

**SUNY BROOME COMMUNITY COLLEGE
BOARD OF TRUSTEES
March 20, 2014
Official
Minutes**

TRUSTEES PRESENT James Orband, Margaret Coffey, Marc Newman, Angelo Mastrangelo, George Akel, Aishia Mortenson

TRUSTEES ABSENT: Anthony Paniccia, Nicholas Serafini, Timothy Grippen, Nancy LaBare

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

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

1.0 APPROVAL OF MINUTES

Trustee Newman made a motion to approve the minutes of the February 20, 2014 Meeting of the Board of Trustees. The motion was seconded by Trustee Akel and the minutes were unanimously approved as written.

2.0 PREFERRED AGENDA ACTION ITEMS

2.1 Recommend Approval of a Resolution for Six-Year Capital Improvement Program Request for Years 2015-2020

As part of Broome County's budget process, SUNY Broome Community College is required to submit a Six-Year Capital Improvement Program for consideration. The Six-Year BCC Facilities Improvement Plan was attached and reflects the current campus master plan and incorporates critical needs and will be submitted to Broome County. A resolution of the Six-Year SUNY Broome's Capital Improvement Program was attached for trustee approval. It was recommended that the Board of Trustees approves the resolution for the Six-Year Capital Improvement Program.

2.2 Recommend Approval of Resolution to New York State Electric and Gas for an Easement for an Electrical Line and a Grant for a Wooden Pole for the Student Housing

New York State Electric and Gas (NYSEG) need an easement to install an electrical line, and a grant for a wooden pole for the Student Housing Project. An easement and a grant have been proposed by NYSEG, 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 New York State Electric and Gas an easement for the installation of an electric line and a grant for a wooden pole for the student housing project. NYSEG will also guarantee perpetual care and maintenance of the electric line and wooden pole, contingent upon NYSEG meeting County, College, and any regulatory agency and required State University of New York approval.

2.0 PREFERRED AGENDA ACTION ITEMS CONTINUED

2.3 Recommend Approval of Resolution for Unpaid Leave of Absence for Jesse E. Wells

The Board of Trustees acts to approve a request for unpaid leave for an employee in the SUNY Broome Community College Administrative Guild 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 grants an unpaid leave of absence to Jesse E. Wells, Director of Marketing and Communications, Marketing and Communications Department, from April 1, 2014 to April 30, 2014 to serve in a promotional capacity as Acting Director of Marketing, Communications and Public Information.

2.4 Recommend Approval of Resolution for Unpaid Leave of Absence for Lawrence Allen

The Board of Trustees acts to approve a request for unpaid leave for an employee in the SUNY 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 grants an unpaid leave of absence to Lawrence Allen, Accountant, Finance Department, from May 17, 2014 to February 16, 2015 to serve in a promotional capacity as the Budget and Institutional Effectiveness Specialist.

2.5 Recommend Approval of Resolution for the New Position Description – Communications & Marketing 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 newly created position description: Communications & Marketing Officer.

2.6 Recommend Approval of Resolution Approving and Adopting the Teaching Adjunct Conversion Formula for Eligibility for Health Insurance under the Requirements of the Affordable Care Act

The federal Affordable Care Act (ACA) requires employers with 50 or more full-time equivalent employees to offer affordable health insurance coverage to its' employees who work 30 or more hours per week beginning January 1, 2015. A team comprised of college and faculty association leadership has been working on the treatment of adjunct faculty as it applies to the ACA. Their recommendation is included in the form of a resolution with a referenced attachment, Affordable Care Act Adjunct Instruction Conversion to Clock Hours, for approval by the board. It was recommended that the Board of Trustees approves the resolution approving and adopting the teaching adjunct conversion formula for eligibility for health insurance under the requirements of the Affordable Care Act.

Trustee Coffey 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 Akel. The motion unanimously passed.

3.0 ACTION ITEMS

3.1 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.

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

3.2 Recommend Approval of the Resolution Approving the SUNY Broome Community College Civility Statement

SUNY Broome Community College is committed to providing an environment which encourages learning and civility. During the spring 2014 semester Shared Governance bodies of the College including; the Student Assembly, the College Assembly, the Council for Academic Issues and the Council for Operational issues created and endorsed a SUNY Broome Community College Civility Statement. The Civility Statement was also endorsed by the SUNY Broome Executive Council on March 10, 2014. It was recommended that the Board of Trustees approves the Resolution endorsing the SUNY Broome Community College Civility Statement.

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

4.0 INFORMATION ITEMS

4.1 President's Report

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

Enrollment for fall continues to be very strong for both inquiries and applications. We will begin to enroll continuing students beginning next week.

The State Budget is the big news. The Assembly came out with only a \$50.00 increase in base aid, SUNY had asked for \$250.00. The Senate proposed a \$200.00 increase in base aid. Now they are in negotiations on the figure. We may end up with \$150.00 and that is where we've been for the last two years.

Both proposed budget bills contain favorable language on the Chargeback Issue. The Senate language is a little more favorable than the Assembly language. The Senate language is more friendly with dealing with the outliers of FIT and Albany County, and Rensselaer County with Hudson Valley, that's such a huge issue for them. The Senate language gives us more flexibility to deal with those two situations as outliers. We are hopeful that we will get a years reprieve and more time to work on something that is actually workable.

Both the Senate and Assembly Chambers kept the Downtown Library Project in the SUNY Capital Budget on the list as of today. Both Chambers have reinstated Child Care Funding that was not included by the Governor.

