

**SUNY BROOME COMMUNITY COLLEGE
BOARD OF TRUSTEES
June 27, 2019
Official Minutes**

TRUSTEES PRESENT: Anthony Paniccia, Barbara Fiala, Margaret Coffey, Nick Serafini, Sharon Ball and Jim Orband via Zoom.

TRUSTEES ABSENT: Marc Newman, Kathy Connerton.

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

Acting Chairperson Paniccia called the meeting to order at 5:01 pm.

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

1.0 APPROVAL OF MINUTES FROM MAY 16, 2019 BOARD OF TRUSTEES MEETING

Trustee Serafini made a motion to approve the minutes of the May 16, 2019 Board of Trustees meeting. Seconded by Trustee Coffey. 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. It was recommended that the Board of Trustees approves the resolution for candidates for promotion.

2.2 Recommend Approval of Federal College Work Study Allocation Incentive Payment

The Federal College Work Study Program (FCWSP) is a needs-based Financial Aid Program that provides employment opportunities to SUNY Broome students on campus, allowing them to minimize their use of loans to fund their educational expenses. The FCWSP is set up as a grant to allow students to receive financial aid in the form of bi-weekly paychecks based on the number of hours they worked. It was recommended that the Board of Trustees approves the acceptance of this grant.

2.3 Recommend Approval of Resolutions Adopting the College's 2019-20 Operating budget, Sponsor Services, Full Time Positions and Student FTEs and 2019-20 Tuition and Fees

On April 30, 2019 the College submitted to the Broome County Executive and the Broome County Legislature the College's Proposed 2019-20 Budget. The 2019-20 Budget was approved on June 11, 2019 at the Economic Development,

Education & Culture Committee Meeting and on June 13, 2019 at the Finance Committee Meeting. The Legislature approved the budget on June 20, 2019. It was recommended that the Board of Trustees approves the resolutions for the College's 2019-20 operating budget, sponsor services, full time positions, student FTEs and 2019-20 tuition and fees.

2.4 Recommend Approval of Resolution for unpaid Leave of Absence

The Board of Trustees acts in accordance with the terms of the Faculty Association bargaining unit contract to approve a request for unpaid leave for an employee in that bargaining unit. Based on the recommendation of the administration, it is recommended that the Board of Trustees grant an unpaid leave of absence to Diane O'Heron.

2.5 Approval of Culinary and Event Center Door Access Control (CBORD) Equipment, Service and Licensing (FF&E)

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." It is recommended that the Board of Trustees approves the purchase of the CBORD equipment, service and licensing.

2.6 Recommend Approval to purchase computers and monitors from the NYS OGS PM20820 contract from Dell Marketing LP for student laboratory and classroom computers

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. This purchase is for replacement student laboratory and classroom computers and monitors that are available on the NYS OGS PM20820 Dell Marketing LP. It is recommended that the Board of Trustees approves the purchase of Computers and monitors from the NY OGS PM20820 Dell Marketing contract.

2.7 Recommend Partial Release of Retainage to Streeter Associates

Streeter Associates has requested a partial release-of-retainage payment for their work on the Calice Mechanical Bldg. It is recommended that the Board of Trustees approves a partial release-of-retainage payment to Streeter Associates for their work on the Calice Mechanical Bldg.

2.8 Recommend Approval of Purchase of a Main Transformer for the SUNY Broome Campus

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

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Broome is in the process of replacing the campus' main transformer which failed on May 8, 2019. It is recommended that the Board of Trustees approves the replacement of the SUNY Broome main transformer.

Trustee Fiala made a motion to approve Preferred Agenda Items 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, and 2.8. Seconded by Trustee Orband. The motion was unanimously approved.

1.0 ACTION ITEMS

1.1 Recommend Approval of Electing Trustee to fill Trustee Akel's term on the Nominating Committee

Trustee Fiala made a motion to approve electing James Orband to fill Trustee Akel's term on the Nominating Committee. Seconded by Trustee Coffey. The motion was unanimously approved.

1.2 Recommend Approving the Name for the SUNY Broome Community College's Pergola, the Dr. Francis L. Battisti Student Reflection Area, conditioned on the Required Six Month Consideration Period for an Exception

Trustee Coffey made a motion to approve to approve the name for the SUNY Broome Community College's Pergola, the "Dr. Francis L. Battisti Student Reflection Area", conditioned on the required six month consideration period for an exception. Seconded by Trustee Serafini. The motion unanimously approved.

1.3 Recommend Approval of Resolution for the New Position Description for Special Events Coordinator

Trustee Serafini made a motion to approve the resolution for the new position description for Special Events Coordinator. Seconded by Trustee Ball

Discussion followed as to the education requirements. Dr. Drumm described the need and justification for this new position. Trustee Serafini questioned the education need and would like to add experience and/or Bachelor's degree. Dr. Drumm stated that there would be leeway in the job announcement as to the requirements.

The motion passed unanimously. (Trustee Orband left the meeting.)

