

**SUNY BROOME COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
March 28, 2019  
MINUTES**

**TRUSTEES PRESENT:** George Akel, Margaret Coffey, Kathy Connerton, Barbara Fiala, Sharon Ball, Nicolas Serafini (video), Anthony Paniccia, Orion Barber (late arrival)

**TRUSTEES ABSENT:** Marc Newman, James Orband

**ALSO PRESENT:** Dr. Kevin E. Drumm, Francis Battisti, Carol Ross-Scott, Michael Sullivan, Jesse Wells, Lynn Fedorchak, David Ligeikis, Diana Lenzo, and Robert Behnke, Esq.

**Acting Chairperson Paniccia called the meeting to order at 5:00 p.m.**

**1.0 APPROVAL OF MINUTES**

**Trustee Connerton made a motion to approve the minutes of the February 21, 2019 meeting of the Board of Trustees. Seconded by Trustee Coffey. The motion was unanimously approved.**

**2.0 PREFERRED AGENDA ACTION ITEMS**

**2.1 Recommend Approval of Bid 2019-06 for Continuing Education's catalog Printing**

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.

A legal notice was placed on Sunday, January 20, 2019, requesting bids for printing catalogs for Continuing Education. The low bid proposal was for \$75,465.00 through Bob Carr 2.0 Printing. This bid is a three (3) year contract and includes printing, tabbing and addressing starting Summer 2019. The catalog is printed three times a year for Fall, Spring and Summer. This purchase would be funded through the Continuing Education Budget.

**2.2 Recommend Approval of Resolution for unpaid Leave of Absence for James Muccio**

The Board of Trustees acts to approve a request for unpaid leave for an employee in the SUNY Broome Community College Faculty Association bargaining unit. Based on the recommendation of the administration and the review and recommendation of the Finance & Facilities Committee, I request the Board of Trustees take the following action: recommend approval of resolution for unpaid leave of Absence for James Muccio.

**2.3 Recommend Approval of Resolution for the Revised Position Description for Personnel 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.

**Trustee Connerton made a motion to approve Preferred Agenda Action Items 2.1, 2.2 and 2.3. Seconded by Trustee Ball. The motion was unanimously approved.**

**3.0 ACTION ITEMS**

**3.1 Recommend Approval of Date Change of Finance and Facilities Committee Meeting and Board of Trustee meeting on June 18 and June 20, 2019 to June 25 and June 27, 2019, respectively. Meeting times will remain the same, 9 a.m. and 5 p.m.**

Pursuant to the By-Laws of the SUNY Broome Community College Board of Trustees, the Board of Trustees shall set meeting dates for Finance and Facilities Committee meeting and Board of Trustee meetings. Due to a conflicting schedule, it is requested that the June 18 and June 20, 2019 meeting dates for the Finance and Facilities and Board of Trustee meetings be changed to June 25, 2019 and June 27, 2019, respectively.

**Trustee Ball made a motion to approve the date change of the F&F and Board of Trustee meeting dates. Seconded by Trustee Connerton. The motion was unanimously approved.**

**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 recommends to the Board for their review and approval the revision of SUNY Broome Community College, Policy No. 1.28 - Amorous Relationships. I recommend that the Board of Trustees take the following action:

**Trustee Connerton made a motion to approve the resolution revising Policy No 1.28 Amorous Relationships. Seconded by Trustee Ball. The motion was unanimously approved.**

**3.3 Recommend Approval of Hospitality Management A.A.S. Program**

The 100% online Hospitality Management A.A.S. degree is designed to give students a foundational education as aspiring hospitality executives and professionals. Whether the goal is to own or operate an independent hospitality property such as a restaurant, inn, café, hotel, catering, or bed and breakfast or to manage corporate hospitality operations such as Hyatt, Marriott, Hilton, Starbucks or Texas Roadhouse, this degree is for you. Offered completely online, the Hospitality Management degree provides an asynchronous learning platform permitting the student to complete their studies any time of day from anywhere in the world where there is internet access. Full time study earns this transferrable degree in two years, or sooner if an accelerated pace is followed.

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.

**Trustee Connerton made a motion to approve the Hospitality Management A.A.S. Program. Seconded by Trustee Fiala. Motion passed unanimously.**

**3.4 Recommend Approval of Resolution Allowing Industry Certifications and Experience in the Field may be deemed equal to qualifications in the hiring of a position outside the competitive class of the Civil Service**

Under BCC Policy 1.13, the Board of Trustees shall approve the President's request that industry certifications and experience in the field may be deemed equal to qualifications in the hiring of a position outside the competitive class of the civil service.

**Trustee Connerton made a motion to approve the resolution allowing Industry Certifications and Experience in the Field may be deemed equal to qualifications in the hiring of a position outside the competitive class of the Civil Service. Seconded by Trustee Akel. Motion passed unanimously.**

**4.0 INFORMATION ITEMS**

**4.1 Audit Presentation by the Bonadio Group**

The audit for the 2017-18 Fiscal Year was presented by the Bonadio Group. There were no findings for the last 2 year which classifies the college as low-risk entity. There were no internal control issues cited. The major change this year is a prior period liability adjustment due to GASB 75 has put the unrestricted net position as a negative.

**Trustee Connerton made a motion to accept the Financial Audit. Seconded by Trustee Akel. Motion passed unanimously.**

Dr. Drumm congratulated the entire Finance Team for a great job with finance challenges and clean audits. Chair Paniccia reiterated his F&F praise to Michael Sullivan whose work is exemplary.

