

**SUNY BROOME COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES
October 13, 2016
Official**

TRUSTEES PRESENT James Orband, Margaret Coffey, Anthony Paniccia, Marc Newman, Nicholas Serafini, Angelo Mastrangelo, George Akel, Kayla Ocasio

TRUSTEES ABSENT: Naima Kradjian

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

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

1.0 APPROVAL OF MINUTES

Trustee Paniccia made a motion to approve the minutes of the September 15, 2016 Meeting of the Board of Trustees. The motion was seconded by Trustee Mastrangelo and the motion was unanimously approved.

2.0 PREFERRED AGENDA ACTION ITEMS

2.1 Recommend Approval of Resolution for the Administrative Guild Labor Agreement

Since Plan C legislation of 1990 (Section 2305-A), the Board of Trustees has been responsible for the negotiation of all labor contracts on behalf of the College. Through its designated negotiators, the Board has negotiated successfully to conclusion a successor agreement with the Administrative Guild for the period September 1, 2015 to August 31, 2018. It was recommended that the Board of Trustees approves the resolution with the terms of the tentative labor agreement with the Administrative Guild.

2.2 Recommend Approval of Resolution for Administrative and Management Confidential Minimums, Proposed Salaries, Benefit Changes, and Change in Health Insurance Premiums

According to Local Law Intro. No. 8, 1990, entitled "A Local Law Amending the Broome County Charter and Administrative Code with Respect to Broome Community College," the Plan C legislation authorizes the Board of Trustees to approve salaries as recommended and to fix compensation for unrepresented positions of the College. It was recommended that the Board of Trustees approves the resolution for Administrative and Management Confidential Minimums, Proposed Salaries, Benefit Changes, and Change in Health Insurance Premiums.

2.0 PREFERRED AGENDA ACTION ITEMS CONTINUED

2.3 Recommend Approval of Write-Offs of Student Account Receivables

The office of the college Controller has reviewed the status of the Student Accounts Receivables and has found \$1,070,549.00 to be uncollectable. This represents the write-offs of outstanding receivables, which are now two-years old. Please recall that the Finance and Facilities Committee adopted a guideline to write off uncollectable accounts two years old or older at its October 1992 meeting. It was recommended that the Board of Trustees approves the write-offs of uncollectable accounts for receivables in the amount of \$1,070,549.00.

2.4 Recommend Approval of Educational Services to the College of Staten Island for Study Abroad Programs

The College of Staten Island is the sole source of service to provide study abroad programs that meet SUNY Broome's programmatic needs in Italy, Ecuador, Greece, China, and the Dominican Republic for the academic year 2016-17. The number of students enrolled in the program will determine the total contractual cost of services, which is not known until the summer enrollment period has ended. The total recommended bid for study abroad programs with the College of Staten Island is not to exceed \$225,000. It was recommended that the Board of Trustees approves Educational Services from the College of Staten Island for Study Abroad Programs in an amount not to exceed \$225,000.

2.5 Recommend Approval of Educational Services to Lorenzo de Medici S.R.L. for Study Abroad Programs

Lorenzo de Medici S.R.L. is the sole source of service to provide study abroad programs that meet SUNY Broome's programmatic needs in Florence, Italy for the academic year 2016-17. The number of students enrolled in the program will determine the total contractual cost of services, which is not known until the summer enrollment period has ended. The total recommended bid for study abroad programs with the Lorenzo de Medici S.R.L. is not to exceed \$50,000. It was recommended that the Board of Trustees approves Educational Services from Lorenzo de Medici S.R.L. for Study Abroad Programs in an amount not to exceed \$50,000.

Trustee Mastrangelo made a motion to approve Action Items 2.1, 2.2, 2.3, 2.4 and 2.5, on the Preferred Agenda. The motion was seconded by Vice Chair Newman. The motion was unanimously approved.

3.0 ACTION ITEMS

3.1 No Action Items were brought forward for this meeting

4.0 INFORMATION ITEMS

4.1 President's Report

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

Dr. Drumm attended the ACCT Leadership Congress last week where he served on two panels. Research that is coming out on what works in the classroom and what works to help students get through. Research is clear that closer links to industry and more hands on the classroom is the more successful community college students are.

We will be doing a presentation on childcare this winter. Data continues to show that childcare is one of the biggest barriers that students face to getting successfully through community college, it's a challenge all across the country. The big debate around childcare is would colleges be better off if they took the money they use to subsidize childcare and give grants to students rather than running their own childcare. There is a lot of research to back the data.

Housing is still a rapidly growing trend for community colleges to add housing to their portfolios.

Enrollment continues to fluctuate. Last week FTE's were up by 1% and this week they're down by 1.4% but our total enrollment is up. We won't know for another week how our actual fall enrollment will shake out because we are continuing to register high school students.

We are continuing to plan in the wake of Regina Losinger's retirement and the pending retirement of Vice President Morello. There will be some fairly significant reorganization around both of those positions. We have not heard back yet from SUNY regarding the Vice President for Student Development and Chief Diversity Officer position.

Dr. Drumm asked the Trustees their availability for the Retreat on December 1st and to let Ms. O'Day know if they are able to attend on that day.

4.2 College Assembly Update – Giovanni Scaringi

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

4.3 Academic Affairs Update – Dr. Francis Battisti

Dr. Battisti presented and reviewed the Academic Affairs Update to the Board. A copy of the update was included in the Board packets.

