

**SUNY BROOME COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES
December 14, 2017
Official**

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

TRUSTEES ABSENT: None

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

Chairperson Newman called the meeting to order at 5:02 p.m.

1.0 APPROVAL OF MINUTES

Trustee Akel made a motion to approve the minutes of the October 16, 2017 meeting of the Board of Trustees. The motion was seconded by Trustee Barber and the motion was unanimously approved.

2.0 PREFERRED AGENDA ACTION ITEMS

2.1 Recommend Approval of Resolution for Unpaid Leave of Absence for Courtney O'Hagen

The Board of Trustees acts to approve a request for unpaid leave for an employee in the SUNY Broome Community College Faculty Association contract to approve a request for unpaid leave for an employee in that bargaining unit. 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 grant a partial unpaid (80%) (FMLA eligible) child rearing leave of absence to Courtney O'Hagen, Associate Professor, in the Psychology & Human Services Department from January 22, 2018 to May 24, 2018.

2.2 Recommend Approval of Resolution for Unpaid Leave of Absence for Hazel Smith

The Board of Trustees acts in accordance with the terms of the SUNY Broome Community College Faculty Association contract to approve a request for unpaid leave for an employee in that bargaining unit. 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 grant an unpaid leave of absence to Hazel Smith, Technical Assistant IA from October 18, 2017 to November 16, 2017.

2.0 PREFERRED AGENDA ACTION ITEMS CONTINUED

2.3 Recommend Approval of Resolution for Revised Job Description for the Director of Sponsored Programs

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 revised position description for Director of Sponsored Programs.

2.4 Recommend Approval to Purchase an Anatomage Table and Digital Library

As per Policy 1.7 Purchasing upon recommendation of the Finance and Facilities Committee, the Board of Trustees shall approve any purchases or shall award any contracts greater than or equal to \$50,000. A total of \$84,728 has been secured from the Perkin's IV for Allocation Grant to purchase an "Anatomage Table" unit, associated warranty and tech support package for the Radiologic Technology and Physical Therapist Assistant laboratories. This equipment will enhance student learning across the division. The "Anatomage Table" offers unprecedented technology for medical education as a strong pathological and procedural training tool through 3D images of real human anatomy. It was recommended that the Board of Trustees approves the purchase an Anatomage Table and Digital Library from Anatomage, Inc. for \$84,728.

2.5 Recommend Approval of Purchase of Computers, Monitors, and Peripherals from Seneca Data Distributors, Inc.

In accordance with Policy 1.7 Purchasing, upon recommendation of the Finance and Facilities Committee, the Board of Trustees shall approve any purchases or shall award any contracts greater than or equal to \$50,000. Approval was requested to purchase \$73,918 in computers, monitors, and peripherals from Seneca Data Distributors, Inc. under state contract for campus laboratories and other spaces based upon priorities set by the campus technologies plan and committee. It was recommended that the Board of Trustees approves the purchase of \$73,918 from Seneca Data Distributors, Inc. for computers, monitors, and peripherals.

Trustee Akel made a motion to approve Preferred Agenda Action Items 2.1, 2.2, 2.3, 2.4 and 2.5. Trustee Barber seconded the motion and it was unanimously approved.

3.0 ACTION ITEMS

3.1 Recommend Approval of Resolution Re-Naming the Wales 203B Conference Room The Gary Alan Bosket ('58) Conference Room

Pursuant to SUNY Broome Community College Policy 1.27, Naming of College Spaces for Recognition Purposes, the Board of Trustees authorizes the College President to develop a list of college spaces and locations which may be named in recognition of an individual or a group who has made a significant financial contribution to the College. Gary Alan Bosket made significant financial contributions totaling more than \$100,000 to the Broome Community College Foundation. Mr. Bosket in his ongoing support of the College also created an endowed fund that provides Professional Development opportunities for SUNY Broome's teaching faculty. The College President recommended the Board of Trustees approves the official re-naming of the Wales 203B Conference Room The Gary Alan Bosket ('58) Conference Room.

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

3.2 Recommend Approval of Resolution Approving SUNY Broome Community College's Fundraising Priorities for the Comprehensive Gifts Campaign

The BCC Foundation engaged the services of Joseph April a consultant from the Armistead Group to conduct a feasibility study for a potential comprehensive gifts campaign for SUNY Broome Community College. Priorities for funding must be identified and approved by the SUNY Broome Board of Trustees to allow the Foundation to move forward with the planning of next steps for the Comprehensive Gifts Campaign. The Foundation will prepare a preliminary case statement that utilizes the priorities identified by the College and approved by the SUNY Broome Board of Trustees. Priorities for funding include; student support, faculty development, capital (facilities and equipment) and unrestricted funds. A list of the priorities and their estimated cost was attached. It was recommended that the Board of Trustees approves the priority funding list for a potential BCC Foundation Comprehensive Gifts Campaign.

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

EXECUTIVE SESSION

Chairperson Newman called for a motion to adjourn to Executive Session to discuss personnel matters. Trustee Barber made a motion to adjourn to Executive Session and Trustee Ball seconded the motion. The Trustees went into Executive Session at 5:05 p.m.

