

**SUNY BROOME COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
December 12, 2019**

College Vision: **Learning today, transforming tomorrow.**

SUNY Broome Mission: **SUNY Broome Community College supports all members of the learning community by creating access to inclusive, diverse educational experiences. Success is achieved through the provision of innovative academics, transformative student support, and meaningful civic and community engagement.**

Institutional Values: **INQUIRY, RESPECT, INTEGRITY, TRUST, EQUITY**

**TRUSTEES PRESENT:** Anthony Paniccia, Margaret Coffey, Kathy Connerton, Barbara Fiala, Jim Orband, Peter Kennedy

**Trustees via Zoom:** Jason Andrews, Sharon Ball

**Trustees Absent:** Marc Newman, Nick Serafini

**Also Present:** Dr. Kevin Drumm, Dr. Penny Haynes, Dr. Carol Ross-Scott, Michael Sullivan, Jesse Wells, Lynn Fedorchak, David Ligeikis, Diana Lenzo, and Robert Behnke, Esq.

**Acting Chair Anthony Paniccia called the meeting to order at 5:00 p.m.**

**1.0** Approval of Minutes from October 31, 2019 Board of Trustees Meeting  
**Trustee Orband made a motion to approve the October 31, 2019 Board of Trustee meeting minutes. Seconded by Trustee Fiala. The motion was unanimously approved.**

Approval of Minutes from November 6, 2019 BOT meeting

**Trustee Fiala made a motion to approve the November 6, 2019 Board of Trustee meeting minutes. Seconded by Trustee Kennedy. The motion was unanimously approved.**

**2.0 PREFERRED AGENDA ACTION ITEMS**

**2.1** Recommend Approval of Unpaid leave of Absence – O’Heron  
**Trustee Orband made a motion to approve the unpaid leave of Absence for Diane O’Heron. Seconded by Trustee Fiala. The motion was unanimously approved.**

**2.2** Recommend Approval of Resolution for the New Position Description for Senior Network Telecommunications Specialist

**Trustee Orband made a motion to approve the New Position Description for Senior Network Telecommunications Specialist. Seconded by Trustee Fiala. The motion was unanimously approved.**

**3.0 ACTION ITEMS**

**3.1** Recommend Approval of Resolution Approving the Name for the SUNY Broome Community college’s Pergola the “Dr. Francis L. Battisti Student Reflection Area”

**Trustee Kennedy made a motion to approve the Resolution approving the name for the SUNY Broome Community College's Pergola the "Dr. Francis L. Battisti Student Reflection Area". Seconded by Trustee Fiala. The motion was unanimously approved.**

- 3.2 Recommend Approval to Increase Budget for the Culinary and Event Center (CEC) Capital Project to \$20,980,000

**Trustee Fiala made a motion to approve the increase in the budget for the Culinary and Event Center (CEC) Capital Project to \$20,980,000. Seconded by Trustee Kennedy. The motion was unanimously approved.**

- 3.3 Recommend Approval to Purchase Small wares for the Culinary and Event Center (CEC) from WW Grainger under NY OGS PC67235 in an amount of \$116,600.23

**Trustee Fiala made a motion to approve the purchase of small wares for the Culinary and Event Center (CEC) from WW Grainger under NY OGS PC67235 in an amount of \$116,600.23. Seconded by Trustee Connerton. The motion was unanimously approved.**

#### **4.0 INFORMATION ITEMS**

##### **4.1 President's Report**

Middle States team returned from conference and will have an update for us. Enrollment continues to be a challenge. Applications and inquiries are up. Returning students are down due to financial holds. Great holiday reception 230 people. Grand Opening will be April 2 = late afternoon helps off with parking. Dave, Michael toured new playground at the BC Center. (Funded by Perkins) Housing number for spring looks good.

##### **4.2 Council on Institutional Issues – Thomas Jahn**

This report is routine and for informational purposes. A copy of this report was included in the Board packet. Mr. Jahn reported on some highlights in the report.

##### **4.3 Institutional Effectiveness – Kim McLain**

Dr. McLain presented an executive summary on the submitted VFA report. This report was created by and for community colleges. It includes part-time and non-matriculated students. Dr. McLain reported on some highlights in the report.

##### **4.4 Middle States Update – Trustee Sharon Ball**

Ms. Ball submitted the Middle States Update to the Board. A copy of this report was included in the Board Packet.

**4.5 Academic Affairs – Dr. Penny Haynes**

Dr. Haynes submitted the Academic Issues Update to the Board. A copy of this report was included in the Board Packet. Dr. Haynes reported that the department is focusing on enrollment. A high point was accepting all the Windsor High School Seniors. Another visible college sponsored event was the Hackathon last weekend. This event was offered for children 8-18 years old. Engineering students gave an exciting demonstration yesterday. Published documentaries, awards for publications and invited to give keynote addresses at conventions.

SPARK! Presentation – Gina Chase – Chair of Career and Transfer Center. Ms. Chase outlined the thought and structure of this event which is centered around 2000 local 8<sup>th</sup> grade students and participating faculty. This will be a hands on, engaging, pre-career event. This is a collaborative event with several local community groups. This will be a hands on event to expose young students as to various career paths.

Trustee Ball complimented the division

**4.6 Student Assembly Update – Trustee Kennedy**

BoT Trustee Kennedy presented the Student Assembly Update to the board. Student Assembly achieved all of its major goals, increased social media presence, re-wrote the constitution, as well as elected its executive board. This report was included in the Board Packet.

**4.7 BCC Foundation Report – Cathy Williams**

Ms. Williams was unable to attend the meeting. The Foundation Report was included in the Board packet.

**4.8 SUNY Broome Facilities Update – Mr. David Ligeikis**

This report is routine and for information purposes. A copy of this report was included in the Board packet. The most significant item was the Culinary receiving the COO on December 3<sup>rd</sup>. The project team did an excellent job. The ownership will transition from the contractors to the school. Some highlights include completion of the BC playground, the door project, and renovations of bathrooms. Upcoming projects include a Decker renovation and space utilization on campus.

**4.9 Budget Transfers**

There were no Budget Transfers for November 2019.

**4.10 Grants Approvals**

Grant Approvals for the month of November were included in the Board packet. This report is routine and for informational purposes.

**4.11 Investment Report**

This report is routine and for informational purposes.

**4.12 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.

**4.13 Budget and Finance Update**

This report is routine and for informational purposes. A copy of this report was included in the Board packet. This is the college's first budget forecast of the 2019-2020 budget. Expectation is for a balanced budget. A copy of the Annual Report submitted to SUNY was included. Trustee Paniccia again thanked Mr. Sullivan for all his hard work to balancing the budget.

**4.14 Student Village Housing Report**

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

**4.15 Media Reports**

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

**5.0 COMMITTEE REPORTS**

**5.1 Finance and Facilities Committee Meeting Minutes**

The Minutes of the Finance and Facilities Committee were submitted for the December 10, 2019 meeting. Acting Chair Margaret Coffey called the meeting to order at 9:02 a.m. and adjourned at 9:46 a.m.

Trustee Connerton made a motion to adjourn the meeting. Trustee Coffey seconded the motion, and it was unanimously approved.

The meeting was adjourned at 5:24 p.m.

The next Board of Trustees meeting is scheduled for 5:00 p.m. Thursday, January 23, 2020 to be held in the Libous Room D117 of the Decker Health Science Center

Approved: January 23, 2020