

**SUNY BROOME COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES
June 21, 2018
Official**

TRUSTEES PRESENT Marc Newman, Anthony Paniccia, Nicholas Serafini, Margaret Coffey, Kathy Connerton, James Orband

TRUSTEES ABSENT: George Akel, Orion Barber, Sharon Ball

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

Chairperson Newman called the meeting to order at 5:05 p.m.

1.0 APPROVAL OF MINUTES

Trustee Serafini made a motion to approve the minutes of the May 17, 2018 meeting of the Board of Trustees. The motion was seconded by Trustee Connerton and the motion was unanimously approved.

2.0 PREFERRED AGENDA ACTION ITEMS

2.1 Recommend Approval of Resolution for Revised Position Description for Assistant Controller

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 revised position description: Assistant Controller

2.2 Recommend Approval of to Purchase Miscellaneous Lab Supplies and Equipment from W.W. Grainger, Inc. for the Calice/Mechanical Building for the Core Rehabilitation Phase I Project

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. This purchase would be funded through the Calice/Mechanical Building Core Rehabilitation Phase I capital project. It was recommended that the Board of Trustees approves purchasing miscellaneous lab supplies and equipment from W. W. Grainger, Inc. for the Calice/ Mechanical Building for the Core Rehabilitation Phase I Project at a cost of \$79,133.04.

2.0 PREFERRED AGENDA ACTION ITEMS CONTINUED

2.3 Recommend Approval to Purchase Computers and Monitors for the Calice/Mechanical Building from Seneca Data

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. This purchase is to provide computers and monitors for the Calice/Mechanical Building and is being funded through the operating budget. It was recommended that the Board of Trustees approves purchasing computers and monitors from Seneca Data Distributors for the Calice/Mechanical Building at a cost of \$72,320.

2.4 Recommend Approval to Purchase Furniture from HON Company for the Calice/Mechanical 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. This purchase is to provide assorted furniture for the Calice/Mechanical Building and is being funded through the operating budget. It was recommended that the Board of Trustees approves purchasing furniture from HON Company for the Calice/Mechanical Building at a cost of \$131,980.19.

Trustee Coffey made a motion to approve Preferred Agenda Action Items; 2.1, 2.2, 2.3, and 2.4. Trustee Serafini seconded the motion and it was unanimously approved.

3.0 ACTION ITEMS

3.1 Recommend Approval of Resolutions Adopting the College's 2018-19 Operating Budget, Sponsor Services, Full Time Positions and Student FTEs and 2018-19 Tuition and Fees

The College submitted the Proposed 2018-19 Operating Budget for review and approval to the Finance and Facilities Committee on March 14, 2018 and to the Board of Trustees on March 15, 2018. On March 30, 2018 the College submitted to the Broome County Executive and the Broome County Legislature the College's Proposed 2018-19 Budget. The 2018-19 Budget was approved on May 8th at the Economic Development, Education & Culture Committee Meeting and on May 10th at the Finance Committee Meeting. The Legislature approved the budget on May 17, 2018. The College submitted a request for a 2% increase in sponsor share, and the County Executive recommended a 1% increase in county support to the County Legislature, which was approved. A copy of the College's proposed 2018-19 Budget recommended was attached for information. It was recommended that the Board of Trustees approves the resolutions for the College's 2018-19 operating budget, sponsor services, full time positions and student FTEs and 2018-19 tuition and fees.

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

4.0 INFORMATION ITEMS

4.1 President's Report

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

The Lawn Party was held Friday night. We had a good turn out and we will probably continue to hold this event in the spring rather than the fall. He was approached by some guests who showed additional interest in supporting the College.

Enrollment is on target. Our Nursing registration is running behind right now; some students are delaying registering. We are way ahead of our peers. According to SUNY data in the last 10 years the Southern Tier has lost almost 15% of its high school graduating class.

We had a student selected to go with SUNY to Puerto Rico to help rebuild it. It was a very selective screening process and only a few hundred were sent.

We are finalizing the Faculty Association Contract and will be bringing it to the August meeting for a vote.

Dr. Drumm introduced Dr. Michele Snyder who is the new dean of STEM. Dr. Snyder started last week and came to us from Clinton Community College.

A synopsis of the COACHE Survey was at the Board members seats. The chairman of the COACHE Survey Committee is Giovanni Scaringi. The committee is working with Dr. Adanu on recommendations based on the results of the survey. Giovanni will do a presentation on this either at the August or September meeting.

We are beginning the Middle States reaccreditation process in earnest and will crank it up in the fall. Our visit will probably be in the spring of 2021. The reporting cycles are changing and we will now be required to do annual reports and the major reviews will be every 8 years instead of 10 years in addition to the annual updates. The Standards are also changing for the next cycle. A copy of "Understanding the Expectations of the Middle States Commission on Higher Education" was at the Board members seats.

4.2 Master Plan Presentation – Steve Trobe of Passero Associates

David Ligeikis introduced Steve Trobe of Passero Associates who presented and reviewed the latest draft of the Master Plan with the Board. A copy of the PowerPoint presentation was emailed to the Board members the following day.

Vice Chair Paniccia asked that a copy of the spreadsheet breakdown of the cost be sent to the Board members.

4.0 INFORMATION ITEMS CONTINUED

4.3 Student and Economic Development Update – Dr. Carol Ross

Dr. Ross presented the Student Development and Diversity update to the Board. A copy of this report was included in the Board packets.

In addition to the report Dr. Ross reported:

We are all hard working people but we work in silos. She believes that in order for us to address and enhance our student success and communities, particularly Student Affairs and Academic Affairs with the organizational structure that it is, we need to work more closely together. We have a commitment to serving and working with underrepresented students as well.