Dr. Drumm and Michael Sullivan were asked to join the Executive Session.

Chairperson Newman asked for a motion to come out of Executive Session. Trustee Akel made a motion to come out of Executive Session and Trustee Barber seconded the motion.

At 5:51 p.m. the Trustees came out of Executive Session.

3.0 ACTION ITEMS CONTINUED

3.3 Recommend Approval of Professional Services Contract for Collective Bargaining

The three-year labor agreement between the Faculty Association and the College is due to expire on August 31, 2018. Collective bargaining between the parties is expected to commence on or about February 15, 2018. The College recommended the engagement of labor counsel for contract negotiations with the Faculty Association with the objective of the outside professional expert maximizing the opportunities for the College to achieve its labor relations and collective bargaining objectives. A Request for Proposal (RFP) for professional services for faculty contract negotiations was issued by the College, a committee was established to review and evaluate the firms proposals and recommended Bond, Schoeneck & King. It was recommended that the Board of Trustees approves the firm of Bond, Schopeneck & King to provide professional legal services in the Negotiation and Collective bargaining of an agreement between the College and the Faculty Association in an amount not to exceed \$115,000.

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

4.0 INFORMATION ITEMS

4.1 President's Report

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

With the announcement that Dr. Battisti will be leaving his position as Executive Vice President and Chief Academic Officer we are commencing looking in how we will succeed in filling these big shoes. More on this as we move forward.

Enrollment is going well for the spring term, the trend is positive this week.

Dr. Drumm attended the second SUNY Presidents meeting with Chancellor Johnson. Priorities that she has laid out have been primarily focused on research. She also fully supports the request to the Governor and Legislature to change the funding formula.

The County Education Committee voted on Tuesday to appoint Kathy Connerton to our Board of Trustees. Dr. Drumm is on the Lourdes Board and is looking into this with Bob Behnke if it is a conflict of interest for him to be on her Board.

4.2 Council for Operational Issues Update – Carine Surdey

Ms. Surdey submitted the Council for Operational Issues Update to the Board. A copy of this report was included in the Board packet.

Ciara Cable will be the next Chair of the Council for Operational Issues.

4.0 INFORMATION ITEMS CONTINUED

4.3 Student Development and Diversity Update – Dr. Carol Ross

Dr. Ross presented the Student Development and Diversity Update to the Board. A copy of this report was included in the Board packet.

4.4 Student Assembly Update – Trustee Orion Barber

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

4.5 Broome Community College Foundation Report – Ms. Cathy Williams

The Foundation Report was included in the Board packet.

4.6 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 packet.

The County Finance Committee unanimously approved the Carnegie project at the \$19.8 million. Mr. Sullivan asked David Ligeikis to give a brief update on other projects.

Mr. Ligeikis reported that the Carnegie Project Management Team met to review the project schedule and budget to revise the redesign of the building, look at the floor plans, identify and redefine the kitchen needs, security and parking needs, and furniture needs. We are meeting with the Binghamton Police Department and the County BMTS to discuss parking and security. We met with Binghamton Code Enforcement to be sure we are in compliance. The intent is to bid the project by mid-January; as of today we are on schedule.

We are offering tours of the Calice building. If any Board members are interested in a tour please contact Mr. Ligeikis.

Other projects include; the reconstruction of the women's locker room, redesign for the campus-wide door project, the replacement of the Titchener cooling tower frame and foundation and replacement of boiler in the AT building.

4.7 Budget Transfers

Budget Transfers for October 2017 and November 2017 were included in the Board packet.

4.8 Grant Approvals

Grant Approvals for December were included in the Board packet. This report is routine and for informational purposes.

4.9 Investment Report

This report is routine and for informational purposes.

4.0 INFORMATION ITEMS CONTINUED

4.10 Human Resource Update

These reports are routine (with planned activity) and for informational purposes. A copy of this report was included in the Board packet.

4.11 Budget and Finance Update

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

Mr. Sullivan reported that we are projecting a balanced budget for this fiscal year.

Next year's budget instructions have been provided to all the departments and will submit their requests a week from Friday. Will have a tentative draft in March for the Board and go to the County in June for approval.

4.12 Media Report

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

4.13 Annual Report for Fiscal Year Ending 2016-2017

A copy of the SUNY BCC Annual Report for Fiscal Year Ending 2016-2017 was included in the Board of Trustees packet for information.

5.0 COMMITTEE REPORT

5.1 Finance and Facilities Committee Meeting Minutes

The Minutes of the Finance and Facilities Committee were submitted for the Tuesday, December 12, 2017 meeting. Acting F & F Chair Marc Newman called the meeting to order at 8:00 a.m. and adjourned at 8:20 a.m.

Chairperson Newman called for a motion to adjourn the meeting.

Trustee Ball made a motion to adjourn and Vice Chair Paniccia Seconded the motion and it was unanimously approved. The meeting adjourned at 6:15 p.m.

**THE NEXT FULL BOARD OF TRUSTEES MEETING IS SCHEDULED FOR
5:00 P.M. ON THURSDAY, JANUARY 18, 2018
TO BE HELD IN THE LIBOUS ROOM, D117 OF THE DECKER HEALTH SCIENCES
CENTER BUILDING**