.0 ACTION ITEMS CONTINUED

3.4 Recommend Approval of Resolution Increasing Student Center Improvements Capital Project

A $410,000 increase to our Student Center improvements capital project is proposed for 2014 to renovate the lobby and dining room, improve the electrical system in the theater, make additional improvements to the food serving area, and improve the east exterior façade. This project was originally approved on April 18, 2013 by Broome County resolution 2013 194 as an amendment to the 2013 Broome County capital plan. The first phase of the project consolidating our bookstore and campus store into an expanded improved space is complete. It was funded by the bookstore vendor and SUNY capital aid. The second phase of this project is funded by our food vendor and with existing SUNY capital aid not needed to complete other existing projects. Broome County approval and SUNY funding will be sought once this request is approved by the Board of Trustees. It was recommended that the Board of Trustees approves the resolution increasing Student Center Improvements Capital Project.

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

4.0 INFORMATION ITEMS

4.1 President's Report

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

Dr. Drumm congratulated and thanked the Information Technology Service staff for working to bring us entirely in the Cloud with our data services and storage which gives us 24/7 support. We should never be down again. Plus we are in the SUNY Cloud.

Dr. Drumm and Dr. Battisti attended the SUNY Systemness Conference from October 28th to 30th. Systems from all over the country attended the conference. The theme this year was Big Data and how the numbers that are collected impact our lives.

Dr. Drumm, Dr. Battisti and Cathy Williams attended a dinner on October 28th sponsored by SUNY at the Battery Gardens Restaurant where major donors across SUNY were honored. SUNY Broome had the second largest contingent of donors there amongst all of the community colleges and universities that attended.

Dr. Drumm sent the Board members his editorial to the Press & Sun Bulleting regarding proposition one. The editorial was also on the Press and Sun Bulletin's website. He spoke at the Tioga Downs press conference today in support of the proposition. There were quite a diverse array of community leaders in support of the proposition and in attendance at the press conference. The proposition will be on the ballot November 5th.

4.0 INFORMATION ITEMS CONTINUED

4.1 President's Report Continued

Open SUNY is a new idea where all 64 colleges offer SUNY degrees across the state. This is SUNY's attempt to compete with the likes of the University of Phoenix and that sort of institution. This will primarily target the adult student who needs to complete or someone who needs to retrain for a job. SUNY has chosen six programs to kick-off Open SUNY and one of SUNY Broome's program is one them. It is quite an honor to be chosen by SUNY to be a lead for such a large endeavor on their part.

Dr. Drumm thanked the Foundation and the Foundation Board for the donation of $175,000.00 for the LRC elevator.

4.1 Academic Affairs Update – Dr. Francis Battisti

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

Dr. Battisti thanked the four Deans who worked closely with staff to reach one of our objectives of upgrading our academics.

Trustee LaBare asked if we will begin moving toward SUNY General Education requirements. Dr. Battisti responded that there are three options; 1) to stay with what we have, 2) to go strictly with SUNY, 3) to blend the two. We will probably blend them but we need to have the discussion on campus before a decision is made.

4.2 College Assembly Update – Julie Lakin

Ms. Julie Lakin, Chair of College Assembly presented the College Assembly Update to the Board. A copy of this report was included in the Board package.

4.3 Broome Community College Foundation Report

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

Ms. Williams stated that people were impressed at the Chancellor's Society Event held in New York City on October 28th, which recognized and honored major donors across SUNY, that SUNY Broome Community College had donors that met the criteria of either $100,000.00 in annual gifts or $1 million in lifetime giving of which we had representatives from both categories. We had three representatives from the Decker Foundation, Catherine Schwoefferman from the Hoyt Foundation and Tyrone Muse, CEO of Visions Credit Union all of whom made the trip to New York. We did have other nominees who were unable to attend, one being the Second Chance Foundation, Dr. Angelo Mastrangelo, the Mee Foundation, the Klee Foundation, alumnus Michael Polesnak who made a $100,000.00 donation this past year and our anonymous faculty member who made a donation of $100,000.00.

Ms. Williams thanked Dr. Ligeikis for the personal tour that she and her staff provided of the Natural Science Center to members of the Mee Foundation. The Mee Foundation was one of the significant capital supporters of the NSC project.

4.0 INFORMATION ITEMS CONTINUED

4.4 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 discussed facilities fundraising. This is the first time that we've actually set a goal to raise funds. We have three projects to raise funds for. We need $65,000.00 to complete our Wales Building renovation.

The Music Suite renovation will be half a million dollars to complete, we plan to ask for more state aid for 2014-2015 for this project. The Foundation has raised $14,000.00 for this project already. Ms. Losinger presented a contribution of $1000.00 to Ms. Williams to be used toward the Music Suite renovation.

Ms. Losinger also made a $1000.00 donation for the Business Building.

4.5 Budget Transfers

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

4.6 Grant Approvals

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

4.7 Investment Report

This report is routine and for informational purposes.

4.8 Human Resource Update

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

Ms. Fedorchak reported that the Adjunct Fair was held on campus this week and an estimated 75 to 100 potential adjuncts attended and submitted their resumes.

4.0 INFORMATION ITEMS CONTINUED

4.9 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 reported that last year's books closed out with the fund balance exactly as forecasted at $3.2 million dollars. We are in good shape with our finances this year so far with enrollments up slightly and being budgeted to be down by 2%. If it continues this way, we are anticipating not having to use any of the $600,000.00 of the fund balance that we are budgeted to use. We will see where we are in the spring and will take a really good look at this again in January.

The $3.2 million dollars in the fund balance lands us at an amount equal to 6.5% of our budget, so we are within the 5-15% range recommended by SUNY.

Dr. Drumm stated that SUNY has begun to take a look at fund balances and he is not sure where this will land. Hopefully it will stay at the 5-15% range. We have done a good job managing our fund balance and this is part of the reason we've received a noticeable increase from the County this year.

4.10 Press Clippings

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

4.11 Sabbatical Applicant Deferral from Spring 2014 to Spring 2015

This was included in the Board package for informational purposes.

4.12 Academic Calendar 2014-2015

The Academic Calendar was included in the Board package for informational purposes.

Trustee LaBare asked if the Registrar will have to work during the Christmas holiday because grades are due on December 24th. Dr. Drumm stated that the grades are submitted online and the Registrar comes in after Christmas to process them.

5.0 COMMITTEE REPORT

5.1 Minutes from the Finance and Facilities Meeting of October 29, 2013

Margaret Coffey, Chairperson of the Finance and Facilities Committee submitted the Minutes for the October 29, 2013 meeting. Chairperson Coffey reviewed the meeting stating that the meeting was called to order at 7:35 a.m. and all action items were approved. Discussion concerning changing the time of the meeting from 7:30 am to 9:30 am was held and it was agreed that future meetings will be held at 9:30 am. The meeting adjourned at 8:23 a.m.

6.0 COMMUNICATIONS

6.1 None

EXECUTIVE SESSION

Trustee Akel made a motion to adjourn to Executive Session to discuss personnel issues and Trustee Grippen seconded the motion and the motion passed unanimously. The Trustees went into Executive Session at 5:45 p.m.

Trustee Mastrangelo made a motion to come out of Executive Session at 6:02 p.m. Trustee Akel seconded the motion and the motion passed unanimously.

Chairperson Orband called for a motion to adjourn.

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

The meeting adjourned at 6:03 p.m.

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