

**SUNY BROOME COMMUNITY COLLEGE
BOARD OF TRUSTEES
October 31, 2019
Minutes**

TRUSTEES PRESENT: Marc Newman, Anthony Paniccia, Margaret Coffey, Barbara Fiala, James Orband, Kathy Connerton, Sharon Ball, Peter Kennedy, Jason Andrews

TRUSTEES TELECONFERENCING: Nicholas Serafini

TRUSTEE ABSENT: None

ALSO PRESENT: Dr. Kevin E. Drumm, Dr. Scott Schuhert for Dr. 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 4:02 p.m.

1.0 Approval of Minutes from September 19, 2019 Board of Trustees Meeting.

Trustee Coffey made a motion to approve the September 19, 2019 Board of Trustee meeting minutes with corrections. Seconded by Trustee Connerton. The motion was unanimously approved.

2.0 PREFERRED AGENDA ACTION ITEMS

- 2.1 Recommend Approval of Write-Offs of Student Account Receivables**
These receivables were accumulated as a result of charges and obligations for tuition, fees, room and board incurred by students, who registered and subsequently did not attend classes and deferrals based on financial aid awards to students who later became ineligible due to withdrawal from the college or changes in credit load and/or academic standing.
- 2.2 Recommend Approval of Resolution for Resident Tuition Rates for Students from the Bahamas displaced by Hurricane Dorian**
The proposed resolution authorizes the extension of resident tuition rates for the 2019-2020 academic year to SUNY Broome students from the Bahamas who have been displaced by Hurricane Dorian and who are attending SUNY Broome.
- 2.3 Recommend Approval of Revised Policy 1.34 Transfer of Surplus Equipment**
The College wishes to revise the Transfer of Surplus Equipment to Municipalities and School Districts to include transfers to State of New York entities. These transfers will be submitted and approved by the Finance and Facilities Committee
- 2.4 Recommend Approval of Bid #2019-03 for Security/Surveillance Equipment for the**

Culinary and Event center

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 Broome is in receipt of the updated security/surveillance equipment and engineering/programming quote for the Culinary and Event Center project with a total cost of \$78,102.74.

2.5 Recommend Approval of Release of Retainage for Streeter Associates for work on the Calice Advanced Manufacturing Center

The Finance and Facilities Committee recommends that the Board of Trustees approves release-of-retainage payment of \$119,512.26 to Streeter Associates for their work on the Calice Mechanical Bldg.

2.6 Recommend Approval of Professional Services Contract for Labor Attorney Bond, Schoeneck & King

Recommended approval to continue to retain the firm of Bond, Schoeneck & King to provide professional legal services in the preparation negotiation and collective bargaining of an agreement between the College and ESPA and to provide labor counsel for specific matters identified by the County Attorney in an amount not to exceed \$135,000 per year for a three-year term, January 1, 2020 – December 31, 2022.

2.7 Recommend Approval of Unpaid Leave of Absence for Silvia Briga

The Board of Trustees acts to approve a request for unpaid leave for Silvia Briga in the SUNY Broome Community College Faculty Association bargaining unit.

2.8 Recommend Approval of New Position Description for Clinical Coordinator – Nursing

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.

2.9 Recommend Authorization and Approval to Increase the Budget for the Culinary and Event Center (CEC) Capital Project to \$20, 281,000

The Board of Trustees approves the resolution for SUNY Broome Community College Board of Trustee's Authorization and Approval to Increase the Budget for the Culinary and Event Center (CEC) Capital Project to \$20,281,000.

Trustee Connerton 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, and 2.9. Seconded by Trustee Ball. The motion was unanimously approved.

3.0 ACTION ITEMS

3.1 Approval of Nominating Committee 2020-2021

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 Nominating Committee consisting of three trustees. Such Nominating Committee members shall serve a term of (1) one year.

Trustee Orband made a motion to approve 3.1 Approval of Nominating Committee for 2020-2021. Trustee Connerton seconded. The motion pass unanimously

3.2 Recommend Approval of Policy on Policies and Procedures

This policy on policies and procedures serves as the standard template ensuring the written documentation of rules is delivered in a consistent manner throughout the institution. Inclusive of creation, review, and retirement guidelines, an approval process, categorization and formatting instructions provide an avenue for the operational efficiency, compliance, predictability and consistency of behaviors. The policy on policy and procedures also ensures institutional policies provide awareness and are accessible to the entire community.

Trustee Connerton made a motion to approve 3.2 Policy on Policies and Procedures. Seconded by Trustee Paniccia. The motion pass unanimously.

3.3 Recommend Approval of Revision of Policy 1.4 Non-Discrimination Statement

In order to be compliant with the parameters of the laws under Title VI and Title VII of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments Act of 1972, Section 504 of the Rehabilitation Act of 1973, as amended, and Section 402 of the Vietnam Era Veterans Readjustments Assistance Act of 1974, as amended.

Trustee Connerton made a motion to approve 3.3 Revision of Policy 1.4 Non-Discrimination Statement. Seconded by Trustee Coffey. The motion pass unanimously.

3.4 Recommend Approval of FCCC Resolution Supporting New Funding Model for the Community Colleges

As part of the College's Shared Governance, the college has representation on the Faculty Council of Community Colleges (FCCC) and New York Community Colleges Presidents (NYCCAP) which serve in the governance of the State University of New York (SUNY).

