

**SUNY BROOME COMMUNITY COLLEGE
BOARD OF TRUSTEES
June 18, 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.**

TRUSTEES PRESENT: Marc Newman (Chairperson), Anthony Paniccia (Vice-Chair), Nick Serafini, Margaret Coffey, Kathy Connerton, Barbara Fiala, Jim Orband, Jason Andrews, Peter Kennedy

TRUSTEES ABSENT: Sharon Ball

ALSO PRESENT: Dr. Kevin Drumm, Dr. Carol Ross-Scott, Dr. Penny Haynes, Michael Sullivan, Jesse Wells, Lynn Fedorchak, Dave Ligeikis, Cheryl Sullivan, Esq., Diana Lenzo

Chairman Newman called the Zoom conference meeting to order at 5:01 p.m.

1.0 Approval of Minutes from May 14, 2020 Board of Trustees Meeting

Trustee Fiala made a motion to approve the May 14, 2020 Board of Trustees meeting minutes. Seconded by Trustee Connerton. The motion was unanimously approved.

2.0 PREFERRED AGENDA ACTION ITEMS

2.1 Recommend Approval of Federal Perkins V (CTEA) Grant Funds 2020-21

The Finance and Facilities Committee on behalf of the Board of Trustees approves acceptance of the Federal Perkins V Grant Funds for 2020-2021.

2.2 Recommend Release of Retainage Jupiter Environmental Services for their work on the Culinary and Event Center

The Finance and Facilities Committee recommends that the Board of Trustees approves release of retainage payment to Jupiter Environmental Services for their work on the Culinary and Event Center.

2.3 Recommend Approval of Release of Retainage for 11400 Inc. for their work on the Culinary and Event Center

The Finance and Facilities Committee recommends that the Board of Trustees approves release of retainage payment for 11400 Inc. for their work on the Culinary and Event Center.

2.4 Recommend Approval of Release of Retainage for Piccirilli-Slavik & Vincent for their HVAC contract work on the Culinary and Event Center

The Finance and Facilities Committee recommends that the Board of Trustees approves release of retainage payment for Piccirilli-Slavik & Vincent for their HVAC contract work on the Culinary and Event Center.

- 2.5 **Recommend Approval of Release of Retainage for Schuler-Haas Electric Corp. for their work on the Culinary and Event Center**
The Finance and Facilities Committee recommends that the Board of Trustees approves release of retainage payment for Schuler-Haas Electric Corp. for their work on the Culinary and Event Center.
- 2.6 **Recommend Approval of Release of Retainage for Piccirilli-Slavik & Vincent for their plumbing contract work on the Culinary and Event Center**
The Finance and Facilities Committee recommends that the Board of Trustees approves release of retainage payment for Piccirilli-Slavik & Vincent for their plumbing contract work on the Culinary and Event Center.
- 2.7 **Recommend Release of Retainage for Upstate Companies I, LLC's work on the Culinary and Event Center**
The Finance and Facilities Committee recommends that the Board of Trustees approves release of retainage payment Upstate Companies I, LLC's work on the Culinary and Event Center.
- 2.8 **Recommend Approval of New Position Description for Director of Career and Academic Services**
The Finance and Facilities Committee recommends that the Board of Trustees approves the Resolution for the following new position description of Director of Career and Academic Services.
- 2.9 **Recommend Approval of Resolution for hourly rates of Tutors A, B, and C, and Supplemental Instructors, and to Rescind Resolution #1400 approved by the Board of Trustees on March 31, 2016**
The Finance and Facilities Committee recommends that the Board of Trustees approves to rescind Resolution #1400 dated: March 31, 2016, and maintain the currently hourly rates for Student Assistants/Notetakers at \$13.00; Tutors A at \$13.10; Tutors B at \$13.60; Tutors C at \$14.10; and Supplemental Instructors at \$14.10 effective September 1, 2020.
- 2.10 **Recommend Approval of New Budget Policy**
The President recommends the Board of Trustees approves the new Budget Policy for SUNY Broome Community College.
- 2.11 **Recommend Approval of Resolutions Adopting the College's 2020-21 Operating budget, Sponsor Services, Full Time Positions, Student FTEs and 2020-21 Tuition and Fees**
The Finance and Facilities approves the resolutions for the College's 2020-21 Operating budget, sponsor services, full time positions, student FTEs and 2020-21 student tuition and fees.
- 2.12 **Recommend Approval of a Resolution Authorizing a Voluntary Furlough Program**
The Finance and Facilities Committee recommends the Board of Trustees approves the resolution for the offering of a Voluntary Furlough Program.

