

SUNY BROOME COMMUNITY COLLEGE

BOARD OF TRUSTEES

January 23, 2020

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: Marc Newman, Jim Orband, Sharon Ball, Barbara Fiala, Kathy Connerton, Jason Andrews, Peter Kennedy

Trustees via Zoom: Nick Serafini

Trustees Absent: Margaret Coffey, Anthony Paniccia

Also Present: Dr. Kevin Drumm, Dr. Penny Haynes, Shelli Cordisco for Dr. Ross-Scott, Michael Sullivan, Jesse Wells, Lynn Fedorchak, David Ligeikas, Diana Lenzo and Cheryl Sullivan, Esq.

This regularly scheduled monthly meeting of the SUNY Broome Community College Board of Trustees was held at the new Culinary and Event Center.

Chairman Newman called the meeting to order at 5:00 p.m.

1.0 Approval of Minutes from December 12, 2019 Board of Trustees Meeting
Trustee Ball made one correction. Trustee Connerton made a motion to approve the corrected December 12, 2019 Board of Trustee meeting minutes. Seconded by Trustee Fiala. The motion to approve the corrected minutes was unanimously approved.

2.0 PREFERRED AGENDA ACTION ITEMS

2.1 Recommend Approval of Resolution for the New Position Description for Web Developer

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. Recommended Action is for the Board of Trustees approves the new position description of Web Developer.

2.2 Recommend Approval of Resolution for the Revised Position Description for Budget & Institutional Effectiveness Specialist

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. Recommended Action is for the Board of Trustees Approves the new position description of Budget and Institutional Effectiveness Specialist.

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- 2.3 **Recommend Approval of Resolution for the New Position Description for Senior Associate to the Vice President for Student Development & Chief Diversity Officer**
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. Recommended Action is for the Board of Trustees Approves the new position description of Senior Associate to the Vice President for Student Development and Chief Diversity officer.
- 2.4 **Recommend Approval of Unpaid Leave of Absence – Weber**
The Board of Trustees acts approve a request for unpaid leave for an employee in the SUNY Broome Community College Faculty Association bargaining unit. Based on the recommendation of the administration and the review and recommendation of the Finance & Facilities Committee, the recommended action is to grant an unpaid leave of absence to Kerry Weber, Associate Professor in the Criminal Justice and Emergency Services Department from March 2, 2020, to June 30, 2020, to serve as the Interim Dean of Business and Professional Studies.
- 2.5 **Recommend Approval of Unpaid Leave of Absence – Szostak**
The Board of Trustees acts approve a request for unpaid leave for an employee in the SUNY Broome Community College Faculty Association bargaining unit. Based on the recommendation of the administration and the review and recommendation of the Finance & Facilities Committee, the recommended action is to grant an unpaid leave of absence to Maja Szostak, St. Staff Assistant in the Admissions Department from February 1, 2020, to May 31, 2020, to serve as the Interim Director of Admissions while position is reviewed and searched due to resignation of current director
- 2.6 **Recommend Approval of Total Replacement Cost of the SUNY Broome Main Transformer**
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.”
- The replacement of the SUNY Broome main transformer (which failed on May 8, 2019 and was classified as an emergency project) has been completed with a total project cost of \$91,464.84 which is broken down as follows: \$78,777.12 (for materials and equipment) and \$12,692.72 (for labor).

Trustee Fiala made a motion to approve Preferred Action Items 2.1, 2.2, 2.3, 2.4, 2.5, 2.6. Seconded by Trustee Ball. The motion passed unanimously.

3.0 ACTION ITEMS

3.1 Recommend Approval of New Anti-Bullying Policy

The SUNY Broome Anti-Bullying Policy aims to provide a respectful environment to be observed by everyone in the SUNY Broome community, including but not limited to Trustees, administrators, faculty, staff, students, guests and vendors. Everyone will be

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held accountable to the policy, whether incidents occur on campus, off campus, phone, online or elsewhere.
Bullying against any/all college employees and/or students by college officials, students, faculty, and staff is prohibited through any medium of communication or action; including, but not limited to: in-person interactions, third parties, as well as mediums such as technology including, but not limited to, email, text messages, social media, and digital education platforms (such as Blackboard).

The President recommends the Board of Trustees approves the new Anti-Bullying Policy for SUNY Broome Community College.

Trustee Connerton made a motion to approve the new Anti-Bullying Policy. Seconded by Trustee Fiala. The motion passed unanimously.

4.0 INFORMATION ITEMS

4.1 President's Report

Thank you to the Anti-Bullying Policy task force headed by Robin Petrus and Giovanni Scaringi. You will notice the laptops for the new digital Platform. Let Diana know if you will need a laptop for board meetings. Thank you to Diana for leading us down the 21st century. Dr. Ross-Scott has new a grandson, Cannon. The college recently hosted SPARK! In conjunction with the Greater Binghamton Chamber, BOCES, IDA, GBEOP. This was an amazing event that hosted 1900 8th grader from 14-15 school districts doing career exploration events. Congratulations to Gina Chase for spearheading this. Trustee Connerton commented that UHS participated and she has received a lot of positive feedback. Trustee Andrews also commented he received faculty feedback with positive reviews. This event demonstrated to businesses and students the opportunities that are available here locally.

Dr. Schuhert has left to be the VP of Student Affairs at Onondaga Community College. Shelli Cordisco will be Interim Dean of Students while the search is being conducted. Enrollment has improved a little but are still in double digits.

