

**SUNY BROOME COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES
October 11, 2018
Official**

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

TRUSTEES ABSENT: Kathy Connerton, George Akel

ALSO PRESENT: Dr. Kevin E. Drumm, Francis Battisti, Carol Ross-Scott, Jesse Wells, Patricia O'Day, Ryan Matt, Esq.

Chairperson Newman called the meeting to order at 5:01 p.m.

1.0 APPROVAL OF MINUTES

Chairperson Newman asked for a motion to approve the minutes of the September 20, 2018 Board of Trustees meeting.

Trustee Barber asked that the minutes be amended for conflict of interest purposes to reflect Ms. Cathy Williams remarks that he is now working part-time with the Foundation on their Phone-a-Thon.

Trustee Fiala made a motion to approve the minutes as amended, Trustee Coffey seconded the motion and the motion was unanimously approved.

2.0 PREFERRED AGENDA ACTION ITEMS

2.1 Recommend Approval of Write-Offs of Student Account Receivables

The office of the College Controller has reviewed the status of the Student Accounts Receivables and has found \$1,119,338.82 to be uncollectable. This represents the write-offs of outstanding receivables, which are now two-years old. Please recall that 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. 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 \$1,119,338.82.

2.0 PREFERRED AGENDA ACTION ITEMS CONTINUED

2.2 Recommend Approval to Purchase a Shimadzu Rad Speed Pro System from Alpha Medical Equipment of NY, Inc.

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. The Radiologic Technology Program has a very old X-ray Equipment called the Gendex's Bennett unit. Both our College's Radiation Safety Officer (RSO); Bret Pearsall and our Service Engineer; Larry Underriner documented that the unit must be replaced. The unit is obsolete, there are no longer any manufacturers that will support this unit, and this unit is not expected to pass our NY State inspection past October 2018. If this system goes down, does not pass inspection and/or if we cannot replace this system, it will no longer be used for instruction, reducing lab instructional capacity by 35%. It was recommended that the Board of Trustees approves the purchase a Shimadzu Rad Speed Pro System with five (5) years full warranty from Alpha Medical Equipment of NY, Inc. for \$172,750.

2.3 Recommend Approval of Resolution for President's Evaluation and Compensation

Pursuant to Local Law Intro. No. 8 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 minimum salaries as recommended and to fix compensation for unrepresented positions. The Board appointed committee met with and evaluated the performance of the President and has reviewed the compensation of the President. It was recommended that the Board of Trustees approves the 1.96% salary increase for the President establishing a salary of \$231,149.00 and a contribution of \$7,500 to the President's deferred compensation account. The Presidents contract shall be extended to June 30, 2023. All other benefits stipulated in the employment agreement to continue as previously established.

Trustee Coffey made a motion to approve Preferred Agenda Action Items; 2.1., 2.2 and 2.3 Trustee Barber seconded the motion. The motion was unanimously approved.

3.0 ACTION ITEMS

3.1 Recommend Approval of Resolution Naming the Carnegie Library Building the Culinary Arts and Event Center

The President of Broome Community College recommends to the Board of Trustees that the Carnegie Library Building located at 78 Exchange Street, Binghamton, NY be named the Culinary Arts and Event Center. The College's renovation of the building will include the College's new culinary arts program and aspects of its established hospitality and events management programs. The Culinary Arts and Event Center will serve to cultivate the careers and technical education of hospitality, culinary, and event management students in an historic setting while fulfilling the mission of SUNY Broome to offer students the opportunity to identify their potential and realize professional goals. It was recommended that the Board of Trustees approves the official naming of the Culinary Arts and Event Center formerly known as the Carnegie Library Building.

Trustee Serafini suggested that because we are thinking about putting hospitality in the building too that the name be Culinary Hospitality and Event Center.

Discussion was held concerning the name and marketing of the building.

Chairperson Newman: The discussion is the proposed name of the Culinary Arts and Event Center; Trustee Serafini suggested the name of Culinary Hospitality and Event Center. Vice Chair Paniccia agreed and spoke about tabling this action item. My concern is for how long will we table this to, what is the goal, how will we determine a name.

