

**SUNY BROOME COMMUNITY COLLEGE
BOARD OF TRUSTEES
April 24, 2014
Official
MINUTES**

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

TRUSTEES ABSENT: Anthony Paniccia, Nicholas Serafini, Marc Newman

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 5:04 p.m.

1.0 APPROVAL OF MINUTES

Trustee Grippen made a motion to approve the minutes of the March 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 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, George Akel, Trustee; and David Michalak, Faculty Association President. The Sabbatical Committee recommended to the Board of Trustees that the following be granted Sabbatical leaves; William Altman, Professor, Spring 2015; Donald Dunham, Associate Professor, Spring 2015; Tuong Hung Nguyen, Professor, Spring 2015; Joseph Spence, Counselor, Spring 2015. A listing of the Sabbatical Applicants was attached.

2.0 PREFERRED AGENDA ACTION ITEMS CONTINUED

2.2 Recommend Approval of Resolution Amending Resolution No. 1319 for the Six-Year Capital Improvement Program Request for Years 2015-2020

On March 20, 2014 the Board of Trustees approved Resolution No. 1319 for the Six-Year Capital Improvement Program to be submitted to Broome County. The project summary has been modified from what was previously approved due to incorporating some recently emerging items and the changes are listed below:

- Reduce the cost of the Carnegie Library renovation by nearly \$1 million
- Clarify what is in phase I and phase II of the Carnegie Library downtown campus renovation project
- Shift the proposed renovation of the rest of our original core campus, disabilities access, and campus gateway projects out a year across-the-board to a more manageable renovation and funding timeline
- Address critical parking lot issues when we demolish the building on the front lawn of the campus
- Add a simulated clean room and equipment capital project that is entirely funded by a SUNY2020 grant

A resolution with the 2015-2020 amended Six-Year SUNY Broome's Capital Improvement Program was attached for trustee approval and it was recommended that the Board of Trustees approves the resolution amending resolution No. 1319 for the Six-Year Capital Improvement Program.

Trustee Coffey made a motion to approve Action Items 2.1 and 2.2 on the Preferred Agenda. The motion was seconded by Trustee Akel. The motion unanimously passed.

3.0 ACTION ITEMS

3.1 Recommend Approval to Move the June 19, 2014 Board of Trustees Meeting to June 26, 2014

Article 2, Section 2.9 (Notice of Meetings) of the SUNY Broome Community College Board of Trustees Bylaws states that "The Board may change the dates, times and places of any future regular meetings upon majority vote of the Board of Trustees provided at least one week notice is given to all trustees, the President of SUNY Broome Community College, the County Executive and the Clerk of the County Legislature". The President requested that the June 19, 2014 meeting of the Board of Trustees be moved to June 26, 2014 at 5 p.m.

Trustee Coffey made a motion to approve Action Item 3.1. Trustee Akel seconded the motion and it was approved by 6 yes and 1 abstention.

3.0 ACTION ITEMS CONTINUED

3.2 Recommend Approval of Resolution for Business Analytics A.S. Program

The A.S. Degree in Business Analytics will prepare students to transfer to baccalaureate programs where they can continue their studies in business analytics or earn a related degree in information technology. The degree program will prepare students in basic business courses required for transfer as well as the analytic and technical skills to utilize information technology to make effective business decisions. Students who have already achieved a bachelor's degree in math, business, or technical fields can update their skills and prepare themselves for immediate employment in this high growth field through a one year accelerated plan of study. 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 an A.S. Degree in Business Analytics.

Trustee LaBare 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 for New Media Design Certificate Program

The certificate in New Media Design will prepare students for employment in careers such as graphic designer, web designer, website content manager, multimedia designer, mobile web app designer, interactive designer, instructional designer, social media strategist and social media content coordinator. The certificate program will teach students the theory and practice of the dynamic between visual communication and new media technologies. Students will complete a set of courses and will acquire the conceptual and technical skills critical to the application of contemporary image-based communication and new media development in a global environment. The proposed program will meet the diverse needs, both immediate and life-long, of individuals and entities within the local community and beyond it. The student-centered orientation of the program will enhance its accessibility. 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 New Media Design.

