

**SUNY BROOME COMMUNITY COLLEGE
BOARD OF TRUSTEES
August 20, 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 (Chairperson), Anthony Paniccia (Vice-Chair, Nick Serafini, Margaret coffee, Kathy Connerton, Jim Orband, Jason Andrews, Daniel Todd

TRUSTEES EXCUSED: Barbara Fiala

ADMINISTRATION PRESENT: Dr. Kevin Drumm, Michael Sullivan, Dr. Carol Ross-Scott, Dr. Penny Haynes, Jesse Wells, Diana Lenzo, Bob Behnke, Lynn Fedorchak, Dave Ligeikis

Chairman Newman called the Zoom conference meeting to order at 4:00 p.m.

1.0 Approval of Minutes from June 18, 2020 Board of Trustees Meeting
Trustee Orband made a motion to approve the June 18, 2020 Board of Trustees meeting minutes. Seconded by Trustee Serafini. The motion was unanimously approved.

2.0 PREFERRED AGENDA ACTION ITEMS

2.1 Recommend Approval of Unpaid Leave of Absence for Shelli Cordisco

The Finance and facilities Committee recommends the Board of Trustees approve an unpaid leave of Absence to Shelli Cordisco, Director of Sponsored Programs from September 1, 2020 to August 31, 2021, to serve as the Interim Associate Vice President of Student Development and Dean of Students.

2.2 Recommend Approval of Resolution for New Position Description for Director of Student Financial Services

The Finance and Facilities Committee recommends that the Board of Trustees approves the resolution for the new position description of Director of Career and Academic Services.

2.3 Recommend Approval of Resolution for the Revised Position Description for Assistant Bursar

The Finance and Facilities Committee recommends that the Board of Trustees approves the resolution for the revised position description of Assistant Bursar.

2.4 Recommend Approval of Resolution for the New Position Description for Director of Workforce Development

The Finance and Facilities Committee recommends that the Board of Trustees approves the resolution for the new position description of Director of Workforce Development.

2.5 Recommend Approval of the Resolution Authorization of the Modification of Resolution #1605 for the Voluntary Separation Incentive Program

The Finance and Facilities Committee recommends that the Board of Trustees approve the modification of resolution #1605 dated June 18, 2020 for the Voluntary Separation Incentive program.

2.6 Recommend Approval Entrepreneurial Assistance Program Grant 2021

The Finance and Facilities Committee on behalf of the Board of Trustees approves acceptance of this Entrepreneurial Assistance Program Grant.

2.7 Recommend Approval SUNY Clean Energy Workforce Opportunity Program

The Finance and Facilities Committee on behalf of the Board of Trustees approves acceptance of this SUNY Clean Energy Workforce Opportunity Program.

Trustee Paniccia made a motion to approve Preferred Agenda Action Items 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, and 2.7. Trustee Serafini seconded the motion and it was unanimously approved.

3.0 ACTION ITEMS

3.1 Recommend Approval to Set the Date of the Annual Meeting

The Administration recommends approval from the Board of Trustees to set the date of September 17, 2020 as the date of the annual meeting for 2020, meeting to be held at 5:00 p.m. **Trustee Ball motioned to approve the annual meeting date of the Board of Trustees to be September 17, 2020 at 5:00 p.m. Trustee Andrews seconded the motion. The motion was unanimously approved.**

3.2 Recommend Approval of Credit Hour Policy

SUNY Broome adheres to the regulations pertaining to degree requirements and the assignment of credit hours. This policy is consistent with the credit hour definitions established by the U.S. Department of education and NYSED in accord with MSCHE requirements. The President recommends the Board of Trustees approves the new Credit Hour Policy for SUNY Broome Community College.

Trustee Connerton motioned to approve the New Credit Hour Policy. Trustee Ball seconded the motion. The motion was unanimously approved.

3.3 Recommend Approval of Remote Work Policy

SUNY Broome Community College seeks to create a remote work policy to provide flexible work option for campus division or departments to achieve and support projects, work assignments and/or other important activities. The President recommends the Board of Trustees approves the New Remote Work Policy for SUNY Broome Community College.

Trustee Orband motioned to approve the New Remote Work Policy. Trustee Connerton seconded the motion. The motion was unanimously approved.

4.0 INFORMATION ITEMS

4.1 President's Report

Dr. Drumm thanked the Trustees to adjusting their calendars to meet earlier than originally scheduled. Dr. Drumm reported the college continues with preparation for reopening for the Fall semester. There has been a delay in the testing process but the college has been in regular contact with the county and Binghamton University who is including our college in their testing. There is currently turmoil in the Higher Ed system with colleges scheduled to open, but then going to remote learning. New guidelines from the state have dictated that colleges must go to complete remote learning if 5% or 100 cases of total enrollment and staff test positive. There may be a cross country season this year. There is still some

discussion on how this will proceed. Enrollment numbers increased substantially due to new de-registration dates. There may be a possible decline in housing numbers in the Spring. Dr. Drumm noted that students are asked to quarantine if they are coming from a hot state or country. Everyone is encouraged to test before they arrive, but not requiring it. Masks must be worn in the classrooms but not a private office where one can social distance.

4.2 Middle States Update

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

4.3 Student Affairs Update

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

4.4 Student Assembly Update

There was no activity for Student Assembly in the month of July or August. No report was included.

4.5 BCC Foundation Report

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

4.6 Facilities Update

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

4.7 Budget Transfers

There was no budget transfers for July or August. No report was included.

4.8 Grants Approvals

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

4.9 Investment Report

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

4.10 Human Resource Update

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

4.11 Budget and Finance Update

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

4.12 Student Village Housing Report

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

4.13 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 Minutes from Finance & Facilities Meeting of August 18, 2020

Board of Trustees
August 20, 2020

The Minutes of the Finance and Facilities Committee were submitted for the August 18, 2020 meeting. Chair Anthony Paniccia called the meeting to order at 9:00 a.m. and adjourned at 9:27 a.m.

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

The meeting was adjourned at 4:13 p.m.

The next Board of Trustees meeting is scheduled for 5:00 p.m. Thursday, September 17, 2020 to be held in the Libous Room D117 of the Decker Health Science Center.

Approved: September 17, 2020