

**SUNY BROOME COMMUNITY COLLEGE
BOARD OF TRUSTEES
February 18, 2021 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, Sharon Ball, James Orband, Margaret Coffey, Jason Andrews, Nick Serafini
Trustees Excused: Barbara Fiala, Aseel Mohamed (Student Trustee), Marc Newman
Administration Present: Dr. Kevin Drumm, Michael Sullivan, Dr. Carol Ross-Scott, Dr. Penny Haynes, Jesse Wells, Lynn Fedorchak, Dave Ligeikis, Cathy Williams, CA Chair Maureen Breck, Diana Lenzo, Cheryl Sullivan, Esq.

Chair Paniccia called the meeting to order at 5:00 p.m. There was no quorum at 5:00 p.m. The Chair proceeded directly to 5.1 President's Report. After 5.1 Chair resumed meeting with quorum of trustees present.

1.0 Approval of Minutes

Trustee Serafini made a motion to approve the January 21, 2021 Board of Trustees meeting minutes. Seconded by Trustee Connerton. The motion was unanimously approved.

2.0 Committee Reports

Minutes from the Finance and Facilities Committee meeting of February 16, 2021

The Minutes of the Finance and Facilities Committee were submitted for the February 16, 2021 meeting. Chair Kathy Connerton called the meeting to order at 9:014a.m. and adjourned at 9:40 a.m. All Action Items were discussed and approved to move forward to the Board of Trustees.

Trustee Connerton moved to accept the report. Trustee Andrews seconded. The report was approved unanimously.

3.0 Preferred Agenda Action Items

3.1 Resolution to Approve Revised Treasurer Policy

The Finance and Facilities Committee recommends the Board of Trustees approve the revised Treasurer Policy to be adopted and included in the SUNY Broome Community College Policy Manual reference GO1005 Treasurer Policy.

3.2 Resolution to Approve new unrestricted net assets (Fund Balance) Policy

The Finance and Facilities Committee recommends the Board of Trustees approve the new Unrestricted Net Assets (Fund Balance) Policy to be adopted and included in the SUNY Broome Community College Policy Manual reference FI6009 Unrestricted Net Assets (Fund Balance) Policy.

3.3 Approve Unpaid Leave of Absence – Szostak

The Finance and Facilities Committee recommends the Board of Trustees grant an unpaid leave of absence to Maja Szostak, Sr. Staff Assistant in the Admissions Department from January 3, 2021, to May 31, 2021, to serve as the Interim Director of Admissions while the position is reviewed and searched due to resignation of the current director.

3.4 Resolution to approve Faculty eligible for Continuing Appointment

The Finance and Facilities Committee recommends the Board of Trustees approve the resolution for continuing appointment for the attached listing of candidates effective September 1, 2021.

3.5 Resolution to approve revised Position Description for Registrar

The Finance and Facilities Committee recommends the Board of Trustees approve the revised position description for Registrar.

Trustee Connerton moved to approve Preferred Action Items 3.1, 3.2, 3.3, 3.4, and 3.5. Trustee Ball seconded the motion. The motion passed unanimously.

4.0 Action Items

4.1 Recommend approval of new College Governance/Presidential Authority

The President and Executive Council of the College has recommended to the Board of Trustees for their review and approval a revised GO1001 College Governance/Presidential Authority Policy. Governance is a process of consultation and communication by which decisions and policies are developed to meet the mission of an institution. Faculty, staff, students, administration, and the Board of Trustees of SUNY Broome Community College are key stakeholders committed to shared governance – a dynamic, open, and cooperative process that seeks input and recommendations from all campus constituencies whenever possible, to inform decision-making that will help the College best achieve its mission and goals.

Trustee Connerton moved to approve the new GO1001 College Governance/Presidential Authority Policy. Trustee Ball seconded the motion. The motion passed unanimously.

5.0 Information Items

5.1 Presidents Report

Dr. Drumm thanked the Board, students, and staff for persevering through almost 1 year of this pandemic. The Vaccine Pod on campus is going well. Testing on the campus is also going very well. Dr. Drumm is hopeful we will be somewhat normal for the start of the Fall semester with 50% online and 50% in-person on campus. We will have to see what type of learning platform the student market dictates. There will be some hybrid and Hyflex classes, some online and some face-to-face. Spring sports like tennis, baseball, softball are scheduled to start, along with the possibility of spring soccer. Of course, it all depends on what other teams will be available to compete with. ESports is going very well. The Middle States report has been submitted to the Middle States and the visiting site team. Thank you to Drs. Haynes and McLain, the standard teams, and the steering committee for all their hard work. He can't thank them enough for their assessments and finding areas for continuous improvement. Dr. Drumm thanked the Chancellor and SUNY for their

continued support during this COVID Pandemic and the testing operations at SUNY Upstate.

A quorum was met and the meeting returned to Agenda item #1.