The FCCC unanimously passed G3.2019-2020 on October 5, 2019 which supports a new funding model for the community colleges which will change the base state aid formula allocation for each community college to be permanently set at 100% of the previous year, or \$100 increase per FTE, whichever is greater. The FCCC and the NYCCAP both endorsed this resolution.

Trustee Coffey made a motion to approve 3.4 to support the FCCC Resolution of New Funding Model for the Community Colleges. Seconded by Trustee Connerton. The motion was unanimously approved.

4.0 INFORMATION ITEMS

4.1 President's Report

Dr. Drumm reported that enrollment was within the targeted numbers with returning student numbers being the best in the last few years. Dr. Drumm just returned from a SUNY President meeting. The more discussed items were a presentation by a gentleman from the Federal Government about substance abuse. There was also a panel on Incidence response. At the NYCCAP meeting, 90% of the meeting was discussing the future of Community Colleges facilitated by the Director of Achieving the dream. Her focus was on what the future of Community Colleges will look like with declining demographics. Two ideas presented were alternative scheduling and organization structure to meet the new reality of our demographics which SUNY Broome is in the process of discussing. A thank you to Dr. Haynes on her first 4 months here and congratulations on jumping right in. A copy of the Annual Report was at each Trustee's seat with workforce numbers and information.

4.2 College Assembly Update

College Assembly Chair Angie Bergholtz reported on the current topics being discussed. Her report was included in the Board packet. This report is routine and for informational purposes.

4.3 Middle States Update – Trustee Sharon Ball

Trustee Ball's report was included in the Board packet. This report is routine and for informational purposes. She has met with the Steering Committee September 27 and October 25. Trustee Ball emphasized having the co-chairs of each Standard working group join the Steering Committee which helps facilitates communication, saves time and ultimately the value and accuracy of the Self-Study. Trustee Ball also noted that the report contains a listing of all the participants on each Working group.

4.4 Student Affairs

Dr. Schuhert filled in for Dr. Ross-Scott who was at a conference. The Student Affairs report is routine and for informational purposes. Her report was included in the board packet. Dr. Schuhert highlighted the work that Student Affairs has done to establish a mentoring program for 1st Gen students and continued into November with a follow up mentor luncheon and later with a movie premier and speakers about being a 1st Generation student. The goal is to ensure that 1st generation students have a go-to person to help navigate higher education.

4.5 Student Assembly Update

Trustee Kennedy was introduced as the new student trustee. His report is routine and for informational purposes. He report was included in the Board packet. The Student Assembly is on track to meet their goals. They will be attending the Student Assembly conference in December.

4.6 BCC Foundation Report – Cathy Williams

The Foundation report is routine and for informational purposes. Her report was including in the Board Packet. Ms. Williams reported that the Foundation Audit was approved by the Board of Directors at their annual meeting and has been delivered to Dr. Drumm and Michael Sullivan. Funding campaigns are on track and the Foundation is partnering with Trustee Kennedy and with the Student Philanthropy group who are

raising money to award a Peer Scholarship. The Magazine was at each trustee's seat. If Trustees would like a digital version, please let Cathy know. Upcoming events are Dec 3 Giving Tuesday and the co-sponsored Holiday Party on December 5. There are 2 new areas of Foundation funding. The first is a scholarship for students who need 1 more course to graduate called *Crossing the Finish Line*. There are over 20 students that will be completing their final coursework, the Foundation will pay their costs, and they will be able to graduate. The 2nd new scholarship will be to help support a Fulbright Fellow that Broome and Binghamton University will be sharing.

4.7 SUNY Broome Facilities and Culinary Update

This report is routine and for informational purposes. A copy of the report was included in the Board packet. Mr. Ligeikis reported that the front façade, lighting and grounds of the Culinary Center has been completed. The focus now is to finish internally. The City of Binghamton has created a cross walk to safely cross Hawley Street. Mr. Ligeikas has expressed the college's appreciation. NYSERDA will be on site next week to verify the energy saving measures incorporated into the building. Mr. Ligeikis reviewed the completed projects and what is in process on the campus. There may be some remediation needed on Decker's Dental lab storm sewer. Mr. Sullivan provided some additional updates on the Culinary. There may be an additional budget increase request, in addition to the increase just approved, due to change orders at the December BoT meeting. Finance is waiting on a determination from SUNY as to whether they will cover 50% reimbursement for the small wares. There may be an incremental increase request for small wares at the December BoT. A Sales Tax exemption extension was recently approved.

4.8 Budget Transfers

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

4.9 Grants Approvals

Grant Approvals for the month of October 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. The Financial Report for last year is due today to SUNY. Based on last year's finances, Mr. Sullivan expects a balanced budget with a modest net gain of 1% which will get the college to an accumulated fund balance of 9 ½%, with the target and goal being based on Middle State and SUNY requirements of 5%-15%. Trustee Paniccia thanked Mr. Sullivan again for his work on increasing the fund balance.

4.13 Faculty Eligible for Initial II Appointment

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

4.14 Student Housing Report

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

4.15 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 October 29, 2019 Minutes of the Finance and Facilities Committee were submitted. Chair Anthony Paniccia called the meeting to order at 1:00 p.m. and adjourned at 1:16 p.m.

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

The meeting was adjourned at 4:43 p.m.

The next Board of Trustees meeting is scheduled for 5:00 p.m. Thursday, December 12, 2019 to be held in the Libous Room D117 of the Decker Health Science Center.

Approved: December 12, 2019