

**SUNY BROOME COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES
April 27, 2017
Official**

TRUSTEES PRESENT: Margaret Coffey, James Orband, Anthony Paniccia, Angelo Mastrangelo, Orion Barber, George Akel, Nicholas Serafini

TRUSTEES ABSENT: Marc Newman

ALSO PRESENT: Dr. Kevin E. Drumm, Dr. Francis Battisti, Debbie Morello, Michael Sullivan, Jesse Wells, Lynn Fedorchak, Robert Behnke, Esq., Patricia O'Day

Chairperson Coffey called the meeting to order at 3:05 p.m.

1.0 APPROVAL OF MINUTES

Trustee Orband made a motion to approve the minutes of the March 30, 2017 meeting of the Board of Trustees. The motion was seconded by Trustee Akel and the motion was unanimously approved.

2.0 PREFERRED AGENDA ACTION ITEMS

2.1 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 reviewed and forwarded 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, Chair Margaret Coffey; and Faculty Association representative, David Michalak, Faculty Association President. The Sabbatical Committee met on April 13, 2017 and recommended to the Board of Trustees the following applicants: Dr. Tracy R. Curtis, Associate Professor, Summer 2017, 2018, 2019; Jason J. Smith, Associate Professor, Spring 2018; Lisa Strahley, Associate Professor, Summer 2017, 2018, 2019. It was recommended that the Board of Trustees approves the resolution and applications for sabbatical leaves submitted herewith.

2.0 PREFERRED AGENDA ACTION ITEMS CONTINUED

2.2 Recommend Approval of a Resolution for Revised Position Description for Director of Admissions

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 was recommended that the Board of Trustees approves the following revised position description: Director of Admissions.

2.3 Recommend Approval of a Resolution Giving Approval to Submit Proposed 2017-2018 Operating Budget to the County Executive and Broome County Legislature

Under Plan C legislation, the College is required to submit its proposed budget by May 1st to the County. The proposed 2017-18 Operating Budget to be submitted to the County Executive and Broome County Legislature includes the requested amount of sponsor services, full-time regular positions, and tuition and fees. Upon submitting the proposed 2017-2018 operating budget to the County, after the County approves the college's 2017-18 budget, the Board will be presented the action item for a final vote in June. It was recommended that the Board of Trustees approves the resolution giving approval to submit the proposed 2017-2018 operating budget to the County Executive and the Broome County Legislature.

Trustee Orband made a motion to approve Action Items 2.1, 2.2 and 2.3 on the Preferred Agenda. The motion was seconded by Trustee Paniccia. The motion was unanimously approved.

3.0 ACTION ITEMS

3.1 Recommend Approval of Resolutions Granting Emeritus Status

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 was recommended that the Board of Trustees approves the resolution granting emeritus status to the following: James Antonakos, Thomas Rossi, Glenn Wood and Dr. Gregory Saraceno.

Trustee Barber made a motion to approve Action Item 3.1. Trustee Orband seconded the motion and it was unanimously approved.

4.0 INFORMATION ITEMS

4.1 President's Report

Dr. Drumm presented his April President's Report to the Board.

There have been meetings across SUNY concerning pages and pages of questions from chief financial officers, presidents and others concerning the Excelsior Scholarship Program. Higher Education Service Corporation (HESC) is charged with writing the rules and legislation which is pretty broad. They need to write complex rules in a short time. As the rules get promulgated he will share them with the Board informed. Mr. Sullivan has estimated that between 20%-35% of our incoming class could potentially fall into the category of Excelsior Scholarship. It could be anywhere from \$50 to the whole cost.

Chairperson Coffey: The good thing is that you are assured of payment if students receive the Excelsior Scholarship, right.

Dr. Drumm: Yes, but if they default we don't know what happens then. There is one piece of good news, part-time TAP is in the budget solely for community colleges.

The Chief Diversity Officer (CDO) will be joining us in the summer. All SUNY campuses are required to have a CDO by August. Dr. Drumm attended sessions on the Role of CDO's at the AACC Conference.

The notion of being more efficient with class sections and sizes, which Mr. Sullivan, Dr. Battisti and the Deans have done a lot of work on, is a trend that is sweeping the nation due to dramatic enrollment shortfalls that community colleges are experiencing.

There was a dip in enrollment for fall last week but it went back up again this week. It will probably go up and down all summer long like it often does. It will be interesting to see what happens when competitive admissions season will be winding down over the next couple of weeks for the SUNY's that are highly competitive and then we'll see what happens in the wake of Binghamton University, Oneonta and Cortland sending out letters saying thanks but no thanks. We will see what impact that has on us.

4.2 Service Learning Update – Mr. Giovanni Scaringi

Giovanni Scaringi presented the Service Learning update to the Board. A copy of this report was included in the Board packets.

Chairperson Coffey: There was some discussion about service learning being credit bearing.

