

**SUNY BROOME COMMUNITY COLLEGE
BOARD OF TRUSTEES
August 22, 2019
MINUTES**

TRUSTEES PRESENT: Marc Newman, Anthony Paniccia, Margaret Coffey (via Zoom), Sharon Ball, Barbara Fiala, James Orband

TRUSTEE ABSENT: Nicholas Serafini, Jason Andrews, Kathy Connerton

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

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

There was no quorum established at the start of the meeting. The meeting started with 4.0 Informational Items until a quorum was established.

1.0 Approval of Minutes from June 27, 2019 Board of Trustees Meeting

Trustee Paniccia made a motion to approve the minutes of the June 27, 2019 Board of Trustees meeting. Seconded by Trustee Fiala. The motion was unanimously approved.

2.0 PREFERRED AGENDA ACTION ITEMS

2.1 Recommend Approval of Participating Institutional Agreement (PIA) from SUNY for the Annual Software Purchase of Adobe enterprise Term Licenses.

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." Approval is requested for SUNY Broome Community College to be part of the Participating Institutional Agreement (PIA) from the State University of New York (SUNY) for the Annual software purchase of Adobe Enterprise Licenses. The term of the PIA is for three (3) years from August 16, 2019 to August 15, 2022 in the amount of \$70,611.84.

2.2 Recommend Approval to Purchase Playground Equipment from Play by design under NY OGS PC 67834 contract for the BC Center

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 playground equipment that is available from Play by Design under the NYS OGS PC67834 contract. This playground project aligns with Major Effort 2: Early Childhood upgrades in the Perkins Grant for the 2019-2020 Academic Year.

2.3 Recommend Approval of Bid #2019-14 to Purchase Examity Online Proctoring Services

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 Request for Proposal (RFP) was issued by the College to engage a firm to provide Remote Proctoring services for online exams for college credit and/or non-credit courses. The term would be for a five (5) year period from 9/1/19 – 8/31/24. Bid #2019-14 was opened on July 19, 2019. After meeting, the Evaluation Committee determined that Examity was the best option for cost, level of service, ease of implementation of product and user interface parameters that would not conflict with established faculty confidentiality rights surrounding Blackboard usage on campus. It was also determined to be the best option for providing faculty a mechanism to support exam integrity while facilitating ease of use for students.

2.4 Recommend Approval of Bid #2019-13 for the Printing of the Alumni Magazine for a three (3) year term

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 Thursday, June 27, 2019 requesting bids to complete all work necessary to print the Alumni Magazine which is printed two (2) times per year for three (3) years with a possible two – 1 year renewals. One (1) bid were received and opened on Wednesday, July 10, 2019. The low bid was QMC Group \$96,258.00.

2.5 Recommend Approval of Bid #2019-12 for Pavement Rehabilitation Base Bid A, Base Bid B, and Alternate 1

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, June 26, 2019 requesting bids to complete all work necessary to provide Pavement Rehabilitation Base Bid A, Base Bid B, and Alternates 1-4. Five (5) bids were received and opened on Wednesday, July 19, 2019 (a copy of the official bid results is attached). The low bid was Broome Bituminous for a total cost of \$438200.

2.6 Recommend Approval of Bid #2019-15 for the Purchase of Chocolate Making Equipment

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 Thursday, August 1, 2019 requesting bids to supply chocolate making equipment for the Culinary & Events Center. One (1) bid was received and opened on Thursday, August 15, 2019 (a copy of the official bid results is attached). The low bid was C&T Design & Equipment Company Inc. for \$175,335 plus travel expenses.

2.7 Recommend Approval of Resolution for the Revised Position Description for Assistant Director of Networking/Telecommunications

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 Board of Trustees approves the revised position description for Assistant Director of Networking/Telecommunications

2.8 Recommend Approval of Resolution for the New Position Description for Staff Associate for Video and Photography

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 Board of Trustees approves the new position description for Staff Associate for Video and Photography.

2.9 Recommend Approval of Resolution for Unpaid Leave of Absence for Maja Szostak

The Board of Trustees acts to approve a request for unpaid leave for an employee in the SUNY Broome Community College Administrative Guild Association bargaining unit. Based on the recommendation of the administration and the review and recommendation of the Finance & Facilities Committee, the Board of Trustees approves to grant an unpaid leave of absence to Maja Szostak, Sr. Staff Assistant in the Admissions Department from September 23, 2019 to January 31, 2020, to provide coverage serving in a temporary, full-time position.

