

**SUNY BROOME COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES
December 13, 2018**

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

TRUSTEES ABSENT: Barbara Fiala

ALSO PRESENT: Dr. Kevin E. Drumm, Michael Sullivan, Carol Ross-Scott, Jesse Wells, Patricia O'Day, Diana Lenzo, Robert Behnke, Esq.

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

1.0 APPROVAL OF MINUTES

Trustee Orband made a motion to approve the minutes of the October 11, 2018 meeting of the Board of Trustees. The motion was seconded by Trustee Connerton and the motion was unanimously approved.

2.0 PREFERRED AGENDA ACTION ITEMS

2.1 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. It was recommended that the Board of Trustees approves the resolution for the candidate for promotion submitted herewith.

2.2 Recommend Approval of Resolution for New Position Description and Title Student Rights and Responsibilities Coordinator

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: Student Rights and Responsibilities Coordinator

2.3 Recommend Approval of Resolution for Revised Position Description for 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 revised position description: Accessibility Specialist

2.0 PREFERRED AGENDA ACTION ITEMS CONTINUED

2.4 Recommend Approval of Resolution for New Position Description for Director of Facilities Management

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 Facilities Management.

2.5 Recommend Approval of Resolution for New Position Description for Assistant to Director of Facilities Management for Capital Project Development, Space Utilization and Energy Management

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: Assistant to Director of Facilities Management for Capital Project Development, Space Utilization and Energy Management.

2.6 Recommend Approval of Release-of-Retainage to Petcosky & Sons for the Core Building Rehab Phase I (Calice Mechanical Building) Project

Petcosky & Sons has requested a release-of-retainage payment for their work on the on the Project Core Building Rehab Phase I (Calice Mechanical Building) Project. It was recommended that the Board of Trustees approves a release-of-retainage payment to Petcosky & Sons for their work on the on the Core Building Rehab Phase I (Calice Mechanical Building) Project in the amount of \$26,437.70.

2.7 Recommend Approval of Bid 2019-02 to Purchase a Dump Truck from Chenango Sales, 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. A legal notice was placed on November 25, 2018 to purchase a dump truck with a snowplow and salt spreader for the campus. One (1) bid was received and opened on December 3, 2018. A copy of the official bid result was included for information. The Finance and Facilities Committee asked that Vice President Michael Sullivan negotiate the cost with Chenango Sales, Inc. to be sure the College receives the best price but not to exceed \$76,763. It was recommended that the The Board of Trustees approves awarding Bid 2019-02 for the purchase of a dump truck with a snowplow and salt spreader to Chenango Sales, Inc. not to exceed \$76,763.

2.0 PREFERRED AGENDA ACTION ITEMS CONTINUED

2.8 Recommend Approval of Campus Consortium (Unified) Renewal – Open SUNY

Policy 1.7 Purchasing requires that 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 College asked for approval to renew the contract with Campus Consortium (Unified) – Open SUNY for a 5-Year term from 12/15/18 to 12/15/23 at a cost of \$234,895.36. The contract proposal is to continue our use of the Campus Consortium “portal” product. We have branded it www.mycollege.sunybroome.edu. It was recommended that the Board of Trustees approves the renewal with Campus Consortium (Unified) – Open SUNY for a 5-Year Term from 12/15/18 to 12/15/23 at a cost of \$234,895.36.

2.9 Recommend Approval of Increasing the Contract Amount with Ellucian Company L.P. for Ellucian Student Help Desk Services

Policy 1.7 Purchasing requires purchases and contracts greater than or equal to \$50,000 to be approved by the Board of Trustees. The Board of Trustees approved the contract with Ellucian Company, L.P. at their May 26, 2016 meeting for the term of June 1, 2016 to May 31, 2021 at an amount not to exceed of \$242,840. The volume has increased to an average of 12,000 contacts per year, in direct support of the Admissions Office, Financial Aid Office, Registrar’s Office, and the Student Accounts Office. The College requested approval to increase the total amount of the contract with Ellucian, not to exceed \$450,000, due to the increase usage of Ellucian’s services by students. It was recommended that the Board of Trustees approve increasing the amount of the current contract with Ellucian Company L.P. for Ellucian Student Help Desk Services for the current term of June 1, 2016 to May 31, 2021, at an amount not to exceed \$450,000.

2.10 Recommend Approval of Resolution for the New Position Description for Senior 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: Senior Accessibility Specialist.

Trustee Barber made a motion to approve Preferred Agenda Action Items 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, 2.8, 2.9, and 2.10. Trustee Akel seconded the motion and it was unanimously approved.

3.0 ACTION ITEMS

3.1 Recommend Approval of Resolution Accepting the Facilities Master Plan

The architectural firm of Passero Associates has been working at SUNY Broome Community College to complete the campus Facilities Master Plan. They have met with various campus groups and individuals to gather data to form a basis for the planning process. A final draft of the plan was presented at the June 21, 2018 meeting of the Board. Suggestions and/or comments to the draft reports have been incorporated in the final Facilities Master Plan report. It was recommended that the Board of Trustees accepts the Facilities Master Plan report prepared by Passero Associates.

