

**SUNY BROOME COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES
September 20, 2018
Official**

TRUSTEES PRESENT Anthony Paniccia, Nicholas Serafini, Orion Barber, James Orband, George Akel, Margaret Coffey, Barbara Fiala

TRUSTEES ABSENT: Marc Newman, Sharon Ball, Cathy Connerton

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

Vice Chairperson Paniccia called the meeting to order at 5:04 p.m.

1.0 APPROVAL OF MINUTES

Trustee Serafini made a motion to approve the minutes of the August 23, 2018 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 Bid 2018-21 to Purchase an Biodex Multi-Joint System Pro Along with Attachments, Work simulation and Mobility Assist Device

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. A legal notice was placed on August 26, 2018 for an Isokinetic Testing System. One bid was received and opened on September 4, 2018. A copy of the official bid result was included for information. A total of \$59,955.00 has been secured from the Perkin's IV for Allocation Grant to purchase the "Biodex Multi-Joint System Pro" unit, this multi-mode computerized robotic dynamometer will support the Physical Therapy Assistant, Radiologic Technology and the Health Studies programs. The "Biodex System" offers the most advanced, versatile and reliable technology ever developed for testing and rehabilitation of the human musculoskeletal system. It was recommended that the Board of Trustees approves the purchase a Biodex Multi-Joint System-Pro from Biodex Medical Supply, Inc. for \$59,955.

2.0 PREFERRED AGENDA ACTION ITEMS CONTINUED

2.2 Recommend Approval of Bid 2018-20 for the Audio Visual System at the Carnegie Culinary Downtown Building

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. A legal notice was placed on August 19, 2018 to provide labor, materials and equipment related to the Audio Visual System at the Carnegie Culinary Downtown Building. This bid encompasses the selection of an Audio Video contractor, and the scope of work is the installation of all the audio video systems and hardware and the purchase of hardware that is not available on NYS contract. The bid specifications were written in conjunction with Rey Wojdat and the Carnegie team by Fermin Romero from ITS. Six (6) bids were received and opened on September 7, 2018. A copy of the official bid result was included for information. It was recommended that the Board of Trustees approves awarding Bid 2018-20 for the Audio Visual System at the Carnegie Culinary Downtown Building for the Carnegie Downtown Campus Project to Sensory Technologies in the amount of \$198,958.

2.3 Recommend Approval of to Purchase Audio Visual Hardware from the NY OGS PC67450 Extron Contract from Sensory Technologies for the Carnegie Culinary Downtown Building

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. This purchase is for audio visual hardware that is available on the NYS OGS PC67450 Extron Contract that is needed for the Carnegie Culinary Downtown Building. It was recommended that the Board of Trustees approves the purchase of Audio Visual Hardware from the NY OGS PC67450 Extron Contract at the Carnegie Culinary Downtown Building for the Carnegie Downtown Campus Project to Sensory Technologies in the amount of \$125,572.58.

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

3.0 ACTION ITEMS

3.1 Recommend Approval of Slate of Officers for 2018-2019

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 2018-2019 met on September 13, 2018 and recommended that Marc Newman be appointed Chairperson for 2018-2019 and Anthony Paniccia be appointed Vice Chairperson for 2018-2019, both for a term of (1) one year as provided for in the By-Laws.

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

3.0 ACTION ITEMS CONTINUED

3.2 Recommend Approval of Nominating Committee for 2019-2020

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. The Nominating Committee of 2018-2019 met on September 13, 2018 and recommended the following members to serve on the Nominating Committee for 2019-2020: Nicholas Serafini, Chairperson; Anthony Paniccia, and George Akel.

Trustee Serafini made a motion to approve Action Item 3.2. Trustee Akel seconded the motion and it was unanimously approved.

3.3 Recommend Approval of Schedule of Finance and Facilities Meetings and Board of Trustee Meetings for 2018-2019

A schedule of the Finance and Facilities Committee and Board of Trustees meetings for 2018-2019 was attached in the Board package. It was recommended that the Board of Trustees approves the schedule for the Finance and Facilities Committee meetings and Board of Trustees meetings for 2018-2019.

Trustee Akel made a motion to approve Action Item 3.3. Trustee Barber seconded the motion and it was unanimously approved.

Trustee Orband joined the meeting at 5:10 p.m.

4.0 INFORMATION ITEMS

4.1 President's Report

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

Today was the formal kick-off for our Middle States decennial review. The leadership teams met today. They did a lot of preliminary work last year and we are a ways down the track already. Dr. Drumm thanked everyone who is involved on our self-study leadership teams. The timeline is a year from this winter we would submit. This year putting all the self-study material in place and next fall writing it, polishing it and submit it in the winter. They would visit in the spring of 2021. This is the current plan, then everything changes. The whole accreditation process is moving to an eight-year timeframe and there will be annual reports required. The standards that we have to meet are being adjusted, fairly similar but different and at some point Dr. Adnau will do a presentation on the new standards. We are one of the last colleges to do a self-study based on the old standards.

4.0 INFORMATION ITEMS CONTINUED

4.1 President's Report Continued

We are commencing the search for Dr. Battisti's successor. We are remaining flexible as to whether the person might be an executive vice president or might not be depending on the level of experience the person comes in with. If someone has been a dean and moving up to vice president, it might not be appropriate to make them an executive vice president right away. If they are coming in and they've already been a vice president then it may be appropriate to make them an executive vice president.

