

**SUNY BROOME COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES
August 23, 2018
Official**

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

TRUSTEES ABSENT: James Orband, Kathy Connerton

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

Chairperson Newman called the meeting to order at 5:00 p.m.

Chairperson Newman welcomed Barbara Fiala to the SUNY Broome Community College Board of Trustees.

1.0 APPROVAL OF MINUTES

Trustee Ball made a motion to approve the minutes of the June 21, 2018 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

2.1 Recommend Approval of Resolution for the Faculty Association Labor Agreement

Since Plan C legislation of 1990 (Section 2305-A), the Board of Trustees has been responsible for the negotiation of all labor contracts on behalf of the College. Through its designated negotiators, the Board has negotiated successfully to conclusion a successor agreement with the Faculty Association for the period September 1, 2018 to August 31, 2021. The labor agreement will be executed upon notification of ratification by the Faculty Association. It was recommended that the Board of Trustees approves the terms of the tentative labor agreement with the Faculty Association.

2.2 Recommend Approval of Resolution for the Administrative Guild Labor Agreement

Since Plan C legislation of 1990 (Section 2305-A), the Board of Trustees has been responsible for the negotiation of all labor contracts on behalf of the College. Through its designated negotiators, the Board has negotiated successfully to conclusion a successor agreement with the Administrative Guild for the period September 1, 2018 to August 31, 2021. It was recommended that the Board of Trustees approves the resolution with the terms of the tentative labor agreement with the Administrative Guild.

2.0 PREFERRED AGENDA ACTION ITEMS CONTINUED

2.3 Recommend Approval of Resolution for the Compensation and Benefits for Non-Represented Management Confidential and Administration Employees

According to Local Law Intro. No. 8, 1990, entitled "A Local Law Amending the Broome County Charter and Administrative Code with Respect to Broome Community College," the Plan C legislation authorizes the Board of Trustees to approve all minimum salary grades for all positions at the College and establish compensation for non-represented Management Confidential and Administration employees. It was recommended that the Board of Trustees approves the resolution for the compensation and benefits for non-represented Management Confidential and Administration employees.

2.4 Recommend Approval of Resolution for New Position Description and Title Change to Accessibility Specialist

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 and change of title: Accessibility Specialist.

2.5 Recommend Approval of Resolution for Candidate for Promotion

According to Policy 1.15 the Board of Trustees shall approve the granting of promotions to members of the professional staff in accordance with any applicable negotiated contract. Article 36 of the Faculty Association contract – *Promotions* sets forth the process under which employees covered by this contract can be promoted. The President reviewed the candidate for promotion submitted by the Committee for Professional Evaluation and recommended that the Board of Trustees approves the resolution for the candidate for promotion submitted herewith.

2.0 PREFERRED AGENDA ACTION ITEMS CONTINUED

2.6 Recommend Approval of the Participating Institution Agreement (PIA) from SUNY for Technolutions for its Constituent Relationship Management (CRM) Solution, Slate

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 is requested for SUNY Broome Community College to be part of the Participating Institutional Agreement (PIA) from the State University of New York (SUNY) for Technolutions for its Constituent Relationship Management (CRM) solution, Slate. This product manages all aspects of the college admissions process, including communications, forms, event management, travel management, reporting and predictive modeling, workflow, application submission and management, application reading, and an applicant status portal. It also integrates with student information systems (i.e. Banner, PeopleSoft, etc.). Attached was additional information. It was recommended that the Board of Trustees approves the Participating Institutional Agreement (PIA) from the State University of New York (SUNY) for Technolutions for its Constituent Relationship Management (CRM) solution, Slate for a term of three (3) years from July 17, 2018 to July 18, 2021 with an optional two (2) year renewal at a total cost of \$188,994.75.

2.7 Recommend Approval to Purchase a 2016 John Deere 444K Loader With Accessories from Five Star Equipment, 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. This request is to purchase a 2016 John Deere 444K Loader with a 2018 paladin snow pusher, snow blade, 60x60 forks, chains and an 8 ft. boom on from Five Star Equipment, Inc. at a cost of \$157,650.13. This purchase is on a NYS contract and is being funded from the operating budget. The current loader was purchased in 2002, is showing its age (it currently reflects a use of close to 4,500 hours) and has had a number of recent breakdowns. A loader is most critical to our snow removal efforts since it has a 14' swath, is used to plow snow and is also used to move snow banks. Additionally, it is used to load our salt spreaders, unload trucks (with its forks), move dirt, mulch, heavy furniture, freight and equipment, as well as other uses during both winter and non-winter months. It was recommended to purchase a particular model John Deere Loader because of its larger size (horsepower, weight and speed) when compared to the current loader and its ability to better move heavier loads (snow, dirt, ice, freight). Because it is a "new" 2016 model, it is being discounted heavily (\$50,000+). Lastly, the service at the John Deere dealership has been exceptional (in our experience). It was recommended that the Board of Trustees approves purchasing a 2016 John Deere 444K Loader with a 2018 paladin snow pusher, snow blade, 60x60 forks, chains and an 8 ft. boom from Five Star Equipment, Inc. at a cost of \$157,650.13.