2.13 Recommend Approval of a Resolution for a Voluntary Separation Incentive Program

The Finance and Facilities Committee recommends that the Board of Trustees approve the offering of a Voluntary Separation Incentive Program.

2.14 Recommend Approval of Unpaid Leave of Absence – Chase

The Finance and Facilities Committee recommends that the Board of Trustees approve an unpaid leave of Absence to Gina Chase, Applied Learning and Career Specialist in the Career and Transfer Services Department for the period of one (1) year from the date of SUNY Approval of the title of Director of Career and Academic Services, to serve as the Interim Director of Career and Academic Services.

Trustee Fiala made a motion to approve Preferred Agenda Action Items 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, 2.8, 2.9, 2.10, 2.11, 2.12, 2.13, and 2.14. Trustee Connerton seconded the motion and it was unanimously approved.

3.0 ACTION ITEMS

3.1 Recommend Approval of Revised Conflict of Interest Policy and Procedure

The President recommends the Board of Trustees approves the revised Conflict of Interest Policy for SUNY Broome Community College.

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

4.0 INFORMATION ITEMS

4.1 President's Report

Dr. Drumm thanked the Trustees for their time. There are no new guidelines from SUNY or the State on reopening. The Campus plans will be approved but the priority is for the State Ops to be approved first. The recently approved voluntary furlough and separation incentive will need MOUs from each Union. SUNY is conducting a marketing campaign aimed at increasing enrollment at the community college level. The County is reducing college funding by \$550,000. Enrollment continues to decrease as do other community colleges across the state. Another Federal stimulus is possible. The particular challenge is that SUNY Broome is one of the leanest administrative colleges. The Graduation will be a face-to-face drive through. There will be a more formal virtual ceremony on July 25th. Dr. Drumm would like to have the August board meeting be a face-to-face meeting. The Student Village housing will be single rooms. Students will be phased back over 4 days and quarantine in their rooms.

4.2 IE – Kim McLain

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

4.3 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.

4.4 Academic Affairs – Dr. Penny Haynes

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

4.5 Student Assembly Update

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

4.6 BCC Foundation Report – Cathy Williams

This report is routine and for informational purposes. A copy of the report was included in the Board Packet. Ms. Williams announced there is a \$50,000 match available until June 30th for the Emergency Student Fund.

4.7 Facilities Update

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

4.8 Budget Transfers

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

4.9 Grants Approvals

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

4.10 Investment Report

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

4.11 Human Resource Update

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

4.12 Budget and Finance Update

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

4.13 Candidates Eligible for Initial II

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

4.14 Student Village Housing Report

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

4.15 Media Report

This report is routine and for informational purposes. A copy of the 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 June 16, 2020 meeting. Chair Paniccia called the meeting to order at 9:00 a.m. and adjourned at 9:22 a.m.

Trustee Paniccia made a motion to adjourn the meeting. Trustee Connerton seconded the motion, and it was unanimously approved. The meeting was adjourned at 5:22_p.m.

The next Board of Trustees meeting is scheduled for 5:00 p.m. Thursday, August 20, 2020 to be held in the Libous Room D117 of the Decker Health Science Center

Approved: August 20, 2020