Dr. Drumm: For the public, hospitality is not a term that is widely used. Culinary and Event Center is common. Culinary schools are common and for marketing purposes, we felt that the name of Culinary Arts and Event Center would have the most impact.

It was decided that the name of the building will be Culinary and Events Center.

Chairperson Newman: We will take a vote on it. We are going to recommend approval of a resolution naming the Carnegie Library Building the Culinary and Events Center.

Trustee Coffey made a motion to approve Action Item 3.1 naming the Carnegie Library Building the Culinary and Events Center. Trustee Fiala seconded the motion and it was unanimously approved.

3.0 ACTION ITEMS CONTINUED

3.2 Appointment of Board of a Trustee Member to the Middle States Accreditation Committee

As part of the Middle States Accreditation process, a Board of Trustee member must be appointed to the College's Accreditation Committee. The President asked that Chairperson Newman appoint a Trustee member to the committee.

Dr. Drumm: As Chair, you can appoint a Trustee at any time.

Chairperson Newman: How much time is involved.

Dr. Drumm: Dr. Adanu, how often does the steering committee meet and when does it meet.

Dr. Adanu: The goal is to meet at least three times through the semester and will continue until we get the reports submitted to Middle States for review and schedule their visit. It will continue until 2020-2021.

Trustee Ball: What are some of the responsibilities of the Committee?

Dr. Adanu: Basically to help with the drafting of the report. We currently have working groups that are working on each of the seven standards. They are working to identify the requirements and gaps that need to be addressed. The Steering Committee will then review the draft to come up with a comprehensive report to be submitted to Middle States.

Chairperson Newman: We will table this and talk about it.

Dr. Drumm: As Chair of the Board you can appoint someone to the Steering Committee at any time.

4.0 INFORMATION ITEMS

4.1 President's Report

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

Dr. Drumm announced Secretary to the President, Ms. Patricia O'Day's intention to retire effective January 2019. We will commence a search for her successor. Diana Lenzo, Dr. Ross-Scott's Assistant is going to be helping out to provide backup. Lori Lyon will also be retiring soon. Diana will be learning the process and has graciously agreed to take over for Lori for the Finance and Faculties Committee meetings and will provide backup for the Board meetings as we make the transition from Patti to whoever the successor will be.

We've had a bit of improvement with enrollment. Our concurrent enrollment Fast Forward continues to come in and continues to be a bright spot and going in the right direction. Let's hope that their retention will go in the right direction, which we won't know until January term starts.

4.0 INFORMATION ITEMS CONTINUED

4.1 President's Report Continued

The Calice Grand Opening is scheduled for 10 a.m. October 16th. He looks forward to seeing the Board members there. The Chancellor and a number of other VIP's plan to be in attendance.

The CAO (Chief Academic Officer) search is underway. The ad will be out by tomorrow for Dr. Battisti's successor.

Welcome back to Orion Barber who won his election as Student Trustee.

Howard Streby has succeeded David Michalak as President of our Faculty Association.

Dr. Drumm distributed the Unit Assessment information to the Board members. This is part of Middle States for our assessment. There is nothing they need to do with this today but we will address this during the Board Retreat on November 29th.

4.2 College Assembly Update – Ms. Angie Bergholtz

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

4.3 Middle States Update – Dr. Sesime Adanu

Dr. Adanu presented the Middle States Update to the Board. A copy of Dr. Adnan's PowerPoint was distributed to the members of the Board.

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 is attending the CAO (Chief Academic Officers) Conference and video conferenced in for this meeting. He met with the new Provost to discuss online and how we can expand our programs at the College. There were also a number of discussions today about the future of higher education, micro credentialing and a number of other things.

Vice Chair Paniccia: Any update that you or Dr. Brandt can provide in the NCLEX scoring as well as other challenges you face.

Dr. Amy Brandt: Right now we haven't received the third quarter report from the NCSBN (National Council of State Boards of Nursing) which is the agency that oversees the NCLEX examination. We do not have confirmations on how many students passed this year that are first time pass. What we do know is that we have 48 passes that we think are out of the May graduating cohort and we have 14 that have not taken the exam. People that wait this long to take the exam typically do not do well. So right now if we just base the numbers where we are right now we are somewhere in the 80% which looks good. But if these 14 people choose to take the test this year and do not pass it we are probably going to be

Dr. Amy Brandt Continued:

down closer to 70%. So again not great. If the 14 people choose to take the exam next year, this year's rate will look good because we have put a lot of things in place to address NCLEX but it will probably be an artificially high number because those people will go on next year and will deflate next year's number.