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

3.2 Recommend Approval of Resolution for Aircraft Maintenance A.O.S. Program

The AOS Degree in Aircraft Maintenance will prepare Aircraft Maintenance Technicians (AMT's) for inspection, checking, servicing, and repair of aircraft, as well as instruction in the requirements for proper documentation of maintenance activities and in aspects of aircraft systems safety. 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 The Board of Trustees approves the Resolution for the College program proposal for a AOS Degree in Aircraft Maintenance.

Trustee Orband made a motion to approve Action Item 3.2. Trustee Ball 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.

The search committee for Dr. Battisti's replacement has selected several finalist from over 60 applicants and we are very encouraged by the level of interest in the position. More on this as the process progresses.

Everyone is aware the Patti O'Day and Lori Lyon are retiring. Once it's official, Diana Lenzo will be taking over for Ms. O'Day as the President's secretary. Ms. Lenzo will also be doing the minutes for the Finance and Facilities Committee as well as for the Board. Congratulations to Diana. There was a search and a search committee and Diana rose to the top. There will be a going away reception for both Patti and Lori from 1 to 3 p.m. in the Ice Center Conference Room. Chairperson, Marc Newman thanked both Patti and Lori for their service to the College.

4.0 INFORMATION ITEMS CONTINUED

4.2 Council for Operational Issues Update – Ciara Cable

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

4.3 Student Development and Diversity Update – Dr. Carol Ross-Scott

Dr. Ross-Scott introduced Shelli Cordisco, Director of Sponsored Programs who presented a Sponsored Programs update to the Board.

4.4 Middle States Update – Trustee Sharon Ball

Trustee Ball presented the Middle States Update to the Board. A copy of this report was included in the Board packet.

4.5 Student Assembly Update – Trustee Orion Barber

Trustee Barber presented the December 2018 Student Assembly Update to the Board. A copy of this report was included in the Board packet.

4.6 Broome Community College Foundation Report – Ms. Cathy Williams

The Foundation Report was included in the Board packet.

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 packet.

In addition to the report Mr. David Ligeikis reported:

- The temporary Certificate of Occupancy for the Culinary & Events Center Building is expected to be issued in October of next year with the final certificate being issued in November.
- We are in the process of changing the way custodial work is done. Historically all the work has been done on the third shift. We looked closely at this and decided we were not happy with some of the outcomes. To accomplish the work in a more efficient way, we've hired five new custodial positions that are assigned to first shift, six third shift workers have transferred to first shift. He would like to have a breakdown of 15 workers on first shift and 10 on second shift. He has already seen improvement in the appearance of the campus. We also hired two new maintenance workers.

4.8 Budget Transfers

Budget Transfers for October 2018 and November 2018 were included in the Board packet.

4.0 INFORMATION ITEMS CONTINUED

4.9 Grant Approvals

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

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 packet.

4.12 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 through the first half of the year for the fall and winter term we are reflecting a balanced budget and based on our preliminary analysis of spring enrollment and other factors we're projecting that we will have a balanced budget through the remainder of the academic and fiscal year.

Mr. Sullivan had a request at the F & F Committee meeting to give a brief summary report of the Carnegie Project. He reviewed a written report that he distributed to the Board members. We are confident that we are within budget and on time and are showing you year to date expense, plus encumbrances for the subs and several other bids that have gone out. The available balance is approximately \$4.8 million dollars. We will provide a monthly update both in terms of the status of the construction contingency as well as the budget.

4.13 Media Report

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

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.

4.15 Annual Report for Fiscal Year Ending 2017-2018

A copy of the SUNY BCC Annual Report for Fiscal Year Ending 2017-2018 was included in the Board of Trustees packet for information.

December 13, 2018

5.0 COMMITTEE REPORT

5.1 Finance and Facilities Committee Meeting Minutes

The Minutes of the Finance and Facilities Committee were submitted for the Wednesday, December 12, 2018 meeting. Chair Anthony Paniccia called the meeting to order at 9:00 a.m. and adjourned at 9:29 a.m.

Dr. Drumm presented Patti O'Day with a parting gift for her years of service to the College.

Chairperson Newman called for a motion to adjourn the meeting.

Vice Chair Paniccia made a motion to adjourn and Trustee Orband Seconded the motion and it was unanimously approved. The meeting adjourned at 5:50 p.m.

Approved: January 24, 2019

**THE NEXT FULL BOARD OF TRUSTEES MEETING IS SCHEDULED FOR
5:00 P.M. ON THURSDAY, JANUARY 24, 2019
TO BE HELD IN THE LIBOUS ROOM, D117 OF THE DECKER HEALTH SCIENCES
CENTER BUILDING**