2.0 PREFERRED AGENDA ACTION ITEMS CONTINUED

Trustee Coffey made a motion to approve Preferred Agenda Action Items; 2.1, 2.2, 2.3, 2.4, 2.5, 2.6 and 2.7. Vice Chair Paniccia seconded the motion. Action Items; 2.1, 2.2, 2.3, 2.4, 2.5, 2.6 and 2.7 were approved with a vote of seven (7) ayes and one (1) abstention from Trustee Ball.

3.0 ACTION ITEMS

3.1 Recommend Approval to Set the Date of the Annual Meeting

Pursuant to the By-Laws of the SUNY Broome Community College Board of Trustees, the annual meeting will be held in September, for the purpose of election of officers, the appointment of the nominating committee and any other matters to establish at the annual meeting. It was recommended that the Board of Trustees to set the date of September 20, 2018 as the date of the 2018 annual meeting, to be held at 5:00 p.m.

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

It was decided to hold the September 18, 2018 Finance and Facilities Committee meeting at 10 a.m. in the Wales 107 Conference Room.

3.2 Recommend Approval of Resolution Revising Policy No. 1.28 Amorous Relationships

The SUNY Broome Community College Board of Trustees sets policy for the College. In order to be compliant with the parameters of the U. S. Department of Education's Office for Civil Rights (OCR) which enforces Title IX of the Education Amendments of 1972, which protects individuals from discrimination based on sex in education programs or activities receiving Federal financial assistance. In order to uphold the law under Title IX which prohibits discrimination on the basis of sex including sexual harassment, rape and sexual assault, holding the College legally responsible when they have knowledge and ignore sexual harassment or assault in its programs or activities. The President recommended that the Board of Trustees approves the revision of the SUNY Broome Community College Policy No. 1.28, Amorous Relationships.

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

3.0 ACTION ITEMS CONTINUED

3.3 Recommend Approval of Resolution of the Creation of a New SUNY Broome Community College Policy - Nepotism

The SUNY Broome Community College Board of Trustees sets policy for the College. SUNY Broome Community College is committed to providing and maintaining a working and learning environment where every individual is evaluated on his or her performance without favoritism. To avoid favoritism by a person in an evaluative or supervisory position to a relative or to any person living in the immediate household of an employee. The policy is established to ensure that hiring, transfers, promotions, disciplinary action, supervision and all other aspects of the College's day-to-day operations are conducted in a manner which seeks to prevent partiality, preferential treatment, improper influence, or conflict of interest or the appearance thereof. The President recommended that the Board of Trustees approves the creation of the new SUNY Broome Community College Policy – Nepotism.

Trustee Coffey 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 August President's Report to the Board.

Dr. Drumm welcomed Barbara Fiala to the Board of Trustees.

He received a call from Angelo Mastrangelo today congratulating all of us on the Calice Building. He was in the building for a tour and was extremely excited for the College and the completion of the Calice Building.

Held the Annual Fall Faculty Staff Assembly this morning where we highlight what was done last year and some of the big things we have planned for this year. We added a new dimension to the event this year; some faculty wanted to deliver meals to those office staff that are not able to attend the Assembly. We had a dozen volunteers deliver over 50 meals to our frontline and back office staff during the course of the breakfast.

Dr. Drumm spoke recently to the Broome County Legislature's Annual Celebration of Agriculture in the area. There were five (5) teams of high school/middle school students there that are somehow involved in agriculture who competed in a culinary contest with judges. Dr. Drumm was the closing keynote speaker while the judges were deliberating. He was asked to speak on the Carnegie and where the College is with that but he spoke to the whole realm of agriculture; where we are with opening Calice and the three (3) new agriculture labs as well as the plans to move into the Controlled Environment Agriculture space in the not too distant future.

Move-in Day is Saturday for our Residence Hall.

4.0 INFORMATION ITEMS

4.1 President's Report Continued

He had lunch with the RA's yesterday.

He attended the soft opening Binghamton University's Pharmacy School.

The Fast Forward Orientation for new instructors took place this morning. This is our concurrent enrollment with the high schools. This has been by far the fastest growing area for the last several years and is also a fast growing area around the country.

