

**SUNY BROOME COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES
October 16, 2017
Official**

TRUSTEES PRESENT Margaret Coffey, Marc Newman, Angelo Mastrangelo, Anthony Paniccia, Nicholas Serafini, Sharon Ball, Orion Barber, James Orband, George Akel

TRUSTEES ABSENT: None

ALSO PRESENT: Dr. Kevin E. Drumm, Francis Battisti, Michael Sullivan, Carol Ross, Jesse Wells, Patricia O'Day, Robert Behnke, Esq.

Chairperson Newman called the meeting to order at 5:05 p.m.

1.0 APPROVAL OF MINUTES

Trustee Coffey made a motion to approve the minutes of the September 21, 2017 meeting of the Board of Trustees. The motion was seconded by Trustee Serafini and the motion was unanimously approved.

2.0 PREFERRED AGENDA ACTION ITEMS

No Preferred Agenda Actions items were presented at this meeting.

3.0 ACTION ITEMS

3.1 Recommend Approval of Payroll Certification

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 September 2017.

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

3.0 ACTION ITEMS CONTINUED

3.2 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 September 2017 and direct reimbursement for the funds in the amounts designated.

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

3.3 Recommend Approval of Federal Perkins IV Grant Funds – 2017-2018

It was recommended that the Board of Trustees approves the acceptance of this grant in the amount of \$416,990 with no cash match required. The source of funds is the Federal Perkins IV (CTEA) funds via NYS Department of Education. Funding was approved by NYSED to support two major efforts: (1) Student Success Initiatives (2) Program Improvements and Equipment Upgrades. The grant period is from July 1, 2017 – June 30, 2018.

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

3.4 Recommend Approval of 2017-2018 SUNY Child Care Appropriation

It was recommended that the Board of Trustees approves the acceptance of this grant in the amount of \$75,000 with a required match of 35% matching funds to be met through tuition and fees received from parents. The source of funds is the SUNY Child Care Appropriation. Funding will be used for child care staff salaries at The B.C. Center. The grant period is from July 1, 2017 – June 30, 2018.

Trustee Ball made a motion to approve Action Item 3.4. Trustee Barber seconded the motion and it was unanimously approved.

3.0 ACTION ITEMS CONTINUED

3.5 Recommend Approval of Sub-Award Agreement for the Project Entitled, “Institutional Partnership to Create Successful Student Transition in Smart Energy & Materials”

It was recommended that the Board of Trustees approves the acceptance of this grant in the amount of \$644,816 no required match. The Federal awarding agency is the source of funds: National Science Foundation (NSF); with pass-through entity: The Research Foundation for SUNY. NSF has awarded \$4.1 million to Binghamton University, with SUNY Broome to receive more than \$644,816 as a sub-award of this five-year, federal grant. Most of the funds will cover annual scholarships of approx. \$10,000 each for low income, academically gifted students to pursue STEM degrees related to smart energy. These students will continue to receive scholarships at BU to complete their BS degree in STEM. The grant period is from July 1, 2017 – June 30, 2018.

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

3.6 Recommend Approval of Write-Offs of Student Account Receivables

The office of the College Controller reviewed the status of the Student Accounts Receivables and found \$858,697.70 to be uncollectable. This represents the write-offs of outstanding receivables, which are now two-years old. 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 (see attached breakdown). 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 \$858,697.70

Trustee Coffey made a motion to approve Action Item 3.6. Trustee Orband seconded the motion and it was unanimously approved.

3.0 ACTION ITEMS CONTINUED

3.7 Recommend Approval of Resolution for Resident Tuition Rates for Students from Puerto Rico and the U.S. Virgin Islands Displaced by Hurricanes Maria and Irma

The landfall of Hurricanes Maria and Irma in September 2017 had devastating consequences for residents of Puerto Rico and the U.S. Virgin Islands. In response to these disasters, the SUNY Board encouraged the boards of trustees of its Community Colleges to extend resident tuition rates to students from Puerto Rico and the U.S. Virgin Islands who have been displaced by Hurricanes Maria and Irma. Because these students have been displaced and will be unable to maintain their home domicile in the impacted regions of Puerto Rico and the U.S. Virgin Islands, SUNY has deemed it appropriate to provide them with resident status under the SUNY Tuition Policy. Accordingly, this proposed resolution would authorize the SUNY Broome President to amend the College's tuition schedule governing residency for tuition purposes to classify the impacted group of students as residents who will be charged in-state tuition for the 2017-18 academic year. It was recommended that the proposed resolution authorizes the extension of resident tuition rates for the 2017-18 academic year to SUNY Broome students from Puerto Rico and the U.S. Virgin Islands who have been displaced by Hurricanes Maria and Irma and who are attending SUNY Broome. I recommend that the Board of Trustees approve the resolution.

Trustee Ball made a motion to approve Action Item 3.7. Trustee Barber seconded the motion and it was unanimously approved.

