

**SUNY BROOME COMMUNITY COLLEGE
BOARD OF TRUSTEES
September 19, 2019**

TRUSTEES PRESENT: Marc Newman, Anthony Paniccia, Margaret Coffey, Barbara Fiala, James Orband, Kathy Connerton
TRUSTEES TELECONFERENCING: Sharon Ball, Jason Andrews
TRUSTEE ABSENT: Nicholas Serafini

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 5:02 p.m.

1.0 Approval of Minutes from August 22, 2019 Board of Trustees Meeting.

Trustee Coffey made a motion to approve the minutes of the August 22, 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 SUNY Performance Improvement Fund (PIF) Applied Learning Implementation Grant Proposal #312

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 of Resolution for the New Position Description for Assistant Director of Workforce Development

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. It is recommended that the Board of Trustees approved the new position description for Assistant Director of Workforce Development.

2.3 Recommend Approval of Resolution Recommending Candidates for Continuing 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. It is recommended that the Board of Trustees approves continuing appointment for Timothy Skinner.

2.4 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 is recommended that the Board of Trustees approves promotion for Timothy Skinner.

- 2.5 Recommend Approval New Sexual Harassment Response and Prevention Policy**
In accordance with the State University of New York (SUNY), all state-operated campuses and community colleges are to adopt the uniform Sexual Harassment Response and Prevention Policy. The SUNY Broome Community College Board of Trustees sets policy for the College. In order to be compliant with the parameters of the laws under Title VII of the Civil Rights Act of 1964, as amended, the New York State Human Rights Law and Title IX of the Education Amendments Act 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 new Sexual Harassment Response and Prevention Policy for SUNY Broome Community College.
- 2.6 Recommend Approval of Bid #2020-1 for the Roof Repair of the Student Center and Decker Health Sciences Building**
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 Monday, August 26, 2019 requesting bids to complete Roof Repair of the Student Center and Decker Health Sciences Building. Three (3) bids were received and opened on Monday, September 16, 2019. The low bid was J&B Installations. It is recommended that the Board of Trustees approves awarding Bid #2020-1 to J&B Installations in an amount not to exceed \$431,935.00.

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

3.0 ACTION ITEMS

- 3.1 Recommend Approval for the 2019-2020 Slate of Officers**
Pursuant to the By-Laws of the SUNY Broome Community College Board of Trustees, at the annual meeting held in September, the Board of Trustees shall elect a Chairperson and Vice Chairperson by majority vote of the Trustees. The SUNY Broome Board of Trustees Nominating Committee for 2019-2020 met on September 10, 2019 and recommended that Marc Newman be appointed Chairperson for 2019-2020 and Anthony Paniccia be appointed Vice Chairperson for 2019-2020, both for a term of (1) one year as provided for in the By-Laws.

Trustee Paniccia made a motion to approve 3.1 to approve the 2019-2020 Slate of Officers. Seconded by Trustee Connerton. Discussion followed as to the length of the term limits. Chair Newman was appointed for a third term as a follow through of the completion of the Culinary Center. **The motion was unanimously approved.**

3.2 Recommend Approval of Board of trustees 2019-20 Schedule of Meeting Dates

The Board of Trustees approves the schedule for the Finance and Facilities Committee meetings and Board of Trustees meetings for 2019-2020.

Trustee Paniccia made a motion to approve 3.2 Board of Trustees 2019-202 Schedule of Meeting Dates. Seconded by Trustee Fiala. The motion was unanimously approved.

3.3 Recommend Approval of Resolution requesting that The Broome Community College Foundation Board of Directors establish the George F. Akel Memorial Scholarship for SUNY Broome Students.

The Board of Trustees respectfully requests that the Broome Community College Foundation Board of Directors establish the George F. Akel Memorial Scholarship in recognition and honor of George's 29 years of service to the Board, the College and SUNY Broome students. The Trustees recognize that as the longest serving trustee in the nearly 75-year year history of the College, it is fitting that Mr. Akel be remembered in perpetuity in this manner.

Trustee Coffey made a motion to recommend to the BCC Foundation to establish the George K. Akel Memorial Scholarship. Seconded by Trustee Connerton. The motion was unanimously approved.

Trustee Coffey asked about the nominating committee appointments that is stated in the By-laws to be approved at the Annual meeting. This item was tabled until the October board meeting. Trustee Paniccia suggested that this process be a discussion item at the Board Retreat.

4.0 INFORMATION ITEMS

4.1 President's Report

Welcome to new Trustee Jason Andrews who was attending via Zoom teleconferencing. Dr. Drumm has been asked to sit on the Blue Cross/Blue Shield board. His term on the Lourdes Board and Chamber will be coming to an end. Enrollment is holding steady with a 7-8% decline. Housing is still full. Savannah Davis, a volleyball athlete was named Athlete of the Week. We had the 2nd week of visits from the Organization Consultant. It will be a few weeks before he submits his report. If you would like to provide any input or observations, please feel free to reach out to Jim Magee. This is strictly to see where the Administrative structure can be more effective and efficient. This is not for downsizing purposes, just for restructuring. There is a new task force to look at alternative scheduling for a non-traditional world. Dr. Drumm emailed the Nursing update to the trustees.

