

**SUNY BROOME COMMUNITY COLLEGE
BOARD OF TRUSTEES
February 27, 2020 Minutes**

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, Margaret Coffey, Kathy Connerton, Barbara Fiala, Jim Orband, Jason Andrews, Peter Kennedy

Trustees Absent: Nick Serafini, Anthony Paniccia, Sharon Ball

Also Present: Dr. Kevin Drumm, Michael Sullivan, Dr. Carol Ross-Scott, Dr. Haynes, Jesse Wells, Diana Lenzo, Robert Behnke, Lynn Fedorchak

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

Auditors from the Bonadio Group presented the Financial Statement and Single Audits on the 2018-2019 Fiscal year. This was an unmodified opinion on the Single and Financial Statement audits. There were no deficiencies or weaknesses.

1.0 Approval of Minutes from January 23, 2020 Board of Trustees Meeting

Trustee Connerton made a motion to approve the January 23, 2020 Board of Trustees meeting minutes. Seconded by Trustee Kennedy. The motion was unanimously approved.

2.0 Preferred Agenda Action Items

2.1 Recommend Approval of SUNY Family Empowerment Pilot Program Grant Award

Recommend funding to cover the salary/fringe for a part-time Student-Parent Support Specialist position to coordinate and facilitate a supportive case management program for a minimum annual cohort of 20 single parent students.

2.2 Recommend Approval of Resolution Recommending Candidates for Continuing Appointment

According to BCC Policy 1.4, the Board of Trustees shall approve changes in the appointment status (term and continuing) of members of the professional staff and in accordance with any applicable negotiated contract. Recommend to approve the resolution for continuing appointment for the list of candidates included in the packet effective September 1, 2020.

2.3 Recommend Approval of Unpaid Leave of Absence for Shelli Cordisco

The Board of Trustees acts to approve a request for unpaid leave for an employee in the SUNY Broome Community College Administrative Guild Association bargaining unit. Recommend to grant an unpaid leave of absence to Shelli Cordisco, Director of Sponsored Programs to serve as the Interim Dean of Students

2.4 Recommend Approval of Release-of-Retainage for Broome Bituminous Products Inc. for SUNY Broome Pavement Rehabilitation Project

The Finance & Facilities Committee recommends that the Board of Trustees approves release of retainage payment to Broome Bituminous Products Inc. for SUNY Broome Pavement Rehabilitation project.

2.5 SUNY Broome Community College Board of Trustees Authorization and Approval to Increase the Budget for the Culinary and Event Center (CEC) Capital Project to \$21,500,000

Recommend approval by the Board of Trustees to approve the resolution for SUNY Broome Community College Board of Trustee's Authorization and Approval to increase the Capital Project Budget for the Culinary and Event Center (CEC) in an amount not to exceed \$21.5 million.

Trustee Kennedy made a motion to approve Preferred Agenda Action Items 2.1, 2.2., 2.3, 2.4, and 2.5. Seconded by Trustee Connerton. The motion passed unanimously.

3.0 Action Items

There were no Action Items to approve.

4.0 Information Items

4.1 President's Report

Dr. Drumm thanked the Financial Team and VPAFA Sullivan for another clean audit. It is a challenging enrollment. Dr. Drumm announced that Shelli Cordisco will be the Interim Dean of Students. There have been no issues with students. Ms. Cordisco thanked the team in Student Affairs. The college continues the dialog around potential restructuring, especially around the adult marketing and shrinking pool of traditional students. Dr. Drumm is establishing an advisory group with representation from the 4 academic divisions to look at other models with feedback. He is hoping to have the new structure in place for the Fall 2021 semester. He is hoping to put in place a strategic outreach plan to compete with SUNY Online and University of New Hampshire. The college needs to be more involved in outreach efforts, especially in the new space in Oneonta.

This will be AVP Dean Mollen's last official Board meeting. She will be retiring and Kerry Weber will be stepping in an Interim capacity. Dr. Drumm thanked her for her 41 years of working on the campus, acting as dean for 8 years.

Today the Dental Hygiene department received word that the program has been awarded the NYS Dental Foundation of Excellence in Academics Award to teach Oral Health. Congratulations to the entire Dental Staff.

4.2 College Assembly Update – Angie Bergholtz

Ms. Bergholtz introduced the new chair elect Maureen Breck who will start Fall 2020. A Shared Governance workgroup was established to assess Shared Governance is meeting their goals. April 30 will be a brown bag lunch open discussion to learn more about Shared Governance.