2.10 Recommend Approval of Resolution for Unpaid Leave of Absence for Kimberly McLain

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, the Board of Trustees approves to grant an unpaid leave of absence to Kimberly McLain, Associate Professor in the Medical Assisting Department from August 19, 2019 to August 31, 2021, to serve in a temporary appointment in another department.

2.11 Recommend Approval of Resolution for Paid/Unpaid Military Leave of Absence for Giovanni Scaringi

The Board of Trustees acts to approve a request for paid/unpaid military leave for an employee in the SUNY Broome Community College Administrative Faculty Association bargaining unit. Based on the recommendation of the administration and the review and recommendation of the Finance & Facilities Committee, the Board of Trustees approves to grant a paid/unpaid military leave of absence to Giovanni Scaringi, Associate Professor in the History, Philosophy and Social Sciences Department from September 10, 2019 through January 10, 2020.

2.12 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, the Board of Trustees approves to grant an unpaid leave of absence to James Muccio, Technical Assistant IIA in the Information Technology Department from September 1, 2019 to August 31, 2020, to serve in another department.

Trustee Ball 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, 2.10, 2.11, and 2.12. Seconded by Trustee Orband. The motion was unanimously approved.

3.0 ACTION ITEMS

3.1 Recommend Approval to set the date of the Annual Meeting to September 19, 2019

Pursuant to the By-Laws of the SUNY Broome Community College Board of Trustees, the annual meeting will be held in September, for the purpose of election of officers, the appointment of the nominating committee and any other matters to establish at the annual meeting.

Trustee Ball made a motion to approve 3.1 to set the date of the Annual Meeting of the SUNY Broome Community College Board of Trustees to September 19, 2019. Seconded by Trustee Fiala. The motion was unanimously approved.

3.2 Recommend Approval of Resolution for a New Policy on Background checks

The SUNY Broome Community College Board of Trustees sets policy for the College. SUNY Broome Community College is committed to maintaining the most conducive educational experience for our students and providing a safe and secure environment for faculty, staff and members of the campus community with the most secure handling of College resources. In accordance with this standard, a pre-employment Standard Background Check will be required of any new part-time and full-time faculty, staff and adjunct employees and identified student employees. All Standard Background Checks will be conducted by a third-party vendor commissioned by the College. All information regarding any pre-employment background check adhere to Article 23-A of the New York State Corrections Law. The Board of Trustees approve the SUNY Broome Community College Policy for Background Checks.

Trustee Ball made a motion to approve 3.2 for a New Policy on Background checks. Seconded by Trustee Fiala. The motion was unanimously approved.

The meeting started with 4.0 Information Items until a quorum was established with the attendance of Trustee Orband.

4.0 INFORMATION ITEMS

4.1 President's Report

Dr. Drumm thanked the Trustees for the work they do and welcomed Dr. Haynes to her first SUNY Broome Board meeting. Today was Dr. Drumm's 10th Faculty Assembly. Dr. Drumm explained the pins that are at their seats, CI², represents – Continuous Improvement and Continuous Innovation. Continuous Improvement is what Middle States expects and Continuous Innovation is what Dr. Drumm asks of the Faculty and Staff. The College was awarded the United Way Partner Award for 2018-19. The College received the STARFISH award for Improvement in Course Success and Student Completion. The goal is to have 100% faculty participating and have even more student retention. Dr. Drumm and team visited Oneonta who are interested in hosting an outreach presence. He thinks there is a lot of potential in that community. There is a potential International Opportunity on the horizon which will add another country to SUNY Broome's growing list of international relationships and grow enrollment. Fast Forward is looking strong even with low High School enrollment. Current enrollment is close to our target. Housing is full but with no wait list. Thank you to the college for hosting the Color Run. There are also informational sheets about the Chocolate Industry. Dr. Drumm announced there would be a brief executive session at the end of the meeting to discuss personnel matters.