4.2 Institutional Effectiveness – Dr. Kim McLain

Dr. McLain presented the SUNY Student Opinion survey which was included in the board packet for informational purposes. This survey reports on undergraduates' opinions regarding academic programs, athletes, housing, etc. She developed an executive summary for the trustees and when comparing the 2016 to the 2019 results, found there was an overall 2% increase in satisfaction. Dr. McLain highlighted the highly rated areas on the campus. The college has established some new goals based on the areas that were not as highly rated. Trustee Connerton congratulated the college on these positive responses. Trustee Paniccia commented that the workforce area needs to be addressed. Dr. Drumm reported that the college is looking at ways to combine the Career outreach

activities of the Alumni Office and the Center of Career Development office to help facilitate filling the needs of the community.

4.3 Middle States Update – Trustee Sharon Ball

The Middle States update was included in the board packet and for informational purposes. The Steering Committee will be meeting September 27. There are more faculty involved in the working groups for Middle States. This is becoming a more inclusive process.

4.4 Academic Affairs – Dr. Penny Haynes

The Academic Affairs report was included in the board packet and for informational purposes. Academic Affairs' goal is to align efforts across the college to the Strategic Plan. The teaching and learning is the largest section of her report. An impressive portion of the report highlights the various activities of faculty who participated in conferences and learning experiences over the summer. There are many initiatives under the student success area. The CAO work group's goal is to focus on the Middle States process and get more involvement in the process. Academic Affairs is working on cleaning up program review. They will be developing a new academic master plan to look at current workforce and institutional needs and also be developing an institutional assessment plan to look at all areas of the college. Some other initiatives will be to look at flexible scheduling, micro credentialing with non-credit course for community workforces. Some policies will be coming to the board for approval after they have been reviewed and revised. They will also be working on improving student retention, professional development and meeting our goals for academics and Middle States and focusing on diversity and inclusion.

4.5 Student Assembly Update – President Daniel Todd

There was no report available.

4.6 BCC Foundation Report – Cathy Williams

The Foundation report is in the board packet. Ms. Williams thank the board for the approval to establish the George Akel scholarship. There will be an article in the Foundation magazine. October 15 will be the Presidential High School Scholars award night with 9 new students who represent the top 10% of their class receiving honors. There will be a movie premiere the week of November 20th to be hosted by WSKG featuring and produced by, the group of students who traveled to the Everglades. It will also be showcased throughout the month of December. The Foundation Board president has convened a workgroup which will include trustees of the Foundation and Board of Trustees and the Vice Presidents to address the identified recommendations of the feasibility study.

4.7 SUNY Broome Facilities and Culinary Update

The SUNY Broome facilities and culinary update were included in the packet and for informational purposes. Mr. Ligeikis reported that the culinary project is close to 90% completed. Some top projects happening on the campus are: paving of the campus loop road and work on the Alumni Drive; a space utilization consultant was here this week to look at ways to optimize campus space; and the reengineering of the Decker Health Sciences building is in its initial stages of feedback to further enhance the nursing program.

4.8 Budget Transfers

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

4.9 Grants Approvals

Grant Approvals for the month of September 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. A copy of the report was included in the Board packet.

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. Finance continues to forecast a balanced budget for Fiscal Year 18/19. The SUNY report is due October 31, 2019. Based on an initial analysis with enrollment down 8 ½% and a corresponding 6% reduction in sections, the budget looks reasonably balanced. The County Executive submitted their operating budget which included the board approved recommendations for three major capital projects that the County Executive is supporting. Two projects were additional roof repairs, and Decker nurse expansion project (the college has retained C&S to do a preliminary design with some alternative designs including renovations and expansions of the Decker building) Preliminary estimates are \$5-6 million with \$2.5 million just in equipment. Final submissions are due to the SUNY and the County in mid-December. The third project would be Phase 1 of 3 for the renovations of Old Science and Student Services. We anticipate costs to be between \$15-20 million. Mr. Sullivan thanked the County Executive for the recommendation of approximately \$3 million towards these three projects. This is a significant investment in the college that the County Executive is recommending. One other capital project is the Natural Science Center Greenhouse. We have retained Holt Architect to do a preliminary design and cost estimate. The current estimated cost may be \$5 million and are looking at the Empire State Development grant process. Trustee Connerton asked if the college was working with URI for workforce development for Nursing. Dr. Drumm stated the college will inquire about it. Trustee Newman asked if the ESD would be an additional layer to a project. Mr. Sullivan reported that there is a lot more reporting that goes into an ESD funded project. Upon completion of the project, 50% of the funds are released but must also document on the jobs created to meet the goals then the rest is released. Trustee Paniccia commented on Governor Cuomo's workforce funding that is now available for educational institutions to address the shortages of workforce, especially nursing. Further discussion followed regarding other funding sources for these capital projects to be completed in 2021.

4.13 Student Housing Report

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

4.14 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 September 17, 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 9:26 a.m.

Trustee Connerton made a motion to accept the minutes of the Finance and Facilities Committee. Trustee Orband seconded the motion. The motion was unanimously approved.

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

The meeting was adjourned at 5:50 p.m.

The next Board of Trustees meeting is scheduled for 5:00 p.m. Thursday, October 31, 2019 to be held in the Libous Room D117 of the Decker Health Science Center.

Approved with corrections: October 31, 2019