Dr. Battisti thanked Dean Brandt and her faculty for all of their work on the ACEN Accreditation.

Achieving Success has been kicked-off. This is a faculty lead initiative.

4.0 INFORMATION ITEMS CONTINUED

4.4 VFA (Voluntary Framework of Accountability) Update – Dr. Sesime Adanu

Dr. Adanu presented a PowerPoint and update on the VFA (Voluntary Framework of Accountability). A copy of the update was included in the Board packet.

Dr. Drumm stated that about ten years ago ACCT (Association of Community College Trustees), AACC (American Association of Community Colleges), Phi Theta Kappa and a couple of other organizations created accountability measurements for community colleges that actually make sense for community colleges. A movement was started in New York two or three years ago, by the then President of NYCCAP (New York Community College Association of Presidents) who followed up and had all the SUNY community colleges adopt the VFA as essentially our accountability report card. The Chancellor did say that SUNY is prepared to adopt the VFA as the report card for community colleges as well. We will share this data annually.

Dr. Battisti reported that the guidelines for performance based funding will be coming out and the majority of the emphasis of this will be on looking at ways we can increase the numbers. We will be looking at different initiatives and working with other campuses to raise those rates.

4.5 Student Assembly Update – Kayla Ocasio

Ms. Ocasio presented the October 2016 Student Assembly update to the Board.

- Dr. Adanu will meet with the Assembly to explain what a SWOT (Strengths, Weaknesses, Opportunities and Threats) Analysis is and how we can analysis the Assembly properly.
- Allocation of duties to Senators was discussed.
- Are locking down dates for Safe Zone Training through Binghamton University. There are plans to make the Assembly Office a Safe Zone. Also to get the Assembly more engaged in inclusivity on campus as well as diversity.
- Currently in the process of the Constitution Revision Committee.
- Ms. Ocasio will not be here next semester as she will be graduating. So far three people are interested in the trustee position.
- The Text Book Committee is looking into online resources as an alternative and demand online work.
- Your Voice Matters, the date of November 1st has been locked down.
- The Food Pantry is thriving.
- Student Concerns: bigger desks, more printers in Decker and possibly a law enforcement police tournament to engage students in Public Safety.
- The Assembly has been working to create a safe and welcoming environment for all students and has been actively striving to fight hunger on campus.
- The Assembly has been working on allocating Senators to committees and reviving committees.

4.0 INFORMATION ITEMS CONTINUED

4.6 Broome Community College Foundation Report – Cathy Williams

Ms. Williams presented the October Foundation Report to the Board.

Ms. Williams distributed and reviewed the Alumni Magazine. The digital version will be out shortly and will send the link to the Board members.

The Second Chance Scholarship is open and available for this fall. We will be awarding more than 32 scholarships this year.

The Foundation met with Binghamton University Office of Alumni Affairs to discuss collaborating and offering joint events to people who are both SUNY Broome and Binghamton University alumni.

At the Board of Trustees Retreat the Foundation is hoping to be on the agenda to have the feasibility consultant who is studying the feasibility of SUNY Broome entering a Comprehensive Gift Campaign.

4.7 SUNY Broome Facilities Update

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

Mr. Sullivan has met with a couple of Board members relative to capital project RFP process. The College is making refinements in terms of information we provide to bidders inclusive of any preliminary designs as well as provide them an opportunity to tour the particular building that they might be doing either construction management or renovations to. In addition, based on feedback by a couple of Board members, Madam Chair we are requesting in light of your appointment ability to have a Board member participate on the RFP Review Committee.

4.8 Budget Transfers

Budget Transfers for September 2016 were included in the Board package.

4.9 Grant Approvals

This report is routine and for informational purposes. Grant approvals for October 2016 were included in the Board package.

4.10 Investment Report

This report is routine and for informational purposes.

4.0 INFORMATION ITEMS CONTINUED

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

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

We are concluding on last year's 2015-16 final report we need to submit to SUNY at the end of the month. We are anticipating that in the final forecast we will need about \$100,000 of additional fund balance in addition to the \$150,000 that was in the budget. The current year's budget represents the use of \$380,000 of fund balance, it gets us to about a 5.3% fund balance against the \$53 million budget.

Trustee Newman: Write-offs, those are tuition, correct? Are any of those write-offs tuitions tied to anyone who lives at the Student Village?

Dr. Drumm: It's a very small percentage that's related to Student Village.

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

Marc Newman, Chairperson of the Finance and Facilities Committee submitted and reviewed the Minutes for the October 11, 2016 meeting. The meeting was called to order at 8:00 a.m. and adjourned at 8:25 a.m.

Vice Chair Newman made a motion to approve the October 11, 2016 Finance and Facilities Committee Minutes. The motion was seconded by Trustee Orband. The motion was unanimously approved.

Chairperson Coffey called for a motion to adjourn.

Trustee Paniccia made a motion to adjourn. The motion was seconded by Trustee Mastrangelo and the motion passed unanimously.

The meeting adjourned at 5:49 p.m.

**THE NEXT FULL BOARD OF TRUSTEES MEETING IS SCHEDULED FOR
5:00 P.M. ON THURSDAY, December 15, 2016
TO BE HELD IN THE LIBOUS ROOM, D117 OF THE DECKER HEALTH SCIENCE
CENTER BUILDING**