Enrollments rebounded a little bit from our Finance and Facilities Committee meeting. We were 5 ½% yesterday and are 6 ½% today down and we will see where we are. It is better than the 13% we were down last week. We still expect to come in where we adjusted the budget in early August. We won't really know until mid-September what our enrollment is until our Fast Forward start coming in.

We have the highest percentage of Excelsior College Scholars of any community college in the state, it is 3% – 3 ½%. We have 400 that have been approved by SUNY with out of that 400 cohort about 200 carried over from last year.

Dr. Drumm will participate in a conference call with SUNY concerning the funding of community colleges.

Began moving into Calice Building this week. We have not been able to seed the quad because of the weather but it will be done over the weekend.

4.2 COACHE Survey Update – Dr. Sesime Adanu and Dr. Giovanni Scaringi

Dr. Adanu and Dr. Scaringi presented the COACHE Survey results. A copy of the COACHE (Collaborative on Academic Careers in Education) Survey was included in the Board packets.

Vice Chair Paniccia: Is there a reason our response rate is lower than other community colleges and what we can do to improve that

Dr. Adanu: Unfortunately, we cannot force faculty to take the survey. We will keep making the effort.

Dr. Scaringi: Some of my colleagues have a general sense that things that are internet related do not hold privacy very well. There was a suggestion to maybe have a paper version made available as well. Also there is a sense that surveys have gone out and there is an uncertainty of what is done with the data.

Trustee Akel: What plans are there to improve the scores.

Dr. Scaringi: With regard to the timeline campus wide that the committee has put into place, not everyone has had the opportunity to have follow up feedback in regard to it. But as we do the second town hall and then aggregate that data and present it to the Board and President Drumm; I think that will be the main idea to potentially propose some policies that the Board may want to consider.

4.0 INFORMATION ITEMS CONTINUED

4.2 COACHE Survey Update – Dr. Sesime Adanu and Dr. Giovanni Scaringi

Dr. Adanu: COACHE also has some resources that can address some of these issues.

Vice Chair Paniccia: When you do the town hall it would be great to do a follow up to see what we can implement to improve the score.

Trustee Ball: Did anything surprise you.

Dr. Scaringi: No.

Dr. Drumm: SUNY sent this to the SUNY Colleges and not every one of the 64 campuses participated. We were given a choice if we wanted to do it or not. He believes 46 out of 64 institution chose to do the survey. The reason why you do it so that you can find out what the problems are so you can work on them. We are waiting to hear from the committee what they recommend and we will go from there.

4.3 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 introduced Tom Reid who is one of the people heading up our Achieving Success Initiative. Tom Reid presented on Retention and Achieving Success.

4.4 Student Assembly Update – Trustee Orion Barber

Trustee Barber presented the August 2018 Student Assembly update to the Board. A copy of this report was included in the Board package.

4.5 Broome Community College Foundation Report – Ms. Cathy Williams

Ms. Williams presented the August 2018 BCC Foundation Report to the Board. This report was included in the Board package.

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 package.

4.7 Budget Transfers

Budget Transfers for June and July 2018 were included in the Board package.

4.8 Grant Approvals

This report is routine and for informational purposes. Grant Approvals for August 2018 were included in the Board package.

4.0 INFORMATION ITEMS CONTINUED

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

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.

Mr. Sullivan reported that we continue to forecast a balanced budget; the fiscal year ends on August 31 with the possibility of a slight surplus of less than 1%.

The new fiscal year begins next week and measures are in place to ensure that spending is in line with revenues that the College expects to receive next year.

4.12 Media Report

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

4.13 Proposed Schedule of Finance and Facilities Committee Meetings and Board of Trustees Meetings for 2018-2019

A copy of the Finance and Facilities Committee and Board of Trustees meetings was included in the Board package for information and review. The schedule of meeting dates will be voted on at the September Board meeting.

4.14 Faculty Eligible for Initial II Appointment – Fall 2018

A copy of the candidate for Initial II Appointment was included in the Board packet for information.

5.0 COMMITTEE REPORT

5.1 Finance and Facilities Committee Meeting Minutes

The Minutes of the Finance and Facilities Committee minutes were submitted for the Tuesday, August 21, 2018 meeting. Chair Anthony Paniccia called the meeting to order at 9:00 a.m. All agenda items were reviewed. The meeting adjourned at 9:22 a.m.

Chairperson Newman called for a motion to adjourn the meeting. Trustee Akel made a motion to adjourn. Trustee Serafini seconded the motion. The meeting adjourned at 6:06 p.m.

**THE NEXT FULL BOARD OF TRUSTEES MEETING IS SCHEDULED FOR
5:00 P.M. ON THURSDAY, SEPTEMBER 20, 2018
TO BE HELD IN THE LIBOUS ROOM, D117 OF THE DECKER HEALTH SCIENCES
CENTER BUILDING**