

**SUNY BROOME COMMUNITY COLLEGE
BOARD OF TRUSTEES
April 25, 2019
MINUTES**

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

TRUSTEE ABSENT: George Akel, Barbara Fiala

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.

Guests: Emeritus recipients: Mary McCarthy, David Michalak

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

1.0 Approval of Minutes from March 28, 2019 Board of Trustees Meeting

Trustee Connerton made a motion to approve the minutes of the March 28, 2019 Board of Trustees meeting. Seconded by Trustee Orband. The motion was unanimously approved.

2.0 PREFERRED AGENDA ACTION ITEMS

2.1 Recommend Approval of Bid 2019-08 for the Applied Technology (AT) Building Boiler Replacement

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 Wednesday, March 6, 2019 requesting bids to complete all work necessary to remove and replace two (2) hot water boilers, two (2) new boiler circulation pumps and integration of the new boiler plant into the campus building automation system. Two (2) bids were received and opened on Friday, March 22, 2019 (a copy of the official bid results is attached). The Finance and Facilities recommends that the Board of Trustees approve awarding Bid 2019-08 for the Applied Technology (AT) Building Boiler replacement project in the amount of \$126,650.00. Be it further resolved that the Board of Trustees approve a transfer of funds in the amount of \$123,650 from the supply/contractual budget to the equipment budget for this project.

2.2 Recommend Approval of the Culinary and Event Center Furniture and Equipment (FF&E) Purchase

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."

SUNY Broome is in receipt of the updated furniture and equipment listing/quote for the Culinary and Event Center project. Total cost is \$450,383.45 (versus an FF&E budget line of \$450,000). The Finance and Facilities recommends that the Board of Trustees

approve the purchase of the furniture/equipment for the Culinary and Event Center in the amount of \$450,383.45.

2.3 Recommend Approval of Resolution to submit SUNY Broome's Proposed 2019-2020 Operating Budget to the County Executive and Broome County Legislature

Under Plan C legislation, the College is required to submit its proposed operating budget and request for sponsor share funding to the County.

The proposed 2019-20 Operating Budget to be submitted to the County Executive and Broome County Legislature includes the requested amount of \$56,310,955 for total appropriations and \$7,480,726 for sponsor share.

Once the College's proposed 2019-2020 operating budget is reviewed and approved by the County, the College will submit the 2019-2020 Budget to the Board for review and approval. The Finance and Facilities recommends that the Board of Trustees approve the resolution to submit SUNY Broome's proposed 2019-2020 operating budget to the County Executive and the Broome County Legislature.

2.4 Recommend Approval of a Resolution for Capital Improvement Program Request to Broome County (2020-2024).

As part of Broome County's annual budget process, SUNY Broome Community College is required to submit its Capital Improvement Program for 2020-2024. The College's Capital Improvement Program is also submitted to SUNY for review as part of the Governor's 2020-21 Budget next year.

For the County's 2020-2024 Capital Improvement Plan, the College has submitted Capital Project requests in the amount of \$34,500,000 for the five-year period. The College's request for the first year of the capital plan is \$7,500,000, with \$2,785,000 from the County as a match for the SUNY funding. The County approved \$1,075,000 in total for the College's 2019 capital projects, with the County match totaling \$437,500.

The Finance and Facilities recommends that the Board of Trustees approve the resolution for SUNY Broome's Capital Improvement Program for 2020-2024.

2.5 Recommend Approval of Resolution for Sabbatical Leaves

Article 15 (Sabbatical Leave) of the Faculty Association contract calls for a joint committee consisting of one member from the Administration, the Faculty Association, and the Board of Trustees to make final recommendation to the SUNY Broome Community College Board of Trustees on approval of sabbaticals. This Committee shall review and forward to the Board of Trustees the sabbatical requests. In accordance with this contractual language, the Sabbatical Committee consisted of Administrative representative, Dr. Francis Battisti, Executive Vice President and Chief Academic Officer; Board of Trustees representative, Barbara Fiala; and Faculty Association representative, Howard Streby, Faculty Association President. The Sabbatical Committee met on April 16, 2019 and agreed to recommend to the Board of Trustees the following applicants listed below: Kennie Leet, Joyce Prindle, and Denisa Talovic. The Finance and Facilities recommends that the Board of Trustees approve the resolution and applications for sabbatical leaves submitted herewith.

2.6 Recommend Approval of Resolution for Term Appointment

According to BCC Policy 1.14, the Board of Trustees shall approve changes in the appointment status (term and continuing) of members of the professional staff and in accordance with any applicable negotiated contract.

The Finance and Facilities recommend that the Board of Trustees approve the resolution for term appointment for Stephanie Malmberg, effective September 1, 2018.