The college is looking to duplicate the Oneonta location in Owego with traditional/hybrid classes with technology.

Dr. Drumm's chapter from the New American College Town book was available for the trustees. The Chronicle journal also commented on the book and mentioned Binghamton University and SUNY Broome.

Thank you to everyone that was involved with the CEC. There are still some ongoing punch list of things to be finish but it is a stunning and beautiful job. There has been tremendous interest in holding events here. Dr. Drumm signed an agreement with the Incubator for parking spaces for CEC students.

The Surg Tech program will be instituted with a partnership with Monroe Community College. This has been a collaborative effort. Trustee Connerton commented that the Hospitals will be very thankful.

4.2 Council on Academic Issues

This report is routine and for informational purposes. A copy of this report was included in the Board Packet. Chair Seibold-Simpson highlighted some accomplishments. The CAI submitted their names for Chancellor Awards in Teaching and Adjunct Teaching. Members are evaluating the Shared Governance process and if the goals of the CAI are communicated with constituents.

4.3 Civic Engagement

This report is routine and for informational purposes. A copy of this report was included in the Board Packet. Ms. Strahley reported there are several civic programs on-going and some new initiatives starting. Literacy legacy is ongoing which helps sets the stage for children's success in school. The Welcome Baby initiative at the local hospitals have distributed over 5000 books over the last 2 years. Another initiative is Bookshelves in the community. The Early childhood and Teacher students are working with this initiative. Every district participated in the Welcome to Kindergarten and Civic Engagement hopes to broaden their initiative. Ms. Strahley has reached out to classes to invite her in to introduce students to civic work. She launching a new Civic Internships and is collaborating with WSKG and BU to host debates.

4.4 Middle States Update

This report is routine and for informational purposes. A verbal report by Trustee Ball was given. Ms. Ball reported that the last Steering Committee meeting was December 20th. The spring schedule will be developed when everyone is back.

4.5 Academic Affairs – Dr. Penny Haynes

This report is routine and for informational purposes. A copy of this report was included in the Board Packet. Dr. Haynes wanted to echo how successful the SPARK! Event was and the Faculty participation was really great. Health Sciences is working on a potential mammography program. The ACEN site visit is happening February 10 and 11, 2020. Today's Faculty Staff assembly was this morning with the focus on Technology. Fermin Romero was the keynote speaker. Electronic Information Technology plan will be developed that addresses accessibility throughout the whole campus. Dr. Haynes is collaborating with the SUNY Oneonta Provost to discuss ideas for the Oneonta area. The Oneonta office may offer some workforce hybrid courses. The EAP recently had their graduation. Dr. Haynes and Dr. Snyder continue to focus on the college's workforce programs and have been doing some community presentations.

4.6 Student Assembly Update – Trustee Kennedy

This report is routine and for informational purposes. A copy of this report was included in the Board Packet. BoT Trustee Kennedy presented the Student Assembly Update to the board. Student Assembly first meeting is scheduled for January 31st.

4.7 BCC Foundation Report – Cathy Williams

This report is routine and for informational purposes. A copy of this report was included in the Board Packet. The Foundation ended with a surplus at the end of Fiscal Year. They have submitted a grant application to the Hoyt Foundation. The Fall/Winter campaign exceed their goals. December 3 was the 24 Hour Giving Day. Ms. Williams wanted to thank the BoT for 100% participation with their donations to The George Akel Memorial Scholarship. The first scholarship will be presented this year. The Alumni event will be April 24 and 25th. The Foundation received an in kind donation of the “Innocent Souls” photo collection by Glenn Hoover.

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 CEC received the DOH approval on January 14, 2020. There has been significant training on the mechanical and kitchen equipment. Other than a few more deliveries and purchases, the project is almost complete. There will be 2 additional blue light phones installed this week on the Incubator property. On campus, there are a number of on-going projects as reported in Mr. Ligeikis’ report. Design work continues on several other areas on campus. There are tours available after tonight’s BOT meeting.

4.9 Budget Transfers

There were no Budget Transfers for November 2019.

4.10 Grants Approvals

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

4.11 Investment Report

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

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. In February the auditors Bonadio will present their findings for 2018-19. Mr. Sullivan reported that there were no management findings or comments. Finance is still projecting a balanced budget for this year. An updated budget will be developed after Spring enrollment numbers. Departments have until February 3 to submit their budgets. The Culinary and Event Center financing portion of the project still has quite a bit of finalizing and the final budget will need to be amended by the County. There will be several areas of compliance and reports that will need to be submitted for the next 5-7 years. Mr. Sullivan reiterated Mr. Ligeikis’ facilities report and the on-going campus projects.

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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 January 21, 2020. Chair Paniccia called the meeting to order at 9:00 a.m. and adjourned at 9:20 a.m.

Trustee Orband made a motion to go into Executive Session for purposes of discussing the medical, financial, credit or employment history of a particular person or corporation, or matters leading to “the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation.” at 5:49 p.m. Trustee Connerton seconded the motion. The motion was unanimously approved.

Trustee Connerton made a motion to come out of Executive Session at 6:20 p.m. Trustee Orband seconded the motion. The motion was unanimously approved.

Chairman Newman made a motion to adjourn the meeting.

The meeting was adjourned at 6:30 p.m.

The next Board of Trustees meeting is scheduled for 5:00 p.m. Thursday, February 27, 2020 to be held in the Libous Room D117 of the Decker Health Science Center.

Approved: February 27, 2020