

**SUNY BROOME COMMUNITY COLLEGE
BOARD OF TRUSTEES
May 16, 2019
MINUTES**

TRUSTEES PRESENT: Anthony Paniccia, Nicolas Serafini, Margaret Coffey, Sharon Ball, Kathy Connerton, Barbara Fiala

TRUSTEE ABSENT: Marc Newman, George Akel, James Orband, Orion Barber

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

Acting Chairperson Paniccia called the meeting to order at 5:04 p.m.

A quorum was not established at this point so Acting Chairperson Paniccia continued with 4.0 Informational Items.

1.0 Approval of Minutes from April 25, 2019 Board of Trustees Meeting

Trustee Fiala would like the minutes corrected to reflect that she was not in attendance of the April 25, 2019 meeting.

Trustee Serafini made a motion to approve the minutes of the April 25, 2019 Board of Trustees meeting. Seconded by Trustee Connerton. The motion was unanimously approved.

2.0 PREFERRED AGENDA ACTION ITEMS

2.1 Recommend Approval of Resolution for Candidates 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.

Therefore, I have reviewed the candidates for promotion submitted by the Committee for Professional Evaluation and recommend the candidates listed in the attached resolution.

2.2 Recommend Approval of Bid 2019-10 Exterior Door Contract

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, March 31, 2019 requesting bids to complete all work necessary to replace and repair various doors, including a number of handicapped access doors (thirty plus doors in total) on the SUNY Broome campus.

Two (2) bids were received and opened on Friday, May 3rd, 2019 (a copy of the official bid results is attached). The low bid was as follows: Marchuska Brothers: \$235,663

2.3 Recommend Approval of Funding for 2019 Pre-Freshman Summer Educational Opportunity Program (EOP)

Funding supports a three-week, pre-freshman summer program intended to increase the potential for long-term academic success for 35 participating students. The program includes requisite instructional and skill building content to aid program students in their transition to an environment of high academic expectation.

Required Match: \$45,389.00 in institution and other match is required to cover the total program cost of \$103,699.00

Source of Funds: SUNY Office of Opportunity Programs

2.4 Recommend Approval of Resolution for Management Confidential Hourly Compensation

The Finance and Facilities Committee recommends that the Board of Trustees approves the request for the change in status of non-represented Management Confidential employees in the competitive class to be paid as hourly employees and the approval of overtime pay at the rate of one and one-half (1 1/2) times the employee's regular hourly rate for any hours worked in excess of the employee's normal work week when authorized by the appropriate department head/supervisor.

Trustee Connerton made a motion to approve Preferred Agenda Action Items 2.1, 2.2, 2.3, 2.4, Seconded by Trustee Ball. The motion was unanimously approved.

3.0 ACTION ITEMS

3.1 Recommend Approval of Food Science A.A.S Program to be instituted at SUNY Broome Community College in the academic year 2020-21

The Food Science A.A.S. degree is designed to provide students with the necessary knowledge, skills and practical hands-on training to work in the food science, fermentation science, or brewing industry. It has a heavy concentration of courses in food chemistry, fermentation science, unit operations, brewing, distilling, food processing, and food and beverage analysis. Students can

eventually be employed as technicians in the brewing, distilling, and dairy food industry. Employers include breweries, distilleries, wineries, cheese making, yogurt, food processors, ingredient manufacturers, academia, government, foodservice, and testing laboratories.

The food industry is the second largest manufacturing sector generating more than \$500 billion in retail sales. The USDA reports that since 2005 the U.S. has not graduated enough people in the food science to meet demand. Craft breweries represent the fastest growing segment of the beverage market. Agriculture is one of the largest industries in New York State with 45% coming from dairy farmers alone. The Finger Lakes area has become the center of state agriculture and has a high concentration of wineries, breweries, cheese and yogurt making operations.

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 Action Items 3.1. Seconded by Trustee Ball. The motion was unanimously approved.

3.2 Recommend Approval of Food Science A.S. Program to be instituted at SUNY Broome Community College in the academic year 2020-21

The Food Science A.S. degree is designed to provide students with the first two years of a four year degree in food science, fermentation science, or brewing technology. It has a heavy concentration of courses in food chemistry, fermentation science, unit operations, brewing, distilling, food processing, and food and beverage analysis. Students can eventually be employed as product a development scientist, culinary scientist, flavor chemist, processing scientist, basic food science research, analytical chemist, government official, quality assurance, and food safety. Employers include breweries, distilleries, wineries, cheese making, yogurt, food processors, ingredient manufacturers, academia, government, foodservice, and testing laboratories.