In terms of challenges that we have specific to nursing, they are consistent. They are staffing and stability in the clinical setting. That is a very significant issue because we are trying to get MSN prepared faculty; by state law and by ACEN (Accreditation Commission for Education in Nursing) standards that is what we are supposed to have in the clinical setting teaching students. The challenge is we have to try to recruit people who are already working full time in the hospital setting, so if they come to teach for us it is on their days off. That results in a lot of staffing instability. We also have significant issues with the curriculum. The NCLEX scores are pervasively low because the Chair and I have done an analysis of data over test taking data for the last five years and it's very clear that student performance is not low in just one category, it is low across all categories in the Nursing Program. This has led to us engaging in a relationship with the University of Kansas School in Nursing, they are one of the foremost research institutions on nursing education in the country, they are one of the major powerhouses when it comes to the emerging standard in nursing education which is called concept based education. We are retaining them to help us deal with faculty professional development. All of our faculty, except one, do not have continuing appointment so they are all brand new even though they've been teaching they're basically novice; that will help with faculty development. The Chair and I have been in extensive conversations with them about curriculum revision and what it is going to take to revise the curriculum within a two-year window. Fortunately, the Foundation is stepping up to help us with that. We are looking at bringing some licensed materials that they have available to the program and to the faculty to help jumpstart our curriculum revision process. They are also helping us with re-engineering our NCLEX testing procedures and how we prep students for that.

In terms of the sustainability of the program and getting the program where it can expand, which is what the local hospital partners need, both Lourdes and UHS, they need a significant increase in the number of graduates that we graduate from the program who pass NCLEX. The local employers have ceased the practice of hiring nursing graduates, meaning now if you want to be employed you must have passed NCLEX and you must have your license. They have a severe staffing shortage. I am now participating along with several of my Chairs in the health care workforce group to try to figure out how to address the shortage. It's probably going to rely heavily on looking at how we creatively address the clinical issue with our hospital partners in terms of can we cost share or creatively come up with solutions to stabilize our clinical staffing. Based on that we will have an assessment of what do we need to do in terms of our full-time ranked faculty to stabilize the program as well.

We also have facilities challenges with this program. This is one of the newer buildings on campus but that lab was designed for a 1992 nursing program not modern day nursing education. So we have to consider how we reconfigure that space to make an effective teaching and learning space in the skills lab.

Dr. Amy Brandt Continued:

Challenges that we have for the Division relate to the College as a whole, which come toward enrollment management. We all know we have a declining high school population and an increasing adult learner population. To expand any of these programs and get people out into the workforce, that means we have to maximize the high school population that will be coming into this division. With fewer high school students we have to make sure more of those high school students are prepared. So we're working with enrollment management to look at a pre-health science institute that we can roll out to students who are transitioning from junior high to high school, to reach out to parents and get students better advised so they can show up prepared and ready to enter these programs, especially if they want nursing. The other piece we are looking at is an accelerated health science program to try to target adult learners and help them potentially plug in to the nursing program there is just limited course work that they need to do to meet the pre-reqs for nursing and hopefully be successful.

Trustee Coffey: Of the 14 that haven't taken the test, do all of them take the test eventually.

Dr. Brandt: Not necessarily, in my experience some will just not but most of them will. They probably will not pass in my experience working in my seventh nursing program, they don't pass generally in the first time, it's a hail Mary pass if they do. What's more than likely to happen is they will fail, they will remediate by taking a Kaplan course or some other vehicle. Some will pass it the second time, some will even try a third time and some no matter how many times they take the test won't pass it.

Trustee Coffey: But they graduated, they graduated from our program.

Dr. Brandt: Yes, that's what we have to address with the curriculum revision is we have to align the curriculum and the testing standards in the program to better indicate actual preparedness for being licensed. There is admittedly a disjoint right now between the graduation rate and the NCLEX pass rate.

Trustee Paniccia: What is the national average for the pass rate.