EXECUTIVE SESSION

Chairperson Newman called for a motion to adjourn to Executive Session to discuss a personnel and real estate matters. Trustee Serafini made a motion to adjourn to Executive Session and Vice Chair Paniccia seconded the motion. The Trustees went into Executive Session at 5:10 p.m. Chairperson Newman asked for a Trustees only session at this time.

Dr. Drumm, Michael Sullivan and Bob Behnke were asked to join the Executive Session at a later time.

Chairperson Coffey asked for a motion to come out of Executive Session. Vice Chair Paniccia made a motion to come out of Executive Session and Trustee Coffey seconded the motion.

At 6:32 p.m. the Trustees came out of Executive Session.

3.0 ACTION ITEMS CONTINUED

3.8 Recommend Approval of Resolution for SUNY Broome Community College Board of Trustee Approval and Authorization to Fund \$19,800,000 for Renovation of the Carnegie Library for the Culinary Program, Hospitality and Special Events

It was recommended that the Board of Trustees approves the resolution for SUNY Broome Community College Board of Trustee Approval and Authorization to fund \$19,800,000 for Renovation of the Carnegie Library for the Culinary Program, Hospitality and Special Events.

Trustee Orband made a motion to modify the last Whereas clause of Action Item 3.8 to read as follows; Contingency monies are to be used for construction items only and savings from construction is to be used in the best interest of the College consistent with the terms of this resolution, food truck and plow truck are being removed as items of consideration.

Trustee Ball made a motion to approve the amendment to Action Item 3.8. Trustee Akel seconded the motion and it was approved with a vote of 8 ayes and 1 nay.

Trustee Orband made a motion to approve Action Item 3.8 as amended. Trustee Akel seconded the motion and it was approved with a vote of 7 ayes and 2 nays.

4.0 INFORMATION ITEMS

4.1 President's Report

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

Our campus food service received a 100% on their health inspection.

The Funding Formula is making good progress at the SUNY level. The new chancellor has been brought on board. There is a serious discussion around performance funding for high cost programs with high demand in the economy and job market. There are three pieces to the formula. One is more of a flat funding like the State Ops get with a cost of living piece built into it; the second is support for high need students for support services like our EOP Program; the third is the performance based funding.

We did a tabletop active shooter drill with all of the executive staff and a few others last week. We realized that when we close campus for any reason we need to take into consideration the IDA building. Dr. Drumm has sent a note to Kevin McLaughlin to discuss this and work on a seamless process whether it be a lockdown or closing. Dr. Drumm thanked Joe O'Connor for organizing this drill with the Broome County Sheriff's office, Broome County Security and Emergency Management.

4.0 INFORMATION ITEMS CONTINUED

4.2 College Assembly Update – Mr. Giovanni Scaringi

Mr. Scaringi submitted the College Assembly Update to the Board. A copy of this report was included in the Board package.

4.3 Voluntary Framework of Accountability (VFA) Update – Dr. Sesime Adanu

Dr. Adanu submitted the Voluntary Framework of Accountability Update to the Board. A copy of this report was included in the Board package.

4.4 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 reported that he attended the SUNY CAO meeting last week. The Chancellor and Interim Provost talked about micro-credentialing, guided pathways, increasing full-time faculty (we talked a lot about full-time and part-time faculty, Middle States assessment, the completion agenda, program development and developing various programs, workforce development and applied learning.

4.5 Student Assembly Update – Trustee Orion Barber

Trustee Barber presented the October 2017 Student Assembly Update to the Board. A copy of this report was included in the Board package.

Trustee Barber will be attending the NYCCT Student Trustee Session on Thursday.

4.6 Broome Community College Foundation Report – Ms. Cathy Williams

Ms. Williams did not present a written report for this meeting.

Ms. Williams reported that tomorrow night the Foundation will be welcoming the class of incoming presidential scholars. We have 14 students from local school districts. Ms. Williams invited the Trustees to attend the event.

4.7 SUNY Broome Facilities Update – Mr. Michael Sullivan

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 September 2017 were included in the Board package.

4.9 Grant Approvals

This report is routine and for informational purposes. There were no Grant Approvals for October 2017.

4.0 INFORMATION ITEMS CONTINUED

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. A copy of this report was included in the Board package.

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.

4.13 Media Report

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

5.0 COMMITTEE REPORT

5.1 Finance and Facilities Committee Meeting Minutes

The Minutes of the Finance and Facilities Committee were submitted for the Thursday, September 21, 2017 meeting. Chair Marc Newman called the meeting to order at 8:01 a.m. and adjourned at 8:28 a.m.

Chairperson Newman adjourned the meeting at 6:43 p.m.

**THE NEXT FULL BOARD OF TRUSTEES MEETING IS SCHEDULED FOR
5:00 P.M. ON THURSDAY, DECEMBER 14, 2017
TO BE HELD IN THE LIBOUS ROOM, D117 OF THE DECKER HEALTH SCIENCES
CENTER BUILDING**