4.0 INFORMATION ITEMS

4.1 President's Report

Dr. Drumm thanked the Trustees. Thank you for making the Commencement ceremony is a wonderful event. The college recognized Trustee Akel at the ceremony as the longest serving SUNY Broome trustee with 29 years. Dr. Drumm visited an Alumni in Colorado this past week. It was rewarding to hear how our faculty had positively affected his learning. This was all part of the possible comprehensive campaign that the Foundation is currently conducting a feasibility study for. Enrollment is looking good. The Enrollment/Admissions department is conducting some aggressive operations at the High School level and we are hoping to see an increase in numbers from this. The Student Village numbers are trailing as the primary region that enrollment is down (Downstate NY0 is where the students who usually need housing are from. Social Media campaigns have been increased about Student housing. We are considering going to a Digital Board packet for the Board of Trustees. Diana will share more information as we move closer as this will save an enormous amount of time and trees. Dr. Drumm will be sending his Annual report and goals for the yearly President Evaluation to the board. We would like to welcome the new Vice President of Academic Affairs Dr. Penny Haynes. Dr. Haynes was the Provost from SUNY Schenectady. Her first official day is July 1, 2019. Dr. Drumm wanted to thank Dr. Battisti for his loyalty and dedication to the campus. October 10, 2019 will be Francis Battisti's retirement celebration at the Binghamton Country Club.

4.2 Institutional Effectiveness

Dr. Mclain present an Institutional Effectiveness report and highlighted some main points. The department is currently finishing department assessments and setting 2019—20 goals. They are in the process of building some feedback mechanisms in the Nuventive software as this is what Middle States stresses (self-assessment). Program reviews will be put into Nuventive and faculty will continue to assess their programs.

4.3 Middle States Update

Trustee Ball asked if Dr. Mclain would report on the Middle States. The Board Survey needs to be completed by the Trustees. This is confidential. This will help move the Middle States along in the Board Assessment report. Dr. McLain reported that the Middle States Self-Study design has been accepted. Working groups are continuing to write their reports and work on their evidence folders over the summer.

4.4 Academic Affairs – Dr. Francis Battisti

Dr. Battisti gave an overview of this past year. A lot of emphasis for the past 3 years has been concentrating on retention and success through the Achieving Success initiative. Dr. Battisti highlighted some key thoughts and results from his last 8 years as EVP and CAO. Keeping academic programs up to date are key to the college's success. There were 17 new programs

developed this past year, with 87 program revisions, with a majority being a result of the Seamless Transfer initiative from SUNY. There was the re-structuring of the enrollment/admissions process under the new Enrollment Management Division. This has resulted in targeted marketing and re-development of the college website, an updated Admissions Welcome Center, and use of a new CRM called SLATE. There were 100 Articulations established. The entire collection of the Ed Aswad was donated to the Library Gallery. The Honors program was redefined and undergraduate research has developed. The COIL learning program was established and strengthened. Professional Development, Civic engagement center, Culinary Program, and the Nursing program and Continuing Education have In order to have a vibrant campus there is a lot of work that goes into it. Dr. Battisti introduced the staff of CAO and thanked them for their hard work. He also thanked the Board and their work for the college. Dr. Battisti wanted to thank the board and being a part of the college gave him a sense of belong and he has enjoyed working with all the people.

Stephanie Malmberg – ATD update

Just completed year 3 of the Achieving Success initiative which concentrates on Retention and Success. There were 2 foci of this initiative – equity in the classroom and program review. End results of this initiative was a Student Support redesign which changed the focus of waiting for students to identify their needs. The goal of the Student Support Team is to know what the student's needs are before they walk in the door and provide the student with the services, rationale and point person that they will need to be successful. There will be a data sheet tested for the Fall 2019. A Financial Wellness Team was also an outcome to help students be successful and get the financial services they need. Two recommendations to the college from this initiative and from the coaches are to focus outside what happens in the classroom to offer wraparound services through the lens of the Student Support Redesign, and what happens in the classroom by helping faculty learn to teach to the diverse students that the college has.

4.5 Student Assembly

SA President Daniel Todd was unable to attend the meeting.

4.6 BCC Foundation Report

Cathy Williams was sick. Her report was included in the board packet and is for informational purposes. Dr. Drumm reported that the Consulting Firm has finished with Interviews for the feasibility study.

4.7 Facilities and Culinary Update

This report is routine and for informational purposes and was included in the Board packet. Dave Ligeikis reported that the first page of the report reflects ongoing or completed projects at the Culinary Events Center. The skylight and railings are in. The wood floor installation has started. It is 73% completed based on payouts. Tours are available. On campus projects are ongoing and many. Facilities has hired 10 student

workers who will mainly do grounds keeping. Facilities is continuing the discussion about the electrical grid on campus. Final DEC approval was received for the hiking trail.

4.8 Budget Transfers

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

4.9 Grants Approvals

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

4.10 Investment Report

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

4.11 Human Resource Update

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

4.12 Budget and Finance Update

Mr. Sullivan stated that Finance is still predicting a balanced budget through the end of May for the current year.

4.13 Faculty Eligible for Continuing Appointment

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

4.14 Faculty Eligible for Term Appointment

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

4.15 Student Village Housing Report

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

4.16 Media Report

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

5.0 COMMITTEE REPORTS

5.1 Minutes from Finance & Facilities Meeting of June 25, 2019

Vice Chair Paniccia reviewed the Finance and Facilities Committee minutes from Tuesday, June 25, 2019 meeting. The meeting was called to order at 9:01 a.m. and adjourned at 9:52 a.m.

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

The meeting was adjourned at 5:41 p.m.

The next Board of Trustees meeting is scheduled for 5:00 p.m. Thursday, August 22, 2019 to be held in the Libous Room D117 of the Decker Health Science Center.

Approved: August 22, 2019