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

3.0 ACTION ITEMS CONTINUED

3.4 Recommend Approval of Resolution for New Position Description – Director of Health and Safety

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: Director of Health and Safety.

Trustee Akel made a motion to approve Action Item 3.4. Trustee Coffey seconded the motion.

Discussion was held. Trustee LaBare asked if this was a consolidation of the Health Services and Campus Safety areas. Ms. Morello replied yes, and the Director will oversee Public Safety and Health Services. Trustee LaBare stated that she noticed in the PARs listed that there are going to be changes with regard to that position and in the future with five other positions. Ms. Losinger replied that there is a comprehensive listing of the entire reorganization.

Trustee LaBare asked questions specific to the functional responsibilities concerning to sections S, T, U and V of the job description.

Trustee LaBare discussed concerns pertaining to Section S & V

Because she believes this is related to the Student Health Service Fee, she went to the SUNY website in regard to Section S and V. Referring to SUNY Policy document 3752, Student Health Services, the SUNY Board of Trustees talked about student health services, and counseling services. What they recommend is a student health advisory committee, as a primary avenue for student and campus community input into planning, delivery and evaluation of health, counseling and prevention services. That is one of the areas that she has issue with and feels that something like this needs to be implemented rather than stating a periodic needs assessment will be conducted and who will conduct it especially since it's still tied to the Student Health Service Fee. Ms. Losinger stated that there is a committee envisioned that does have strong links to this group and it brings the counselors right into the fold. Trustee LaBare stated, what they were saying is that students should be the majority on the committee, it should be a significant number of this doing this type of thing including counseling and disability services and those types of things.

Trustee LaBare discussed Section T. She would think that the Director of Health and Safety would work in conjunction with the Health Services staff in establishing reviews and appropriately revising administrative and operation policies, procedures and protocols rather than by themselves. Ms. Morello stated that this was actually taken from the job description of the person who was the Health Services Coordinator and what they did was integrated it with Public Safety and enhanced it. Section S was an enhancement to it because what we're looking at was expanded to incorporate activities such as the Paramedic Program and now that we're going to have housing we want to broaden it. The reviews and the policies, procedures and protocols was in the previous directors job description, we didn't want to lose that.

3.0 ACTION ITEMS CONTINUED

3.4 Recommend Approval of Resolution for New Position Description – Director of Health and Safety Continued

She does like the idea of adding in conjunction with Health Services staff for input because we do have nurses working there and nurses that will be there and agrees that we should add it to the job description.

Trustee LaBare discussed Section U in relation to lack of Mental Health and Psychiatric Services in the area. We need to get the health services, counseling service and disability services involved rather than just the director of Health and Safety. Dr. Battisti stated that we just had BASIC here and have been in contact with Mental Health as well to work with the College. Trustee LaBare stated that psychiatrists just don't want to come to the community. We have lost good students because they couldn't get access to psychiatric services, she is not saying that we need to supply the service but we need to do something with the community to connect with the students to get the help they need. Ms. Morello stated that as part of the reorganization two of the Resource Officers that will be hired will be specially trained for mental health emergencies because with housing we are expecting to see these types of things.

Amendments made to the job description include;

Section T: Add in conjunction with Health Services Staff

Section U: Spell out Mental Health professionals where it says health professionals and agencies. Add modifications that states; involves key campus staff as appropriate. Add establishes a student health advisory committee which the students would be in the majority on the committee.

Trustee Grippen made a motion to approve Action Item 3.4 as amended. Trustee Akel seconded the motion and it was unanimously approved.

3.2 May 2014 Special Meeting of the Board of Trustees

Chairperson Orband made a motion to table Action Item 3.5 until the May 15, 2014 Board of Trustees Meeting. The motion was seconded by Trustee Coffey.

4.0 INFORMATION ITEMS

4.1 President's Report

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

Strong enrollment trends continue for fall inquires, applications and registrations and we are up substantially. There is a lot of buzz around the state about our new housing, Natural Science Center, new programs and our name change and this has a positive impact on our enrollment.