**4.0 INFORMATION ITEMS CONTINUED**

**4.2 President's Report**

Dr. Drumm attended the Girl Scout Woman of Distinction breakfast this morning honoring Margherita Rossi. There were five tables of SUNY Broome colleagues attending to honor her. Congratulations to Ms. Rossi. She is a wonderful colleague and headed up our Psychology & Human Services department for 20 years. Our sympathy goes out to Vice Chair Paniccia and Loreta Paniccia on the recent loss of his mother. On Monday, April 1, 2019, the college will be officially announcing Dr. Penny Haynes as the new Vice President of Academic Affairs. The SUNY budget should be finalized within the next hours. A new concept of a funding floor of 98% of previous year's state allocations is still in the budget language. As of July 2019, Dr. Drumm will be the new chair of the CCNYPA board. Dr. Drumm recently attended a marketing presentation by the Riger group for the Culinary Market and Industry and what the Culinary Program can provide. There are currently 47 enrolled students. This past Saturday, Preservation Association of the Southern Tier (PAST) toured the Culinary Center. They are thrilled with the progress. Trustee Ball stated that the tours were all commented on Facebook. Dr. Drumm would like to have the Holiday Party in the Culinary this December.

**4.3 Council of Operational Issues – Ciara Cable**

A copy of the Council of Operational Issues report was included in the packet for information purposes. Thomas Jahn will be a new chair effective September 1, 2019. Topics discussed for the Spring semester included parking lot safety, Fitness center hours, meals plans, food pantry and open gym times.

**4.4 Dashboard Update – Dr. Sesime Adanu**

A copy of the slides Dr. Adanu addressed were included in the packet. These slides addressed 5 year trend data on enrollment information with regard to student residency, credit hours, gender, ethnicity and age composition information, degrees and certificates. There is a slow decline in enrollment which correlates when the Excelsior Program was introduced. International student enrollment has also declined. This may be due to the current political climate.

**4.5 Middle States update – Trustee Sharon Ball**

A copy of the Middle States update report was included in the packet. There is also a copy of the Middle States Self-Study Design included in the packet. Feedback is due to Dr. Adanu on April 4<sup>th</sup>. Trustee Ball encouraged the Board's engagement in the Self-Study design process. The assessment is a way to "show your work". Feedback ensures the process provides a solid foundation for assessing how the College knows, and the Board knows the College knows, that the College is doing what it says it is doing. The Board is invited to meet with Middle States Liaison on April 23, 2019 at 8 a.m.

**4.6 Academic Affairs update – Dr. Francis Battisti**

A copy of the Academic Affairs updated was included in the packet. Tours continue of Culinary for some Academic programs. Dr. Battisti has been in conversation with the new VPAA Haynes. Tonight's presentation of Exhibition Series: FACES developed by Associate Professor Patricia Evans. A copy of the program description and FOCUS article were included in the packet. Professor Evans talked about the project and also had examples of the

**4.0 INFORMATION ITEMS CONTINUED**

drawings for viewing. This program is a process of research of historical events and drawing. Dr. Battisti commended Professor Evans on an excellent program.

**4.7 Student Assembly Update – Trustee Orion Barber**

A copy of the March 2019 Student Assembly Update was included in the Board Packet.

**4.8 Broome Community College Foundation Report – Ms. Cathy Williams**

The Foundation Report was included in the Board packet. She was hoping Thank you for Professor Evans for reminding her why the College does what it does. Ms. Williams was hoping that she would be able to distribute the Spring Magazine. She wanted to thank the MARCOM partnership to produce an excellent magazine. She just returned from a Common Fund Forum Conference. The BCC Foundation is in the top 10% foundations in the nation for community colleges. The Foundation is offering 24 new scholarships. A brand new Completion scholarship is being offered. This is for those students who may have 1 course left to complete their associates. This is something new they are working on. May 15, 2019 is the Frank Paul Awards for High School students.

**4.9 SUNY Broome Facilities and Culinary Update**

A copy of this report was included in the Board packet and is for information purposes. Culinary is more than 52% complete. Bids for furniture have been sent out. Space utilization is being addressed with DASNY for the Music and Business departments.

**4.10 Budget Transfers**

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

**4.11 Grant Approvals.**

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

**4.12 Investment Report**

This report is routine and for informational purposes and was included in the Board packet.

**4.13 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.

**4.14 Budget and Finance Update**

Mr. Sullivan is still forecasting a balanced budget even with the current enrollment decline of 7% resulting in an estimated \$1.3 million loss of revenue. These losses are offset from the section reductions in the Fall 2018 and Spring 2019. In April, the 19-20 budget will be presented at the BOT meeting. Acting Chair Paniccia again thanked Mr. Sullivan for his work on maintaining a balanced budget.

**4.0 INFORMATION ITEMS CONTINUED**

**4.15 2019 Candidates for Professional Recognition Increment**

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

**4.16 Media Reports**

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

**5.0 COMMITTEE REPORT**

**5.1 Finance and Facilities Committee Meeting Minutes**

The March 26, 2019 minutes of the Finance and Facilities Committee were submitted. Chairperson Anthony Paniccia called the meeting to order at 9:00 a.m. and adjourned at 9:17 a.m.

**Trustee Connerton made a motion to go into Executive Session at 6:08 p.m. to discuss personnel issues. Seconded by Trustee Akel.**

**Trustee Connerton made a motion to come out of Executive Session at 6:28 p.m. Seconded by Trustee Coffey.**

**Trustee Connerton made a motion to adjourn the meeting. Seconded by Trustee Barber. Motion passed unanimously. The meeting adjourned at 6:29 p.m.**

**THE NEXT FULL BOARD OF TRUSTEES MEETING IS SCHEDULED FOR 5:00 P.M. ON THURSDAY, April 25, 2019 TO BE HELD IN THE LIBOUS ROOM, D117 OF THE DECKER HEALTH SCIENCES CENTER BUILDING**

**Approved: April 25, 2019**