

**SUNY BROOME COMMUNITY COLLEGE
BOARD OF TRUSTEES
October 22, 2020 minutes**
(Unofficial until approved by the Board of Trustees)

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: Chair Anthony Paniccia, Vice-Chair Kathy Connerton, Barbara Fiala, Sharon Ball, James Orband, Jason Andrews, Aseel Mohamed (Student Trustee)

Trustees Excused: Nick Serafini, Marc Newman, Margaret Coffey

Administration Present: Dr. Kevin Drum, Michael Sullivan, Dr. Carol Ross-Scott, Dr. Penny Haynes, Jesse Wells, Lynn Fedorchak, Dave Ligeikis, Cathy Williams, Nick Brey, Dr. Kim McLain, Maureen Breck, AVP and Dean Snyder, Diana Lenzo, Bob Behnke, Esq.

Guests: Dr. Jon Connolly, President, Sussex Community College, Middle States Site Visit Chair

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

There was no quorum at the start of the meeting. Chair Paniccia moved directly to the Information Items.

1.0 Approval of Minutes from the September 17, 2020 Board of Trustee Meeting
Trustee Connerton made a motion to approve the September 17, 2020 Board of Trustees meeting minutes. Seconded by Trustee Orband. The motion was unanimously approved.

2.0 PREFERRED AGENDA ACTION ITEMS

2.1 Recommend Approval of Resolution for Unpaid Leave of Absence for Nicholas Brey.

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 Nicholas Brey, Assistant Director of Security and Health from October 26, 2020 to August 31, 2021 to serve as the Interim Director of Campus Safety and Security.

2.2 Recommend approval of Resolution for Unpaid Leave of Absence for Fermin Romero, III

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 Fermin Romero, III, Assistant Director for Technology Services from October 26, 2020 to August 31, 2021, to serve as the Interim Director of Information Technology Services.

2.3 Recommend Approval of Resolution for the New Position Description for Simulation Educator

Under SUNY Broome 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 accord to specific procedures. It is recommended the Board of Trustees approves the new position description Simulation Educator.

2.4 Recommend Approval of Resolution for the New Position Description for Associate Dean of Nursing

Under SUNY Broome 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 accord to specific procedures. It is recommended the Board of Trustees approves the new position description Associate Dean of Nursing.

2.5 Recommend Approval of Write-Offs of Student Account Receivables.

The Finance and Facilities Committee recommends that the Board of Trustees approves the write-offs of uncollectable accounts for receivables in the amount of \$985,451.66.

Trustee Connerton made a motion to approve Preferred Agenda Action Items 2.1, 2.2, 2.3, 2.4, and 2.5. Trustee Fiala seconded the motion. The motion was unanimously approved.

3.0 ACTION ITEMS

There were no Action Items to approve

4.0 INFORMATION ITEMS

4.1 President's Report

Dr. Drumm thanked everyone for all their support, patience, and extra work that has gone on these last few months, especially to the facilities and maintenance people in keeping the campus safe and clean. The campus is mostly remote with 2/3 distance for the last 3 weeks remote because the county moving into the yellow zone. Hopefully, we will be moving back to 1/3 remote. Depending on tomorrow's results, most employees will continue to work from home. Dr. Drumm will send out a notice tomorrow after the county COVID case numbers are updated. The main concern right now is for students who find online learning more difficult and need more face-to-face support services. A draft memo from SUNY is being circulated regarding reopening procedures and spring term start dates. SUNY will probably eliminate the spring break. Thank you to everyone involved with testing procedures on campus. There will probably be more demand with the upcoming holiday breaks. There has not been a positive case on campus and we are still waiting for our most recent set of testing. Thank you to Nick Brey, Hans VanHouten, Dr. Ross-Scott, and Dr. Kim McLain for going above and beyond to coordinate and help with the testing. Dr. Drumm advised everyone to Pace Yourself! As stressful as this has been, it will probably be like this next year at this same time. Hopefully, the vaccine will help.

4.2 Middle States Update

Trustee Ball introduced Dr. Kim McLain, Interim Director of Institutional Effectiveness who presented the highlights of the initial draft Middle States Self-Study. A copy of her PowerPoint was included in the Board packet. Trustees Connerton and Paniccia congratulated Dr. McLain on a well-presented report. Trustee Ball introduced Dr. Connolly, President of Sussex Community College and

Chair of the Middle States Visiting team. Due to COVID, the college's preliminary site visit has been moved to a virtual visit on November 19th. Dr. Connolly will be meeting with key personnel. The actual site visit is planned for March. Dr. Connolly has been in higher Ed for 25 years, both as an administrator and faculty, in rural and urban settings. He reiterated that the purpose of peer review is to address the mutual challenges in Higher Education. COVID is affecting finances, students, everyone at an institution. A self-study is an introspective exercise. Dr. Connolly commented that it appears the Board of Trustees is well informed about the process of a Middle States site visit. Trustee Andrews thanked Trustee Ball for her great job of keeping the Board informed about this process and the amount of work that is involved on behalf of the campus community. Thank you to Dr. McLain.

4.3 College Assembly Update

Incoming Chair Breck reported on highlights from her report. All meetings will be virtual this fall through Zoom. Presentations on SUNY EIT Accessibility Plan and CARES Act Funding have been shared with the College Assembly. A copy of the report was included in the Board Packet.

4.4 Student Affairs Update

Dr. Ross-Scott reported the division lost 3 employees to the VSIP. The focus of the division this year is Student Wellness. With moving to remote learning modalities, the division is working to intervene with residents, and online students virtually and for the success of our students. Dr. Ross-Scott introduced Nick Brey who has taken over the position of Public Safety Director. The primary focus of Public Safety is on testing and working through challenges. Testing has increased due to changing SUNY mandates. Fifty percent of housing students are tested weekly. The CEC is in the yellow zone and all are being tested weekly. Commuter students and Faculty and Staff have been volunteering for testing pools. Officers are posted in Wales and CEC for proper screening processes and keeping the campus safe. Trustee Connerton congratulated Mr. Brey on keeping the campus safe. The college is doing a great job. People must adhere to protocols because of the number of asymptomatic people. Trustee Andrews was glad to hear that mental health issues are being supported.

4.5 Student Assembly Update

Newly elected student Trustee Aseel Mohamed attending the meeting and discussed some of the highlights of the report that outgoing trustee Daniel Todd submitted. He reviewed the recent election process. The Assembly has revised the Student Assembly Constitution and is waiting on approval by their constituents. The Assembly will be releasing two surveys to the campus – Student Outreach and Student Events. A copy of the report was included in the Board Packet.

4.6 BCC Foundation Report

Executive Director Williams reported on highlights of her report. The Foundation staff continues to work remotely with a rotating staff. Financially the Foundation is in a stable position with revenue up from last year. This is directly related to a \$75,000 grant from Lockheed Martin. This will help cover the gap of TAP funds being reduced. Clearly, the community has stepped up in a tough time. The Student Emergency Funds are being distributed. Student Scholarships will also be increased. December 1 will be the Giving Day Campaign. Ms. Williams shared a screen of the Broome Magazine cover from the virtual graduation event this

summer. The Foundation shared the top spot for 6 awards from the SUNYCUAD for fundraising pieces for marketing, fundraising campaigns, and magazine articles. A copy of the report was included in the Board Packet.

4.7 Facilities Update

Director Ligeikis reported on the highlights of his report. Mr. Ligeikis will relay the praise from Dr. Drumm to the facilities and maintenance staff. Additional outdoor student/staff space will be developed outside of the Library and NSC. Renovation on the Music Department should be completed by October 30, 2020. The new entrance of the Finance Department is nearing completion. Upgrades to the exterior of some buildings will be done. Mr. Ligeikis would like to thank his talented staff for enhancing the overall campus appearance. 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

L. Fedorchak reported this Human Resources report has standard personnel activities. 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

Mr. Sullivan reported the Annual FY 2019-2020 Report is due to SUNY by October 31st. Finance is predicting a balanced budget and this represents the 4th year in a row, with an unrestricted fund balance of 9 ½% of operating cost. This is close to the college's goal of being at a 10% fund balance recommended both by the Middle States and other institutions. This is particularly important due to the significant reduction in reimbursement by the state and a cut in state aid. A more comprehensive forecast for the current year's budget will be presented at the December F&F committee meeting. Funding decisions from the State and SUNY have been put on hold until after the elections. Overall, 39 employees took the VSIP. There were 7 faculty members and 32 out of 250 eligible non-instructional staff. Due to the retirements, each of the 3 divisions has developed a draft reorganization plan to realign or reduce staffing in light of financial constraints as 87% of the budget is payroll and benefits. A copy of the report was included in the Board Packet.

4.13 Student Village Housing Report

Dr. Ross-Scott reported there are 215 residents in the Student Village with 6 RAs. There are 4 students to a suite for social distancing. The Housing Report is routine

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

4.14 Media Report

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

5.0 COMMITTEE REPORTS

5.1 Minutes from Finance & Facilities Meeting of October 20, 2020

The Minutes of the Finance and Facilities Committee were submitted for the October 20, 2020 meeting. Chair Kathy Connerton called the meeting to order at 1:01 p.m. and adjourned at 1:37 p.m. All Action Items were discussed and approved to move forward to the Board of Trustees.

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

The meeting was adjourned at 6:09 p.m.

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

Approved: December 17, 2020