We are disappointed with the additional \$75.00 per FTE that we received from the state budget. SUNY had asked for \$250.00 and we thought we would get at least \$150.00. Part of the issue was the money for Pre-K which certainly is a good thing but unfortunately they may have come after us to find the money for Pre-K.

Dr. Drumm discussed the SUNY Broome 2014-15 proposed operating budget stating that it factors in a 3.3% enrollment increase and keeps the tuition increase at 2.9% which is a \$58.00 increase per semester. We expect an increase in the State Retirement. We are budgeted for a 5% increase in health insurance. We are delaying several potential hires for the time being until we get further into the summer to see if we can continue the current enrollment and registration trend.

Trustee LaBare asked what percentage of students have actually registered versus how many are accepted. Dr. Drumm responded that he does not know what the percentage is. Mr. Zbock responded that new student registration just began Monday. We have been doing continuing student registration and the next report we will have numbers concerning the new student registration.

There will not be a new chargeback formula for the coming year and possibly for the next year. But there will definitely be a new chargeback formula. SUNY is basing their thinking on per FTE funding of your sponsor. They have us near the bottom for our per FTE funding by Broome County which was surprising to see. Ms. Losinger will be checking their numbers to be sure that is where we should be listed. Dr. Drumm stated that will hurt us with the chargeback formula because the formula will be based on what we are getting from the county per FTE.

The College just completed a Clinical Lab Technology Accreditation visit and we passed without a ding. This is the third Health Science program that passed accreditation without any issues. We are fortunate to have the kind of leadership that we have in our Health Sciences Division that we continue to pass accreditation with flying colors.

All the pods are in place for our residence halls and we have 161 students signed up for housing. The Associate Director of Housing has tentatively accepted the position and all RA's are hired. Trustee Grippen asked if we are on schedule with the construction of the housing. Dr. Drumm stated yes.

Open House is Saturday and Dr. Drumm invited all the members of the Board to attend.

4.0 INFORMATION ITEMS CONTINUED

4.2 Student and Economic Development Update – Ms. Debbie Morello

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

Ms. Morello introduced Cheryl Smith, Manager of Finance and Operations for FSA. Since Ms. Morello and Cheryl have been working together they went from net assets of \$19,000 to over \$100,000 and have also cleaned up the entire outstanding \$200,000 line of credit. Ms. Morello outlined the functions of the FSA.

Ms. Morello introduced Nancy Seliga of the BC Center Child Care Center and discussed the function of the Center.

Ms. Morello introduced Ryan Snyder of Follett who discussed the updates to the Campus Store and thanked the Board for allowing them on campus. They just closed their fiscal year and last year their sales were just under \$2.1 million in sales and the College has received \$260,000 in revenue. Mr. Snyder stated that since we've been on campus we've saved the students over \$600,000 by selling used, digital and eBooks. Mr. Snyder presented the Board members with polo shirts.

Ms. Morello introduced Joe Peloso and David Young of American Dining Services. Mr. Young distributed to the Board members Crème Brule eggs and sweet potato and black bean quesadillas as samples of what they offer.

4.3 College Assembly Update – Julie Lakin

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

Ms. Lakin expressed her thanks and gratitude to Michelle Perricone, Rachael Hagerman, Robin Petrus, Tom Mastro, Chair Elect Erin O'Hara-Leslie, Howard Streby and Jamie Heron Starr. Ms. Lakin also expressed her appreciation to Jason Zbock and Andrea Wade for all of their support and guidance while she has been the Chair of College Assembly.

Trustee LaBare asked what the modifications are to the Smoke Free campus, are we still smoke free. Ms. Lakin stated that there is a bit of a glitch and there has been considerable feedback from the neighborhood where there was an angry town hall meeting. Ms. Morello stated that there has been some serious pushback from the Town and has received a petition from approximately 30 residence that stated; we appreciate what you're doing and we understand what you're doing but please don't make us Broome's ash tray. The neighbors are very frustrated because the students congregate at Hickory Road to smoke. Trustee Mortenson stated that the Student Assembly made an official recommendation to have a designated area for smoking away from the general campus so students are not forced to go to the outskirts or across the street and be put in unsafe situations to use tobacco products. Trustee Mortenson stated that we also attended a tobacco free seminar in Albany and the facilitators' recommendation was to have a designated area for smokers.