Dr. Ross presented the following data: in fall of 2017 we had over 1,500 students that earned a cumulative GPA of 3.5 or above. Only 70 of those students were black, 10 were American Indian or Native Hawaiian and 6 were Hispanic. Of the 54 EOP (Educational Opportunity Program) students that were invited to the Café Mocha Program only 8 of those students had a GPA of 3.0 or above, only 19 passed 67% of the courses they attempted and 23 had less than a 2.0 GPA. This past spring 450 students ended this term on academic dismissal; 12% were residents and 38% were black.

In Dr. Ross' opinion this is a challenge. She believes that she and Dr. Battisti need to look at our; hiring practices, who is in the classroom, who is in the offices, what kind of support programs we have, working with staff members who are high end generalists who really understand student development and transition and onboarding students, making sure that they stay on path. If they fall off the path what are we doing to make sure they get back on the path, making sure we understand who are the students impacted by Section 504. If we are going to make this campus more successful and a student centered campus, we have to do this.

Her goal next year is that moving forward the conversations and partnerships have to be different. We are going to have to look at our policies and procedures if we are really going to impact numbers like this. SUNY wide wants all the institutions to follow Guided Pathways, which is educational planning and making sure we onboard students. But to be a Pathways institution; 1) requires a different kind of thinking; 2) requires us to be very strategic and really understand the student population that we are working with; 3) for us to come together and work across divisions. That is the only way we are going to make it and the only way we are going to impact our student's lives.

4.4 Student Assembly Update – Trustee Orion Barber

A copy of the June 2018 Student Assembly update was included in the Board packets.

4.0 INFORMATION ITEMS CONTINUED

4.5 Broome Community College Foundation Report – Ms. Cathy Williams

Ms. Cathy Williams presented the June 2018 BCC Foundation Report to the Board. A copy of this report was included in the Board packets.

4.6 SUNY Broome Facilities Update – Mr. Michael Sullivan

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

In addition to the report David Ligeikis reported that the Calice buildings focused completion date is July 20th.

4.7 Budget Transfers

Budget Transfers for May 2018 were included in the Board packets.

4.8 Grant Approvals

This report is routine and for informational purposes. Grants for June 2018 were included in the Board packets.

4.9 Investment Report

This report is routine and for informational purposes.

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 packets.

4.11 Budget and Finance Update

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

In addition to the written report Mr. Sullivan reported that we will have a balanced budget for this fiscal year through August 31st.

Budget and Finance and the College in general have focused a lot of time and resources around the word sustainability for both the operating budget and capital projects and include IT as part of the overall capital plan. In light of some additional language in the labor agreement that is being proposed and is being finalized it will go a long way to ensuring the operating budget sustainability. The key driver within the operating budget is enrollment and the variable cost related to enrollment is the number of sections that we offer every semester. There was significant amount of effort to refine the metrics related to that and it will go a long in trying to ensure the future of the College especially given Dr. Drumm's comments concerning 15% reduction over the last 10 years in high school graduates and there is a correlation with the fact that we've lost 13.1% in our

4.0 INFORMATION ITEMS CONTINUED

4.11 Budget and Finance Update Continued

student FTE's which is a major driver for our revenues over that 10 year horizon. It's a very strong predictor in terms of what our most significant revenue source is both relative to tuition but also for state aid.

On the capital plan, the operating budget has the support of the County at \$7.3 million. We are looking at a phase one master plan that is about \$50 million and normally 50% of this is funded by SUNY; so \$25 million would be funded by SUNY capital and \$25 million would be from other sources which could be state grants, federal grants. Typically the county is very supportive of capital projects and the Foundation with their capital campaign coming up will be another critical participant in the capital plan. Currently SUNY has already approved the Phase one projects, about \$10 million for the core buildings and several ongoing capital improvement projects on the campus that totals close to \$4 million. There is a significant amount of infrastructure we need to take care of. About \$50-55 million is the assets; most of those are depreciated at 100%. He wants the Board to be comfortable that as part of the Capital Campus Master Plan budget and finances spending considerable amounts of time to identify the sources of funds to be able to make the vision happen. We've had positive conversations with the County budget and law department about trying to stage this over the next 5-10 years and plan for it and they've been fairly supportive. They committed \$1.4 million which was critical for the connector between Calice and Business as well as supporting other projects. The County Executive has represented that he is very supportive of getting the rest of the core buildings renovated because SUNY has already approved those projects. Mr. Sullivan is cautiously optimistic that over the next 5-10 years we will take a very deliberative prudent approach in terms of trying to enhance the buildings as well as the infrastructure that was mentioned earlier.

4.12 Media Report

This report is routine and for informational purposes. A copy of the media articles were included in the Board packets.

5.0 COMMITTEE REPORT

5.1 Finance and Facilities Committee Meeting Minutes

Chair of the Finance and Facilities Committee, Anthony Paniccia submitted the minutes of the Finance and Facilities Committee for the Tuesday, June 19, 2018 meeting. The meeting was called to order at 10:00 a.m. and adjourned at 10:24 a.m.

Chairperson Newman called for a motion to adjourn.

Trustee Connerton made a motion to adjourn and Trustee Serafini seconded the motion. The meeting adjourned at 6:58 p.m.

**THE NEXT FULL BOARD OF TRUSTEES MEETING IS SCHEDULED FOR
5:00 P.M. ON THURSDAY, AUGUST 23, 2018
TO BE HELD IN THE LIBOUS ROOM, D117 OF THE DECKER HEALTH SCIENCES
CENTER BUILDING**