4.3 Middle States Update – Trustee Sharon Ball

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

4.4 VPSD & CDO - Dr. Carol Ross-Scott

Dr. Ross-Scott submitted the Student Affairs Update to the Board. A copy of this report was included in the Board Packet. Dr. Ross-Scott highlighted some items. The college received a grant to work with single parents. The decline in enrollment has had a ripple effect with FSA so budgets are being reassessed. The Coronavirus has not hit the college yet but the Flu season has so Public Safety is working to make the college can get some flu shots and working on a protocol for how the college would handle coronavirus cases.

4.5 Student Assembly Update – Trustee Kennedy

Trustee Kennedy presented the Student Assembly Update to the board. A copy of this report was included in the Board Packet. Student Assembly has decided on their goals for the year. Many issues they continue to address, especially food scarcity. There has been substantial increase in use by commuters and non-commuters. Trustee Connerton will give Trustee Kennedy contact information for providers in the community that may be able to help. Dr. Ross-Scott did report that American Dining receives vouchers from students who do not use up all their meal plan and these are also handed out to students in need.

4.6 BCC Foundation Report – Cathy Williams

The Foundation Report was included in the Board packet. Due to the market volatility, some of the gains were lost in the last 3 days. Thirty-three people attended the Alumni Hockey event. The Foundation is ready to submit proposals to Guthrie, UHS, Lourdes and Monroe Community College to fund a surgical tech pilot program 20 student cohort to start in Fall 2020. Requirements have changed and students need an associate's degree versus a BOCES certificate. There is a real need in the area. Ms. Williams reported that a visitor came to the campus whose father was a professor here and wanted to see where his father had worked. Every single faculty was welcoming and opened their classroom. Ms. Williams was very proud of the campus and she wanted to thank all the faculty for being so welcoming.

4.7 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. Culinary classes started January 27th. The Grand Opening is planned April 2nd. Many concerns about student and staff safety have been addressed. On campus activities include work with C&S and the reengineering the Decker building for nursing and other health program needs. The Decker and Baldwin Gym roofs will start as soon as the weather breaks. Finalizing the plans so it can go to bid for the Music Department renovation. Initial results for Space Utilization will be presented in April. Facilities is working with BC Transit for 3 additional shelters and 1 more stop. He is also working with the MTA to get the Loop Road added to be eligible for federal funding.

Chairman Newman had to excuse himself. Trustee Coffey continued as acting Chairperson.

4.8 Budget Transfers

There were no Budget Transfers for the month of February.

4.9 Grants Approvals

Grant Approvals for the month of February 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.

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. Based on enrollment numbers from the Spring semester, the college will experience a 9% decline on campus enrollment, combined with a 7% decline from Fall 2019. Over the past years, the college has experienced a 4% average decline. It will be a real challenge for next year's budget. The proposed Governors budget is for no state aid for FTE. This would be a decrease of \$750,000 in next year's budget. Best case for the college would be 100% floor to last year's floor level. On the expense side, Finance has implemented a 20% reduction in contractual budgets. Departments will need to submit documentation and justification to get funding reinstated. Personnel and benefits are over budget. Capital renovations have been decreased 60% to try to get a balanced budget. Finance is still forecasting a balanced budget. High school graduations have been declining slightly for the last 8-10 years. It is estimated that there will be a significant drop in 2021 and continue decline for the next 5-6 years. Other factors such as outmigration, the economy and the Excelsior scholarship program are other factors compounding the enrollment dynamics.

4.13 Student Village Housing Report

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

4.14 Faculty Eligible for Term Appointment – Fall 2020

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 from the February 25, 2020 meeting. Acting Chair Margaret Coffey called the meeting to order at 9:00 a.m. and adjourned at 9:29 a.m.

Trustee Andrews had a question on item #10 in the Budget Forecast. This concerned the Concurrent enrollment and Fast Forward program. There are still some rules that SUNY is finalizing. Trustee Connerton asked if declined enrollment affects particular departments. Mr. Sullivan reported that some departments are reflecting 60-75% decline over the last 5 years. It is a real challenge to review programs and see what programs need to be revised or discontinued. More information will be forthcoming over the next years. Dr. Drumm reported there is an anticipated 10% decline in the 2021 High School graduation numbers.

As the agenda was completed, Trustee Coffey requested a motion to adjourn the meeting. Trustee Connerton made a motion to adjourn the meeting.

The meeting was adjourned at 5:48 p.m.

The next Board of Trustees meeting is scheduled for 5:00 p.m. Thursday, March 26, 2020 to be held in the Libous Room D117 of the Decker Health Science Center.

Approved: April 23, 2020