2.7 Recommend Approval of Resolution for New Position description and Title Payroll Administrative Officer

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. The Finance and Facilities recommends that the Board of Trustees approve the following new position description: Payroll Administrative Officer.

2.8 Recommend Release-of-Retainage to Postler & Jaeckle Corp for the Core Bldg. Phase 1 1920043/Simulated Clean Room 1920041/NYSERDA Geothermal 1920045

Postler & Jaeckle has requested a release-of-retainage payment for their work on the Core Bldg Phase 1 1920043/Simulated Clean Room 1920041/NYSERDA Geothermal 1920045. The Finance and Facilities Committee recommends that the Board of Trustees approve a release-of-retainage payment Postler & Jaeckle Corp. for their work on the Core Bldg Phase 1 1920043/Simulated Clean Room 1920041/NYSERDA Geothermal 1920045 in the amount of \$90,821.15.

2.9 Recommend Release-of-Retainage to Nelcorp Electrical for their work on the Core Bldg. Phase 1 1920043/Simulated Clean Room 1920041/NYSERDA Geothermal 1920045/Core Bldg. Phase II 1920046.

Nelcorp Electrical has requested a release-of-retainage payment for their work on the Core Bldg Phase 1 1920043/Simulated Clean Room 1920041/NYSERDA Geothermal 1920045/Core Bldg Phase II 1920046. The Finance and Facilities Committee recommends that the Board of Trustees approve a release-of-retainage payment Nelcorp Electrical for their work on the Core Bldg Phase 1 1920043/Simulated Clean Room 1920041/NYSERDA Geothermal 1920045/Core Bldg Phase II 1920046 in the amount of \$68,307.15.

Trustee Orband 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, and 2.9. Seconded by Trustee Paniccia. The motion was unanimously approved.

3.0 ACTION ITEMS

3.1 Recommend Approval of Resolution Granting Emeritus Status – Mary McCarthy

Under SUNY Broome Policy 1.17, the Board of Trustees grants emeritus status to members of the college professional staff according to the specified

procedures. It is recommended that the Board of Trustees approves the resolutions granting emeritus status to Mary McCarthy.

3.2 Recommend Approval of Resolution Granting Emeritus Status – David Michalak

Under SUNY Broome Policy 1.17, the Board of Trustees grants emeritus status to members of the college professional staff according to the specified procedures. It is recommended that the Board of Trustees approves the resolutions granting emeritus status to David Michalak.

3.3 Recommend Approval of Resolution Granting Emeritus Status – Luis Moreno

Under SUNY Broome Policy 1.17, the Board of Trustees grants emeritus status to members of the college professional staff according to the specified procedures. It is recommended that the Board of Trustees approves the resolutions granting emeritus status to Luis Moreno. (Mr. Moreno was not present and his resolution will be read into the minutes later in the meeting when and if he arrives).

Trustee Connerton made a motion to approve 3.1, and 3.2 granting Emeritus Status to Mary McCarthy and David Michalak. Seconded by Trustee Ball. The motion was unanimously approved.

3.4 Recommend Approval of Resolution for Waiver of Residency Requirement for Penny Haynes

Under Plan C, the Board of Trustees is responsible for personnel matters including compliance with all civil service laws and employment laws under the Broome County Charter, state, federal, and local laws. Broome County has adopted residency requirements for certain employees including the administration and President of SUNY Broome Community College. Under the County Charter and Code, authority has been delegated to the Board of Trustees to grant waivers of this residency requirement.

It is recommended that the Board of Trustees approve the request to grant a permanent waiver of the residency requirement to Dr. Penny Haynes, upon her appointment to the position of Vice President of Academic Affairs to become effective on July 1, 2019.

Trustee Connerton made a motion to approve the resolution for waiver of residency requirement for Penny Haynes. Seconded by Trustee Serafini. The motion was unanimously approved.

3.5 Recommend Approval of Resolution of the Creation of a New SUNY Broome Community College Policy - Transfer of Surplus Equipment to Municipalities and School Districts

SUNY Broome Community College Board of Trustees sets policy for the College.

The College wishes to establish a formal policy for the approval of surplus equipment to municipalities. These transfers will be submitted and approved by the Finance and Facilities Committee.

The President recommends to the Board for their review and approval of the creation of a new policy of SUNY Broome Community College – Transfer of Surplus Equipment to Municipalities and School Districts

Trustee Coffey made a motion to approve the resolution for the creation of a new SUNY Broome Community College Policy – Transfer of Surplus Equipment to Municipalities and School Districts. Seconded by Trustee Orband. The motion was unanimously approved.