4.0 INFORMATION ITEMS CONTINUED

4.3 College Assembly Update – Julie Lakin Continued

Trustee Coffey asked how many students smoke. Ms. Morello stated that her guess is 14 to 20 students at the most is what she has seen smoking. Shared Governance is sponsoring a forum on April 30th to discuss the issue of smoking on campus. Trustee Grippen stated that he can't blame the neighbors and Trustee Mastrangelo stated that we need to do something to help the neighbors.

4.4 Council for Academic Issues – Rachael Hagerman

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

Ms. Hagerman stated that this will be her last report and thanked the College and the Board for the opportunity to report to them.

4.5 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.

Tom Mastro was elected as Vice President of SUNY Student Assembly.

4.6 Broome Community College Foundation Report – Cathy Williams

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

The Foundation Board meeting was held this morning and members of the Board toured the housing model and she encouraged the Board of Trustees to tour the model this weekend at Open House and Alumni Reunion. The Housing Team presented to the Foundation Board of Directors a comprehensive overview of all the different areas of housing and how the College is preparing for the residential students.

May 1st is the Presidential Honors Scholarship Program, and Ms. Williams invited the Board members to attend.

4.7 SUNY Broome Facilities Update

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

4.8 Budget Transfers

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

4.0 INFORMATION ITEMS CONTINUED

4.9 Grant Approvals

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

Trustee LaBare asked for clarification concerning the Markel Insurance Grant. Ms. Losinger stated that this is a class action suit that was brought by the SUNY. This was insurance for the students and ultimately the decision was that the students were charged too much, but the students are gone so the state stated that here is your share. The money will be used to benefit the students in terms of health and wellness related issues. Ms. Morello stated that we are going to use it to renovate the exam rooms in the Arts Annex, so it will go directly back to student health care.

4.10 Investment Report

This report is routine and for informational purposes.

4.11 Human Resource Update

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

Ms. Fedorchak stated that the Color Run had 5500 people participate with hundreds of volunteers as well. We also have received enthusiastic feedback from the event. There will be a recap meeting in May to discuss the event and a possible Color Run for next year.

4.12 Budget and Finance Update

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

There are approximately four community colleges that are projecting flat enrollments; two that are projecting declines and two that are projecting increases.

Ms. Losinger reviewed the 2014-2015 Proposed Budget with the Board and asked if the Board is comfortable to proceed with the budget. The Board agreed to move forward.

Trustee Mastrangelo asked if we have any numbers to tie into the Natural Science Building and an increase in enrollment. Dr. Ligeikis stated that STEM is up and LAS is up by 15 students.

4.0 INFORMATION ITEMS CONTINUED

4.13 Press Clippings

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

Mr. Wells reported that it is looking like SUNY Broome is going to win at least two best in category at SUNY CUAD one in the web category for our student housing website and the other in print advertising. All together so far we have eight awards with two in first place which are the two most hotly contested areas.

We recently presented to the CAST (Communications Association of the Southern Tier) with standing room only. People came up to them to tell them how excited they are about the College and all the changes and evolution taking place on campus.

Trustee LaBare asked if the Amnesty Program is complete. Ms. Losinger stated that yes it is, and we had ninety former students show interest and at least half of them want to come back to SUNY Broome. Trustee Coffey asked how many are coming back. Ms. Losinger stated that she doesn't have the figures yet but will bring them back to the Board when they are available. Ms. Lakin explained the process being used for the Amnesty Program.

5.0 COMMITTEE REPORT

- 5.1** Margaret Coffey, Chairperson of the Finance and Facilities Committee submitted the Minutes for the April 22, 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 10:26 a.m.

6.0 COMMUNICATIONS

6.1 None

Chairperson Orband called for a motion to adjourn.

Trustee Grippen made a motion to adjourn. The motion was seconded by Trustee Mortenson 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 15, 2014 TO BE HELD IN THE LIBOUS ROOM OF THE DECKER HEALTH SCIENCES CENTER BUILDING