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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 Action Items 3.2. Seconded by Trustee Fiala. The motion was unanimously approved.

4.0 INFORMATION ITEMS

4.1 President's Report

Commencement will be next week. Arrive at 6:45 p.m. with a start at 7:30 p.m. Dr. Drumm reported that he met up with incoming VP Haynes during her visit on campus. She had meetings with Deans, Shared Governance groups and Middle States reps. Dr. Adanu is moving to New Jersey and there will be a search for a Dean Institutional Effectiveness. Dr. McLain will be shadowing Dr. Adanu until a replacement is found. Enrollment continues to fluctuate. Electrical outage may have affected the enrollment numbers. Conversations with an informal Think Tank committee about the future of committee colleges. He has asked the Strategic Planning consultant to come back and look at the campus structures. They will be here during the late summer and fall, after VP Haynes arrives. Dr. Drumm wanted to acknowledge Trustee Barber and his 3 year term as trustee, but he was not in attendance.

Trustee Coffey arrived, providing a quorum. Acting Chair Paniccia returned to Agenda items 1.0, 2.0 and 3.0.

4.2 College Assembly Update – Angie Berkholtz

Chair Berkholtz submitted and reported on the highlights of her report. A copy of this report was included in the Board Packet.

4.3 Middle States Update – Trustee Sharon Ball

Ms. Ball reported that the revised Self-Study was resubmitted May 15 to Middle States. Formal approval to write should be coming in June to Dr. Drumm. Chair Paniccia stated that the By-laws were reviewed in F&F and came up with several questions which need State Ed review. Attorney Behnke will be looking into them and getting back. One question in particular was achieving quorums.

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

Dr. Ross-Scott submitted the Student Development and Housing update to the Board. A monthly housing report will be submitted as an Information Item for BOT meetings. A copy

of this report was included in the Board Packet. Dr. Alberto Miller reported on International Education. His report was included in the BOT packet. Trustee Connerton added that some local high schools have international programs and perhaps there is a way to advertise that there may be further international opportunities other than just high school.

4.5 Student Assembly Update – Trustee Orion Barber

Trustee Barber was unable to attend but submitted his report which was included in the packet. Chair Paniccia read the recognition certificate for Trustee Barber's for serving as a trustee for 3 years. Student Assembly President Daniel Todd reported on Student Assembly Activities. The Student Assembly is closing out projects with the main thing being the resolution to end the course overload fee.

4.6 BCC Foundation Report – Cathy Williams

The Foundation Report was included in the Board packet. Ms. Williams thanks Dr. Miller for his report and commended Dr. Miller on making the international students feel welcome and collaborating with BU International Students. Scholarship awards May 2 with approximately 670 people attending. The Frank Paul Ceremony was yesterday. The Foundation recognizes not only college students but also High School students. The Feasibility Campaign is moving forward and 120 people have been identified to be included in the study. There will be a joint meeting July 25 with the Foundation Board and Broome BOT. This will determine if a campaign will be a campus wide initiative.

4.7 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. Culinary is moving forward. Several Trustees attended a tour. The new payroll office is now complete. Kudos to the maintenance crew. The music department upgrade is almost complete and the copy center is being moved. Mr. Ligeikis will be reviewing paving of the campus loop road due to the increase in cost of asphalt. The college lost power last week for 2 days and then the Town lost power for 4 more hours this week on Tuesday. The college will be studying how to offset the impact of power outages to the campus and looking at potentially adding a second transformer or potential permanent generators to power certain buildings. The shift from the temporary substation will permanent transformer will occur Saturday night. Thank you to Mike Kuric and Barry Peterson for all their help above and beyond when the electrical outage occurred. Three electric car charging stations will be established near the Ice Center. Maintenance is looking into battery operating weedwackers using the solar power on the AT building to charge them. It will be their green initiative. Mr. Ligeikis wanted to recognize John Richardson – Director of maintenance who is retiring. He is a model employee, gentlemen and thank you for all his efforts the last two years that Dave has been here.

4.8 Budget Transfers

There were no Budget Transfer for May.

4.9 Grants Approvals

Grant Approvals for the month of May 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 April 30, Finance continue to represent the college should have a balanced budget through this fiscal year.

4.13 Faculty Eligible for Initial II Appointment

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

4.14 Faculty Eligible for Term Appointment

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

4.15 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 May 14, 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 9:34 a.m.

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

The meeting was adjourned at 6:03 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: June 27, 2019
DId 06282019