4.0 INFORMATION ITEMS

4.1 President's Report

Dr. Drumm and Dean Snyder met with incoming VPAA Haynes at the AACC Conference. She is looking forward to coming to SUNY Broome. This weekend is the college Open House and Alumni Speidie Picnic. Today was the annual career fair with a very good turnout. There will be a joint board meeting with BCC Foundation on July 25, 2019 at 7:30 a.m. Enrollment is down this week, but Fall registration is now open. In the packet, there is a very nice letter from PAST congratulating the college on restoring the Carnegie building and thanking the college for the tour. Dave Ligeikis will be setting up tours of the building for the Trustees.

4.2 Council for Academic Issues Update – Timmy Bremer

Dr. Susan Seibold-Simpson, chair elect of the CAI submitted the Council for Academic Issues Update to the Board. Highlights were read. A copy of this report was included in the Board Packet.

4.3 Service Learning Update – Giovanni Scaringi

A copy of COACHE survey was included in the Board Packet. Suggested areas of next steps include the timeline of BOT decisions. Primary take away from the survey is transparency, conflicting processes and procedures and communication.

4.4 Middle States Update – Trustee Sharon Ball

Ms. Ball requested that the Board of Trustees review the Bylaws which was last reviewed in 2012. She would like to have this be reviewed by the F&F committee and bring it back to the BOT at the May meeting. Bravo to the Steering Committee. It was an amazing day with Dr. McKitrick (MSCHE Liaison).

4.5 Student Development & CDO update – Dr. Ross-Scott

Dr. Ross-Scott submitted the Student Development update to the Board. A copy of this report was included in the Board Packet. Dr. Ross-Scott reported that Continuing Education will be reassigned to Academic Affairs. This can only help foster the workforce development for the community. As part of the Student Village transition, Dr. Ross-Scott will now be providing the Housing financial information. She is working closely with MARCOM to increase student enrollment and learning the value of living on campus.

4.6 Student Assembly Update – Trustee Orion Barber

Trustee Barber presented the April 2019 Student Assembly Update to the board. A copy of this report was included in the Board Packet. Student Assembly held their elections. There were no candidates for the Board Trustee. Orion suggested that incoming president Daniel Todd serve in a recording function so there is communication between SA and the BOT.

4.7 BCC Foundation Report – Cathy Williams

The Foundation Report was included in the Board packet. The Alumni reunion is this weekend with a mixer on Friday, Alumni Art show and Speidie Picnic. The Foundation magazine was once again awarded the SUNY Quad award which is a peer reviewed award. July 25, 2019 is the joint board meeting with the Foundation and BOT at 7:30 a.m. in Decker 201. This presentation is solely for the results of researching a comprehensive giving campaign.

4.8 SUNY Broome Facilities and Culinary Update – David Ligeikis

This report is routine and for information purposes. A copy of this report was included in the Board packet. Thank you to the maintenance staff for cleaning, painting and renovating the campus for the Open House this weekend. Legal notices for the campus wide Door project are out and due back on May 3rd. Mr. Ligeikis reached out to CPAC for suggestions on how to provide a better sidewalk system and accessibility of the campus. He will be reaching out to stakeholders for suggestions. Mr. Ligeikis presented a slide show of some of the capital projects occurring here and also at the Culinary Event Center. There will be a tour of the Culinary Center May 17, 2019.

4.9 Budget Transfers

There were no Budget Transfer for April.

4.10 Grants Approvals

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

4.11 Investment Report

This report is routine and for informational purposes.

4.12 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.

4.13 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 stated that they are still forecasting a balanced budget through the end of March 2019. He continues to forecast a balanced budget ending August 31, 2019.

4.14 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 REPORTS

5.1 Finance and Facilities Committee Meeting Minutes

The April 23, 2019 Minutes of the Finance and Facilities Committee were submitted. Chair Anthony Paniccia called the meeting to order at 9:07 a.m.____ and adjourned at 10:10 a.m.

Trustee Newman read into the minutes to Recommend Approval of Resolution Granting Emeritus Status – Luis Moreno.

Trustee Connerton made a motion to approve 3.3 granting Emeritus Status to Luis Moreno. Seconded by Trustee Barber. The motion was unanimously approved.

New News

Graduation is May 23, 2019. The President's Lawn party will be held in the Calice Atrium June 14, 2019. Trustee Connerton wanted to thank the college for hosting the American Heart Walk. Hosts were estimating 2000 walkers but 4000 attended! The goal for raised money was \$300,000. It is estimated that \$310,000 was raised. Thank you. Trustee Ball is very impressed with the Institution, it's incredible staff and students. She is very proud to be part of the Board of Trustees

Trustee Coffey made a motion to adjourn the meeting. Seconded by Trustee Connerton. The motion was unanimously approved.

The meeting was adjourned at 6:00 p.m.

The next Board of Trustees meeting is scheduled for 5:00 p.m. Thursday, June 27, 2019 to be held in the Libous Room D117 of the Decker Health Science Center.

Approved: