

**SUNY BROOME COMMUNITY COLLEGE
BOARD OF TRUSTEES
December 17, 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: Chair Anthony Paniccia, Vice-Chair Kathy Connerton, Barbara Fiala, Sharon Ball, James Orband, Aseel Mohamed (Student Trustee), Margaret Coffey, Nick Serafini
Trustees Excused: Jason Andrews, Marc Newman
Administration Present: Dr. Kevin Drumm, Michael Sullivan, Dr. Carol Ross-Scott, Dr. Penny Haynes, Jesse Wells, Lynn Fedorchak, Dave Ligeikis, Cathy Williams, Dr. Kim McLain, Brittany Richardson, AVP and Dean Snyder, AVP and Dean Kinney, Diana Lenzo, Cheryl Sullivan, Esq.

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

1.0 Approval of Minutes

Trustee Coffey made a motion to approve the October 22, 2020 Board of Trustees meeting minutes. Seconded by Trustee Fiala. Corrections were entered by Trustee Ball. The motion was unanimously approved.

Due to technical difficulties, Trustee Connerton was dropped from the meeting, losing the quorum. Chair Paniccia moved to agenda item 5.0 Informational Items.

2.0 Committee Reports

Minutes from the F&F meeting of December 15, 2020

The December 15, 2020 meeting minutes of the Finance and Facilities Committee were submitted for review. Chair Connerton called the meeting to order at 9:00 a.m. and adjourned at 9:43 a.m. All Action Items were discussed and recommended without reservations to move forward to the Board of Trustees for approval. Chair Connerton thanked VPAFA Sullivan for providing a better understanding of the budget process with his thorough explanation.

3.0 Preferred Agenda Action Items

3.1 Recommend Approval of Campus Electricity Provide Purchase Agreement with Mirabito Power and Gas

As per Policy FI6001 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. This is a purchase agreement with Mirabito Power and Gas to provide Campus Electricity.

3.2 Recommend Approval of Purchase Agreement with SUNY Energy Buying Group (EBG)

As per Policy FI6001 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. This is a purchase

agreement to authorize SUNY Broome to participate in the SUNY Energy Buying Group (EBG).

3.3 Recommend Approval of new position Description for Assistant Director of Student Financial Services

Under SUNY Broome Community College's Policy and Procedures Manual, Policy PA3004 Positions (Change in Position Description and or Title), 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. It is recommended the Board of Trustees approves the new position description of Assistant Director of Student Financial Services.

Trustee Fiala moved to approve items 3.1, 3.2, and 3.3. Trustee Connerton seconded. Agenda Items 3.1 and 3.2 pass unanimously. Agenda Items 3.3 passed with 6 yes, 1 abstention. The motion was approved.

4.0 Action Items

4.1 Recommend Approval of resolution of New Mission, Strategic Plan, and Assessment Policy

The President and Executive Council of the College has recommended to the Board of Trustees for their review and approval a new policy concerning Mission, Strategic Plan, and Assessment. The purpose of this policy is to serve as a reminder to members of the College to ensure that all activities conducted at the College, including its programs and services, are in line with the college mission and vision, adhere to the set of established values, are aligned with the strategic plan, and regularly assessed. It is proposed that the Mission, Strategic Plan, and Assessment Policy be adopted and included in the SUNY Broome Community College Policy Manual under reference GA2008.

Trustee Coffey motioned to approve Policy GA2008 Mission, Strategic Plan, and Assessment. Trustee Connerton seconded. The motion was unanimously approved.

4.2 Recommend Approval of Resolution of Drone Policy

The President and Executive Council of the College has recommended to the Board of Trustees for their review and approval a new policy concerning Drones. The purpose of this policy is that SUNY Broome Community College reserves the right to manage the use of its airspace and to establish the guidelines for the operation of Unmanned Aerial System (UAS or drones) for members of the College community. It is proposed that the Drone Policy be adopted and included in the SUNY Broome Community College Policy Manual under reference SS8002.

Trustee Connerton motioned to approve Policy SS8002 Drone Policy. Trustee Orband seconded. The motion was unanimously approved.

4.3 Recommend approval of Resolution rescinding GO1002 VP Academic Affairs and CAO

The President and Executive Council of the College has recommended to the Board of Trustees for their review and approval to rescind Policy

GO1002 Vice President and Chief Academic Officer. After a thorough review of this policy, it was determined that this policy is a position description that is not a policy (rule). It is proposed that the Vice President and Chief Academic Officer Policy GO1002 be sunset and deleted from the SUNY Broome Community College Policy Manual under reference GO1002.

Trustee Connerton motioned to approve to rescind GO1002 Vice President and Chief Academic Office Policy. Trustee Fiala seconded. The motion was unanimously approved.

4.4 Recommend Approval of Resolution rescinding GO1003 VP Student Affairs and CDO

The President and Executive Council of the College has recommended to the Board of Trustees for their review and approval to rescind Policy GO1003 Vice President for Student Affairs and Chief Diversity Officer. After a thorough review of this policy, it was determined that this policy is a position description that is not a policy (rule). It is proposed that the Vice President for Student Affairs and Chief Diversity Officer Policy GO1003 be sunset and deleted from the SUNY Broome Community College Policy Manual under reference GO1003.

Trustee Ball motioned to approve to rescind GO1003 Vice President for Student Affairs and Chief Diversity Officer. Trustee Connerton seconded. The motion was unanimously approved.

4.5 Recommend Approval of Resolution rescinding G)1004 VP Administrative & Financial Affairs

The President and Executive Council of the College has recommended to the Board of Trustees for their review and approval to rescind Policy GO1004 Vice President for Administrative and Financial Affairs. After a thorough review of this policy, it was determined that this policy is a position description that is not a policy (rule). It is proposed that the Vice President for Administrative and Financial Affairs Policy GO1004 be sunset and deleted from the SUNY Broome Community College Policy Manual under reference GO1004.

Trustee Connerton motioned to approve to rescind GO1004 Vice President for Administrative and Financial Affairs. Trustee Orband seconded. The motion was unanimously approved.

4.6 Recommend Approval of Resolution of Revised Investment Policy

The President and Executive Council of the College has recommended to the Board of Trustees for their review and approval of the revised Investment Policy.

Whereas, the President and Executive Council approved that a review of the SUNY Broome Community College Policy manual to be completed every three years; and after review, this policy has suggested revisions. It is proposed that the revised Investment Policy be adopted and included in the SUNY Broome Community College Policy Manual under reference FI6006.

Trustee Ball motioned to approve the Revised FI6006 Investment Policy. Trustee Connerton seconded. The motion was unanimously approved.

4.7 Recommend approval of a resolution for the President's evaluation and compensation

Chair Paniccia requested this resolution be tabled for Executive Session.

5.0 Information Items

5.1 Presidents Report

Dr. Drumm thanked all the Trustees attending the last meeting of 2020, and everyone on the campus keeping the campus safe and working to go to remote teaching. Hopefully, by the fall we could be back to some small face-to-face meetings. Thank you to Michael Sullivan for keeping the budget as balanced as possible with the state and federal budget cuts. The state has reduced the last Fiscal Year's 4th qtr. payment and the first qtr. payment of this fiscal year by 20%. It is expected that the 2nd qtr. payment of this fiscal year will also have a 20% reduction. This is occurring at all SUNY colleges. Spring term will begin on January 25th but will be 98% online. SUNY required colleges to begin on-campus classes on February 1st except for those health science courses that need clinical time. The State is assuming the colleges would use their fund balances to keep balanced budgets. The college is currently dipping into the fund balance to make payroll. The college did not conduct furloughs last year and instead offered the Voluntary Separation Incentive Program. Trustee Connerton thanked Dr. Drumm as this has been a tough year with a lot of stress and hard work. Amazingly, the college has only had 1 positive case.

Chair Paniccia returned to agenda item 2.0 Committee reports as Trustee Connerton returned to the meeting, establishing a quorum. The meeting continued as per the agenda.

5.2 Middles States Update

Trustee Ball provided highlights in her report which was included in the Board Packet. Dr. Connolly, Middle States Site Visit chair attended the November Board meeting via Zoom and will be returning for a final visit in March. He met with Board Chair Paniccia and other campus Administrative personnel. He also met with a group of 5 faculty members who are chairs and were involved in college governance. Feedback on the meetings has been positive. The Self-Study draft was distributed to the campus for review and feedback.

5.3 Council on Operational Issues Update

Chair Richardson reported on the highlights in her report which was included in the Board Packet. The COI group is currently reviewing and evaluating Shared Governance Assessment Recommendations for areas of improvement. The Shared Governance hosted a successful Fall 2020 Your Voice Matters. COI is endorsing a recommendation to encourage all faculty and staff to participate in job-specific modules from the DeQue University accessibility training. A memo to Executive Council with a recommendation for a campus-wide procedure be developed for the communication of new hires/positions to better serve our students.

5.4 Academic Affairs Update

Dr. Haynes announced that a new Director of Workforce, Danielle Britton, will be starting in January 2021. Interim Director of Academic Services Gina Chase

received the Greater Binghamton HYPE award. Dr. Haynes also wanted to commend the faculty for the good job they have been doing with these remote learning modalities and accomplishing a lot of things during the pandemic and stated there are other highlights in her report. Dr. Haynes introduced Dr. McLain who provided a presentation on the Academic Program Review process, The College Databook, and the results from the recent SUNY Faculty/Staff Survey. These items were included in the Board Packet. The survey was very favorable with a good response rate. The findings will be used to develop Professional Development offerings. Dr. Haynes has developed a Broome Zoom meetings for open communication with faculty about ideas and concerns.

5.5 Student Assembly Update

Trustee Mohamed reported on highlights in his report. Due to being remote, there have been no activities on campus. The assembly has been doing peer to peer phone calls and check in on students and have been getting good results. Student Assembly held a Your Voice Matters event. Student Assembly helped with the Giving of the Toys and food pantry.

5.6 BCC Foundation Report

Ms. Williams reported on the highlights in her report. A copy was included in the Board Packet. Giving Day was a huge success. The Foundation is working with three different donors on new endowed scholarships, one being for Dr. Semple who recently passed away. Grant Applications are being submitted now for Grant-in-Aid funds. The fall direct mailing was sent Thanksgiving week. The Foundation has received excellent feedback on the Fall edition of the Broome Magazine. The Second Chance scholarship application has closed and 34 students will be awarded support. The office is working remotely with 1 person daily. Thank you to Dr. Drumm for keeping the campus safe and healthy while working remotely.

5.7 Facilities Update

Mr. Ligeikis reported on highlights in his report. A copy was included in the Board Packet. Maintenance is working on the outdoor student/staff space new to the Library (LRC). A preliminary energy assessment/inventory by SIEMENS has been conducted. Renovation on the Music Department has been completed. A contract has been finalized for the replacement of the Applied Technology Building transformer. A proposal to install a small, permanent standby generator for the IT Data Center to ensure continued on-line instruction for both students and staff during any power outages. Facilities are finalizing a review of architectural services proposals for the replacement of the LRC roof, and relocation and expansion of the photo lab in Old Science.

5.8 Budget Transfers

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

5.9 Grants Approvals

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

5.10 Investment Report

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

5.11 Budget and Finance Update

Mr. Sullivan reported on the highlights in his report. A copy of the report was included in the Board Packet with a very comprehensive update. A copy of the Annual Report that was sent to SUNY and was approved was also included in the board packet. Everything is unknown at this time. Finance is predicting a balanced budget. The college will lose \$4.5 million in revenues. Several variables have affected this year's budget since last April. The Governor cut state aid by not continuing the maintenance of effort which resulted in a loss of \$825,000 of state aid. The County sponsorship was decreased by \$560,000. In August, the 4th qtr. payment was reduced by 20% or \$704,000 in state aid. In the current forecast, Finance is anticipating another 20% in state aid in the 1st qtr. cut of this fiscal year or another \$2.65 million, equaling \$4.65 million of public support that the college no longer anticipates getting. Current enrollment is at a decline of 19%. If spring numbers continue, the average is approximately a 15% decline in FTEs with a loss of revenue of \$4.5 million for an overall loss of \$9 million in revenue decline. The college is expecting the June/July County high school graduation rate will decline by 10%. Expense savings will be through non-personnel budget decreases, and decreases in personnel, and fringe benefits from a very strong hiring freeze. If the spring enrollment decline continues to decline more than forecast this could result in another \$1.25 million in lost revenues which would be represented through a decline in sections. January's enrollment numbers should give the college a better idea of the fiscal year. Cash flow through December was also included in the packet. The State has also cut TAP, Grants, and Financial Aid. Other reports included in the packet shows how SUNY Broome compares to its peers on 5 tracked variables. SUNY Broome is positioned as well as anyone with the challenges we are facing; declining enrollment, state and local aid reductions from declining revenues, and lack of federal stimulus money. Chair Paniccia thanked Mr. Sullivan for doing an exemplary job in keeping the budget balanced.

5.12 Human Resource Update

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

5.13 Student Village Housing report

Dr. Ross-Scott reported on the highlights of this report. This report is routine and for informational purposes. A copy of the report was included in the Board Packet. Dr. Ross-Scott reported there are currently 208 students in the village and have had 1 positive COVID case this semester. Public Safety, Health Services, and Dean of Student have all done an excellent job of keeping the student abiding by the safety protocols in place. It is expected that 200 students will return in the spring. The current Director of Housing is leaving. Dr. Ross-Scott will step in as Executive Director.

5.14 Media Report

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

Board of Trustees
December 17, 2020

Trustee Connerton motioned to go into Executive Session at 6:35 p.m. to discuss the employment of a College employee. Trustee Serafini seconded the motion. The motion was unanimously approved.

Trustee Coffey motioned to approve item 4.7, a resolution for President's evaluation and compensation. Seconded by Trustee Ball. The motion was unanimously approved.

Trustee Coffey motioned to come out of Executive Session at 6:43 p.m. Seconded by Trustee Ball. The motion was unanimously approved.

Trustee Coffey motioned to adjourn the meeting. Trustee Ball seconded the motion. It was unanimously approved.

The meeting was adjourned at 6:44 p.m.

The next Board of Trustees meeting is scheduled for 5:00 p.m. Thursday, January 21, 2020, to be held in the Libous Room D117 of the Decker Health Science Center

Approved: January 21, 2021