Still in the process of counting enrollment. Our traditional enrollment is down 6 ½% - 7%. Concurrent enrollment we never know until early October what that will be. We don't expect concurrent enrollment to be up significantly because we have pretty well saturated the market with the schools in our area over the last several years.

Dr. Drumm reminded the Board members that the Calice Grand Opening on October 16th. NYSERDA will be playing a key role as a major contributor to the project and also Empire State Development has a stake in our soldering lab as well as many others.

Speaker Heastie is going to speaking tomorrow at 3 p.m. on the steps of the Culinary Arts Center in downtown Binghamton as a project he's excited to support along with Assemblywoman Lupardo.

We had a discussion at the Chamber Executive Committee of the Board of the likely eventualities of the legalization of marijuana in New York and what that means for the workplace. Also what that means for the campus. A lot would be in place regarding substance abuse in the workplace and college campus, but we've got to consider this and take a look at our policies to see how they might need to be updated and not wait for the law to change and then have to deal with it. I'm certain some policies and disciplinary procedures will have to be tweaked in the event that this happens.

Trustee Barber: In my research on that topic with the Student Assembly and the Civic Engagement Board, typically colleges and states that have gone green so to speak, tend not to change their policy so as to continue compliance with the Federal Drug Free Schools Act.

Dr. Drumm: We have to take a look at them and see. They would not have to be other than tweaked at this point, but we have to be sure. Particularly our human resources policies as well.

4.0 INFORMATION ITEMS CONTINUED

4.2 Student Development and Diversity Update – Dr. Carol Ross-Scott

Dr. Ross-Scott presented the Student Development and Diversity Update to the Board. A copy of this report was included in the Board package.

In addition to the report Dr. Ross-Scott shared:

Yesterday was the fall kick-off of the Lunch with the Law Program at Union Endicott with their high school and middle school. It was again a very successful event. This program is a good program that she hopes it continues to bridge the gap between the perceptions that young men of color and law enforcement have with one another. This time they had police officers, probation officers, a criminal justice faculty member and somebody from our team who did research with the FBI. The next meeting they will separate the middle school and high school and in the last meeting in December they will bring the high school males to campus to spend time with our Men of Excellence. Hopefully this will be a pretty good pipeline. Dr. Ross-Scott is glad that we are involved in this program.

Dr. Ross-Scott introduced Janet Hertzog who presented on Workforce Development. A copy of Ms. Hertzog's PowerPoint was distributed to the Board members.

4.3 Student Assembly Update – Trustee Orion Barber

Trustee Barber presented the September 2018 Student Assembly Update to the Board. A copy of this report was included in the Board package.

There is a chance that after the elections Trustee Barber will not return as the student trustee. He took the opportunity to thank everyone around the table for teaching him so much about life, and business, and college. If he is elected, he looks forward to returning and fulfilling his responsibility once again for another year.

4.4 Broome Community College Foundation Report – Ms. Cathy Williams

The September 2018 BCC Foundation Report to the Board was included in the Board package.

In addition to the report Ms. Williams shared:

We received a \$5000 gift from a local physician. His mother graduated from a CLT program in Rochester. She worked in an atomic energy lab and they qualified for a settlement for people who worked for the government that had exposure to radiation. He asked that his gift be used in the Clinical Laboratory Technology Program. His gift came at an opportune time because the blood analyzer machine had broken so the \$5000 will cover half the cost of the new critical machine.

Ms. Williams stated that the phone-a-thon has begun and they have ten callers one of which is Trustee Barber. He has already exhibited some significant leadership and we are excited that he has joined our team. They have a great cohort of callers; we have four returning callers and six new callers.

4.0 INFORMATION ITEMS CONTINUED

4.5 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 package.

4.6 Budget Transfers

Budget Transfers for August 2018 were included in the Board package.

4.7 Grant Approvals

This report is routine and for informational purposes. Grant Approvals for September 2018 were included in the Board package.

4.8 Investment Report

This report is routine and for informational purposes.

4.9 Human Resource Update

These reports are routine (with planned activity) and for informational purposes. A copy of this report was included in the Board package.

4.10 Budget and Finance Update

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

Mr. Sullivan reported that the budget and finance offices continue to forecast a balanced budget for 2017-2018, which was completed August 31st. They will present the financial information, the annual report to SUNY by their deadline of October 31st. We anticipate the external auditors, Bonadio, to come in and would expect to have a presentation to the Board relative to the audit of financial statements early next year.

A more detailed forecast for the current year will be presented at next month's meeting. The preliminary analysis of the current year's budget is that appropriate steps have been taken to ensure that our spending will be in alignment with the reduction in revenues and at this point, we are forecasting a balanced budget for this year as well.

4.11 Media Report

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

5.0 COMMITTEE REPORT

5.1 Finance and Facilities Committee Meeting Minutes

The Minutes of the Finance and Facilities Committee minutes were submitted for the Tuesday, September 18, 2018 meeting. Chair Anthony Paniccia called the meeting to order at 10:00 a.m. All agenda items were reviewed. The meeting adjourned at 10:20 a.m.

Vice Chairperson Anthony Paniccia called for a motion to adjourn. Trustee Orband made a motion to adjourn; Trustee Barber seconded the motion. The meeting adjourned at 5:40 p.m.

**THE NEXT FULL BOARD OF TRUSTEES MEETING IS SCHEDULED FOR
5:00 P.M. ON THURSDAY, OCTOBER 11, 2018
TO BE HELD IN THE LIBOUS ROOM, D117 OF THE DECKER HEALTH SCIENCES
CENTER BUILDING**