4.2 Middle States Update – Trustee Sharon Ball

Trustee Ball just returned from the ACCT Trustee conference. She was the only representative from NY. She felt this was useful in the discussion about declining enrollment and declining funding from state and local governments which is happening all over the country. These challenges that the sector is facing are national. After hearing the horror stories with Middle State site visits, Trustee Ball thinks that Broome is doing very well compared to other colleges. Accreditation was a large topic at the conference. Trustee Ball stressed the need for the Board to fill out the Board Self-evaluation form and wanted to emphasize board participation.

Dr. McLain reported that the Middle States group is working hard to gather evidence. The working groups will be submitting their reports to the steering committee this Fall. Working on the Verification of Compliance Report for SUNY. The website page for Middle States has been updated and now has archived information.

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

Dr. Ross-Scott referenced her report in the board packet. Dr. Ross-Scott is very proud of a certain cohort that she has been tracking for retention and success. She believes that engagement enhances students' academic work. She wanted to highlight the listing of issues and concerns that she has been accumulating from her interactions with students since she started at Broome. Dr. Ross-Scott introduced Public Office Director Joe O'Connor. She feels that safety in today's climate is essential. Chief Joe O'Connor presented an update on the Public Safety Department and how the campus is ready for safety incidences. Trustee Serafini asked if incidences have increased since the Student Village was established. Safety at the Culinary Building was outlined. Coverage will correspond with the student traffic flow. City of Binghamton Police will be providing backup support but will be adjusting their traffic patterns.

4.4 Student Assembly Update – President Daniel Todd

President Todd reported that currently there is no Student Trustee. There will be Fall elections to fill this position. Student Assembly has started the process for planning for the Fall and Spring semester. They are planning on looking at some broad issues like

housing, scholarship availability and awareness, and athletics, and then asking for student input on specific issues. The Student Assembly office has moved their office. The current governing body is reaching out to students who they feel will do a good job at being a Student Trustee and asking them to run for office. They will also be marketing Student Assembly to get more student participation this semester.

4.5 BCC Foundation Report – Cathy Williams

The Foundation report is in the board packet. The fiscal information for the end of year are included. This was another successful year at the Foundation with contributions totaling a little over \$2 million dollars with an anticipated estate gift of \$300,000 which established an endowed fund to support Grants and Aid. The Foundation is positioning for Campaign planning for the Fall. The magazine will be ready for distribution in October. The Feasibility Study of the Comprehensive gift campaign was distributed to the Trustees at the joint Foundation and Trustee meeting. A committee has been established with Foundation and Board members to improve the strategic alignment of the Foundation and SUNY Board of Trustees to provide some recommendations. The Foundation will determine if they will continue with the campaign. Saturday September 7 is the next Alumni event at Tioga Downs.

4.6 SUNY Broome Facilities and Culinary Update

Mr. Ligeikis's report is in the board packet. Based on payouts, Culinary is 85% complete. Because of the upgraded appearance of the exterior, the Culinary building is being featured as one of the primary buildings at the LUMA event. There are 9 major ongoing projects on campus. Facilities is in the process of a strategic space utilization study and developing an electrical/generator study.

4.7 Budget Transfers

Budget Transfers were standard for the month of August and the report was included in the Board packet.

4.8 Grants Approvals

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

4.9 Investment Report

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

4.10 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.

4.11 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 Finance forecasts anticipating a balanced budget through the end of August 2019.

4.12 Student Housing Report

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

4.13 Media Reports

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

5.0 COMMITTEE REPORTS

5.1 Finance and Facilities Committee Meeting Minutes

The August 20, 2019 Minutes of the Finance and Facilities Committee were submitted. Chair Anthony Paniccia called the meeting to order at 9:00 a.m. and adjourned at 10:06 a.m.

Trustee Paniccia made a motion to go into Executive Session for purposes of discussing the medical, financial, credit or employment history of a particular person or corporation, or matters leading to “the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation.” at 5:45 p.m. Trustee Fiala seconded the motion. The motion was unanimously approved.

Trustee Orband made a motion to come out of Executive Session at 5:51. Trustee Paniccia seconded the motion. The motion was unanimously approved.

Trustee Orband made a motion to adjourn the meeting. Trustee Paniccia seconded the motion. The motion was unanimously approved.

The meeting was adjourned at 5:52 p.m.

The next Board of Trustees meeting is scheduled for 5:00 p.m. Thursday, September 19, 2019 to be held in the Libous Room D117 of the Decker Health Science Center.

Approved: September 19, 2019