5.2 Middle States Update

Trustee Ball reported on the highlights in her Middle States report. Bravos to Drs. Haynes and McLain for completing the MS report. It is very impressive. The video tour of the campus has been sent to the visiting team. Chair Paniccia thanked Trustee Ball for her leadership and the effort she has put in with the Middle States preparation. The site visit is scheduled for March 29-31, 2021.

5.3 College Assembly

Chair Breck reported on the highlights in her report. It was included in the board packet. The revised 2021 Academic Calendar was approved based on SUNY COVID Guidelines. Fall 2020 Your Voice Matters was held in November 2020. Findings were presented to Executive Council. Ms. Breck will be leaving the college on February 25th. Drs. Haggerty and McLain presented the Middle States report with all the Shared Governance groups. The new FCCC representative is Dr. Mary Donnelly.

5.4 Academic AFFAIRS Update

Dr. Haynes reported on the highlights in her report. The Faculty, regardless of these modalities, continue to hold book discussions, music, and theater presentations, during this pandemic. Professor Sandy Wright, BIT Department, has been working on a SARA grant project, which has helped our nursing and health sciences students. She has been invited to present to the SUNY Online Open Education event. Academic Affairs continue to work hard on the schedule development for the Fall with at least 50% being back on campus with remote classes as necessary. Academic Affairs is also working on new developments with a 7-7 week program within the 15 week semester. Congratulations to the new Assistant Dean of Distance Learning and Professional Development Dr. Stephanie Malmberg.

5.4.1 CircleIn App and Professional Development

Dr. Malmberg presented an overview of the launch of the new CircleIn app that is available for students to seek collaborative assistance from their peers in an informal platform to support them in their academic pursuits at the college. The college is hoping this will help fill the gap from the lack of peer-to-peer learning while remote. There is a one-time professional development grant available for the development of the Hyflex courses by faculty. There will also be professional development funding available for the development of stackable micro-credentialing courses.

5.5 Student Assembly Update

Trustee Mohamed was absent from the meeting and no report was submitted for the packet.

5.6 BCC Foundation

Ms. Williams reported on the highlights in her report. This report was included in the board packet. Ms. Williams reported the Foundation is on par financially. Due to the pandemic, there will be no student in-person phone-a-thon, instead, direct mailings and challenge campaigns will be conducted. The Spring magazine is in process and expected to be distributed the first week of April. The first virtual alumni event was held on February 4 with Dr. Firenze and Nick Venuti. '17, who hosted a virtual presentation for students of the Biology field trips that were canceled due to COVID. Thank you to the board for approving the Emergency Funding from Lockheed Martin, ½ of which has already been promised this semester. There have been 100 applications already. During the Fall semester, there were 137 applications, with 101 being females with an average age of 28. The needs were housing, transportation, medical bills, and childcare. The foundation anticipates that there will be approximately \$137,000 provided in grants between the 2 semesters. The SARA project that Dr. Haynes mentioned is a prime example of collaborative projects between departments and support from private funding.

5.7 Facilities Update

Mr. Ligeikis reported on the highlights in his report. A contract is in place to correct the fire dampers on campus. Conversations with SIEMENS regarding an Energy Performance contract are on-going. There are several projects anticipating designs such as the relocation of photo labs, roof replacements, and the façade study of the library, and some parking lot/sidewalk access.

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 Human Resources Update

This report is standard activity for January 2021 and for informational purposes. A copy of the report was included in the Board Packet.

5.12 Budget and Finance Update

The college continues to project a balanced budget for this fiscal year ending August 31st... We are concluding with the external auditors Bonadio for last year's audited statements, with the reports anticipated going to next month's board meeting. There have not been any significant findings. Finance continues to maintain a balanced budget for the current year and is in the process of developing next year's budget, which is expected to be presented at the April board meeting. The current pending Federal stimulus package is a major factor in developing next year's budget as it pertains to the funding approved for education which includes Higher Ed, the state budget, and local county sponsor-share. Finance should have more information by the April meeting. There are, coincidentally, 3 major audits

being conducted at the college: the annual audited statements by Bonadio; the Us Department of Education Title IV Financial Aid Audit (the last one was done in 1999) which starts March 1; and the US Department of Defense, reviewing military students/veterans funding support.

5.13 Faculty Eligible for Term Appointment

This report is routine and for informational purposes. A copy of the report was included in the Board Packet but was not addressed during the meeting. It will be placed on the March agenda and recognized.

5.14 Student Village Housing Report

Dr. Ross-Scott reported on the Student Village housing report which reflected remittances and bond payments. At the time of the report, there were 164 residents, the village is currently at 143 residents. The decrease is due to students who have an excessive bill or have not registered for the semester.

5.15 Media Report

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

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

The meeting was adjourned at 5:44 p.m.

The next Board of Trustees meeting is scheduled for 5:00 p.m. Thursday, March 25, 2021, to be held in virtual via Zoom conferencing.

Approved: March 25, 2021