Dr. Brandt: It varies from year to year but right now it's hovering in the low 80's like 81% but that's the standard you have to meet per ACEN per the state. So we have had to do another substantive report to ACEN whenever our average falls below the national average for two years in a row, that report was submitted earlier this year and I expect to hear back from the accreditor probably after November. They will then tell us what they expect us to do in light of that information. That could mean submitting another report related to our curriculum revision plans, HESC prep plans for students, it could also entail potentially the moving up the site visit to sooner than what it is scheduled for at this time.

4.5 Student Assembly Update – Trustee Orion Barber

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

4.0 INFORMATION ITEMS CONTINUED

4.6 Broome Community College Foundation Report – Ms. Cathy Williams

Ms. Williams presented the Foundation report to the Board.

- There is not written report; financials for September 30th were not complete.
- The Broome magazine mailing has been deliberately delayed because our key feature story in the magazine for the fall, which tends to focus on private support, is the Calice Advanced Manufacturing Center. Our annual report is included in the magazine as well. Next Tuesday we will have the content we need in terms of finishing and photos and we look forward to having all of the Board members join us for the Grand Opening. We are extremely proud to help provide support to a building that is an amazing transformation. This is a huge team effort and great job to everybody. Thirteen members of the Calice and Barton families will be attending the Grand Opening.
- The Foundation Board Annual meeting will be held on November 1st where we will be electing new Board Officers and say thank you to those who have completed their terms with us.
- The 24 Hours of Giving will be held Tuesday, November 27th. This is a time where we do a 24-hour fundraising challenge across all of our constituent base and on campus and conduct a virtual campaign. We hope that you will join us in providing support to the campus during this critical time.
- Also, Dr. Brandt has shared one piece of some of the projects that we are looking to support in part due to the Emerson Innovation Fund. We also had the opportunity to expand the nursing curriculum, we want to be part of the solution around helping to update the curriculum. Also any future comprehensive campaign that we would conduct as a foundation is directly tied to workforce initiatives in the community and how our students graduate and get jobs in the community. We do have a vested interest in that and are looking forward to partnering more.
- We also have the opportunity to expand in the scholarship areas that we haven't in the past with a new program called Beyond the Classroom. This funds our students who are participating in the SUNY Broome led domestic and International service Learning projects; Health for Haiti, National Parks, Everglades, Costa Rica, London. We also agreed to provide the match for SUNY Diversity Scholarship students to participate in that.
- Despite the volatility in the market the Foundation does a long term twenty quarter rolling average, the spending rules. The volatility certainly is not great for anybody but our commitment remains steadfast to support our students at the same level or more for the coming years.

4.0 INFORMATION ITEMS CONTINUED

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.

- Mr. David Ligeikis reported that we have not heard from Security Mutual concerning any issues when the piles were being drilled for the addition to the Carnegie building. We will have a discussion with them in the future concerning the potential impact on their parking lot that the proximity of which is pretty close to our new addition in the back; he will keep the Board posted on that.

4.8 Budget Transfers

Budget Transfers for September 2018 were included in the Board package.

4.9 Grant Approvals

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

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.

- Dr. Drumm reported that we are closing out last year's budget and looks like we will have a small surplus to add to the fund balance. We are still projecting a balanced budget for this year and we made the corrections for the enrollment shortfall.

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 was submitted for the Thursday, October 10, 2018 meeting. Chair Anthony Paniccia called the meeting to order at 9:01 a.m. and adjourned at 9:26 a.m.

Trustee Orband made a motion to approve the Finance and Facilities Committee Minutes of the October 10, 2018 meeting. Trustee Ball seconded the motion and it was unanimously approved.

Chairperson Newman called for a motion to adjourn.

Trustee ball made a motion to adjourn and Trustee Barber seconded the motion, the motion was unanimously approved.

The meeting adjourned at 5:50 p.m.

**THE NEXT FULL BOARD OF TRUSTEES MEETING IS SCHEDULED FOR
5:00 P.M. ON THURSDAY, DECEMBER 13, 2018
TO BE HELD IN THE LIBOUS ROOM, D117 OF THE DECKER HEALTH SCIENCES
CENTER BUILDING**