Mr. Scaringi: Yes in Shared Governance, more broadly with applied learning in College Assembly and Council for Academic Issues. The general sense he's getting from faculty is that they do not want a formal applied learning requirement with regard to graduation but do welcome general opportunities for it to be applied across different courses and curriculum.

4.0 INFORMATION ITEMS CONTINUED

4.2 Service Learning Update – Mr. Giovanni Scaringi Continued

Chairperson Coffey: So they can get credit for it.

Mr. Scaringi: Yes, they can potentially. For example, at SUNY Binghamton they have a service learning center that works across different courses and different degrees to allow credit bearing to occur with different projects and things of that nature with a faculty member serving in some sort of guidance role over the course of the semester.

4.3 Council for Academic Issues Update – Mr. Giovanni Scaringi

On behalf of Denise Abrams, Giovanni Scaringi presented the Council for Academic Issues update to the Board. A copy of this report was included in the Board packets.

4.4 Student and Economic Development Update – Ms. Debbie Morello

Ms. Morello introduced Dean Scott Schuhert, Amy Zieziula and Brittany Washington who presented on residential life activities. Also presenting was Ms. Venessa Rodriguez who spoke on the Men of Excellence Program.

4.5 Student Assembly Update – Trustee Orion Barber

Trustee Barber presented the April 2017 Student Assembly update to the Board. A copy of this report was included in the Board packets.

In addition to the written report Trustee Barber reported that he is running unopposed and will serve as Student Trustee for another year.

4.6 Broome Community College Foundation Report – Cathy Williams

Ms. Williams presented the April Foundation Report to the Board. A copy of this report was included in the Board packets. In addition to the written report Ms. Williams distributed a copy of the Alumni Magazine.

Trustee Serafini: What cap is set for beds, 328 to breakeven. When we were building housing I thought the breakeven was 82%.

Dr. Drumm: I think the breakeven is 92%.

Ms. Williams: The minimum required for us to be able to fund our budget is 328 beds. Now, we have 10 RA's that we can't charge them for a bed and we have some emergency beds. At the beginning of the semester the building is full. Over the course of the semester we lose students; but by the end of the semester we have to make sure that we are at 328 or better. The 328 is technically 92%.

4.0 INFORMATION ITEMS CONTINUED

4.7 SUNY Broome Facilities Update – Michael Sullivan

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

4.8 Budget Transfers

Budget Transfers for March 2017 were included in the Board package.

4.9 Grant Approvals

This report is routine and for informational purposes. Grant approvals for April 2017 were included in the Board package.

4.10 Investment Report

This report is routine and for informational purposes.

4.11 Human Resource Update

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

4.12 Budget and Finance Update – Michael Sullivan

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

In addition to the written report Mr. Sullivan reported:

- We continue to project a balanced budget for this year and will not need to utilize the \$380,000 in fund balance.
- Mr. Sullivan discussed highlights of the 2017-2018 proposed budget. He and the Executive Team feel confident that it is a sustainable budget.

Trustee Mastrangelo: What is the state going to give us per student.

Chairperson Coffey: So you have to apply for PELL and everything else before they can get Excelsior.

Dr. Drumm: Yes, everything.

Mr. Sullivan: The state aid went up \$50 per FTE which is worth about \$250,000. In terms of Excelsior, that will all run through financial aid.

Dr. Drumm: Excelsior is a last dollar scholarship. If you owe \$200 in tuition the state will make it up if you're making less than the maximum allowed by the state. Fifty percent of our students don't pay anything already between PELL and TAP.

4.0 INFORMATION ITEMS CONTINUED

4.13 Press Clippings

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

5.0 COMMITTEE REPORT

5.1 Finance and Facilities Committee Meeting Minutes

Chairperson Coffey called for acceptance of the Finance and Facilities Committee meeting as written.

Trustee Orband made a motion to accept the Finance and Facilities Committee meeting as written. Trustee Paniccia seconded the motion. The motion was unanimously approved.

EXECUTIVE SESSION

Chairperson Coffey called for a motion to adjourn to Executive Session to discuss a personnel issue. Trustee Orband made a motion to adjourn to Executive Session and Trustee Paniccia seconded the motion. The Trustees went into Executive Session at 4:17 p.m.

Chairperson Coffey asked for a motion to come out of Executive Session. Trustee Orband made a motion to come out of Executive Session and Trustee Serafini seconded the motion.

At 4:24 p.m. the Trustees came out of Executive Session.

Chairperson Coffey called for a motion to adjourn.

Trustee Orband made a motion to adjourn. The motion was seconded by Trustee Barber. The motion passed unanimously.

The meeting adjourned at 4:25 p.m.

**THE NEXT FULL BOARD OF TRUSTEES MEETING IS SCHEDULED FOR 5:00 P.M.
ON THURSDAY, MAY 18, 2017 TO BE HELD IN THE LIBOUS ROOM, D117 OF THE
DECKER HEALTH SCIENCE CENTER BUILDING**