Tomorrow the campus is hosting a press conference for the Broome Regional Sustainability Council who is announcing a solar initiative. Assemblywoman Lupardo will be here to make the announcement. The College is simply hosting the event and this is not a College press conference.

4.2 Academic Affairs Update – Dr. Francis Battisti

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

Dr. Battisti distributed and discussed the STEM brochure that was created by Dean Ligeikis.

The Casino Management Program is in State Ed for approval.

Dr. Battisti and Jason Zbock attended a Middle States Workshop to prepare for the report that is due in June 2016.

4.0 INFORMATION ITEMS CONTINUED

4.3 Council for Operational Issues Update – Robin Petrus

Ms. Robin Petrus presented the Council for Operational Issues Update to the Board. A copy of this report was included in the Board package.

4.4 Student Assembly Update – Aishia Mortenson

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

Trustee Mortenson stated that they hosted the SUNY Student Assembly Executive Committee on March 8th and stressed that all of SUNY Broome Administration attended.

4.5 Broome Community College Foundation Report – Cathy Williams

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

Ms. Williams thanked Trustee Mortenson and her leadership on the Student Giving Campaign. This is the first peer scholarship of this kind on this campus and while all of our donors are important to have, our students stand up and say that they want to support a peer with a scholarship or a reward is so much more important than putting a plaque on a bench on campus. She commended them on all of their hard work on this campaign.

The Presidential Honors Scholarship Event is scheduled for May 1st and Ms. Williams invited the members of the Board to attend.

Ms. Williams and Dr. Drumm attended the Chief Advancement Officer and President Summit that was sponsored by SUNY. The discussion was focused on SUNY's desire to see all the campuses participate in a system-wide campaign, where either you are planning for a campaign, you're in a component of a campaign or you're wrapping up a campaign. For us this would be the first comprehensive fundraising campaign that we would do on this campus to fund priority areas that have been set forth in the strategic plan. We are pretty excited about how we will proceed with this. Campaigns typically last five to seven years and every dollar that we raise on this campus will stay on the campus.

Ms. Williams discussed the former BCC Alumni Association dissolution. This means that there is going to be a significant endowed gift that will be made to the Foundation to fund Alumni Association Scholarships well into the future. More on this will be announced next week.

4.0 INFORMATION ITEMS CONTINUED

4.6 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 reported that we are getting ready to go out with an RFP for a new Campus Facilities Master Plan. It is critical to get this place before we begin to consider what and how and where on the remainder of our critical core campus buildings that we rehabilitate. We've got nearly \$20 million dollars in capital projects proposed to rehabilitate the Mechanical Building, Science Building, Student Services and dress up the Library a little before we put any money on the table we need to know the order of the rehabilitation.

Ms. Losinger would like to look into solar technologies to see what is feasible for our campus, and also the idea of what the size of our campus should be with the growing percentage of our courses being online.

4.7 Budget Transfers

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

4.8 Grant Approvals

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

4.9 Investment Report

This report is routine and for informational purposes.

4.10 Human Resource Update

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

Ms. Fedorchak reported that Health and Wellness is booming. The Color Run will be held on April 6 and is sold out. We have over 5000 individuals that will be on campus to participate in this event.

SUNY Wellness Challenge – we have 104 employees equaling 25 teams participating in the Challenge.

We are sponsoring an employee strength, stretching, yoga and Pilate's class.

4.0 INFORMATION ITEMS CONTINUED

4.11 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 discussed both 2014-15 Preliminary Operating Budget Scenarios that were included in the Board package, one with a \$150.00 increase in state aid and one with \$250.00 increase in state aid. One of the most critical pieces is the enrollment piece; we have budgeted for a 3% increase. In the next few weeks we will be bringing back the old chargeback formula and we will have a better sense of critical priorities. The two scenarios have tuition increasing by 2.3% if state aid was \$250.00 and 4.5% if state aid was \$150.00. Ms. Losinger is anticipating those percentages to come down as the old chargeback formula is put back in. Ms. Losinger asked if the \$300,000 is in the ballpark of where we need to make critical faculty hires.

Trustee Coffey asked, about the fund balance being reduced to \$300,000 moving toward zero. Dr. Drumm responded that this is just the use of the fund balance.

Ms. Losinger asked if the Trustees are comfortable with several percentages of tuition increase when all is said and done.

Trustee Akel stated that he does not like the 4.5% in tuition increase.

Trustee Mortenson stated students do not want to see a tuition increase but she thanked Ms. Losinger and Dr. Drumm for being transparent and bringing the information to Student Assembly so they could get the information out to the students.

Ms. Losinger stated that the budget will be further refined next month. Next month will be the last opportunity to give the budget a gentle nod before the final document is put together. It goes to the County Executive on May 1st.

4.12 Press Clippings

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

Mr. Wells stated that information on our social media statistics websites and toward the back of the report there is information on the value of the publicity that we receive so we can get an idea of how much that's worth in terms of free publicity for the college.

5.0 COMMITTEE REPORT

- 5.1** Margaret Coffey, Chairperson of the Finance and Facilities Committee submitted the Minutes for the March 18, 2014 meeting. Chairperson Coffey reviewed the meeting stating that the meeting was called to order at 9:30 a.m. and all action items were approved. The meeting adjourned at 10:04 a.m.

6.0 COMMUNICATIONS

6.1 None

Chairperson Orband called for a motion to adjourn.

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

The meeting adjourned at 5:50 p.m.

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