

**SUNY BROOME COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
March 25, 2021 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, Sharon Ball, James Orband, Margaret Coffey, Jason Andrews, Barbara Fiala, Michael Woodward

**Trustees Excused:** Nick Serafini, Marc Newman

**College Administration Present:** Dr. Kevin Drumm, Michael Sullivan, Dr. Carol Ross-Scott, Dr. Penny Haynes, Jesse Wells, Lynn Fedorchak, Dave Ligeikis, Brittany Richardson, Carla Michalak, Dean Michael Kinney, Dr. Kim McLain, Jeanette Tillotson, Julie Lakin, Diana Lenzo,

**Others Present:** Robert Behnke, Esq., Bonadio Auditors Alan Walther, Joseph Heroux

**Chair Paniccia called the meeting to order at 5:00 p.m. The meeting started with Item 1.0 Approval of the minutes as the Bonadio Auditors were not on the call at 5:00 p.m. to do their presentation.**

**1.0 Approval of Minutes**

Trustee Orband made a motion to approve the February 18, 2021 Board of Trustees meeting minutes. Seconded by Trustee Andrews. The motion was unanimously approved.

**2.0 Committee Reports**

**Minutes from the Finance and Facilities Committee meeting of March 23, 2021**

The Minutes of the Finance and Facilities Committee were submitted for the March 23, 2021 meeting. Chair Kathy Connerton called the meeting to order at 9:01 a.m. and was adjourned at 9:34 a.m. Chair Connerton wanted to highlight that the College team has done an excellent job of keeping a balanced budget and the Finance Department did an excellent job on having a clean Department of Education audit. All Action Items were discussed and approved to move forward to the Board of Trustees. Chair Connerton moved to accept the committee report. Seconded by Trustee Orband. The motion was unanimously approved.

**3.0 Preferred Agenda Action Items**

**3.1 Recommend Approval of Resolution Recommending Candidates for Continuing Appointment**

The Finance and Facilities Committee recommends that the Board of Trustees approves the resolution for a continuing appointment for Timothy Shea effective September 1, 2021.

**3.2 Recommend Approval of Revised Resolution for Unpaid Leave of Absence – Szostak**

The Finance and Facilities Committee recommends that the Board of Trustees grant an unpaid leave of absence to Maja Szostak, Senior Staff Assistant in the Admissions Department from January 2, 2021, to May 31, 2021.

**3.3 Recommend Approval of Release of Retainage for Petcosky & Sons Plumbing and Heating HVAC Work on the Campus Services Renovation Project**

The Finance and Facilities Committee recommends that the Board of Trustees approves release-of-retainage payment to Petcosky & Sons Plumbing and Heating for the HVAC work on the Campus Services Renovation Project.

**3.4 Recommend Approval of Release of Retainage for Nelcorp Electrical Contracting Corp. Work on the Campus Services Renovation Project**

The Finance and Facilities Committee recommends that the Board of Trustees approves release-of-retainage payment to Nelcorp Electrical Contracting Corp. for their work on the Campus Services Renovation Project.

**3.5 Recommend Approval of Release of Retainage for Petcosky & Sons Plumbing and Heating Plumbing Work on the Campus Services Renovation Project**

The Finance and Facilities Committee recommends that the Board of Trustees approves release-of-retainage payment to Petcosky & Sons Plumbing and Heating for their Plumbing work on the Campus Services Renovation Project.

**3.6 Recommend Approval of Release of Retainage for LeChase Construction Services Work on the Campus Services Renovation Project**

The Finance and Facilities Committee recommends that the Board of Trustees approves release-of-retainage payment to LeChase Construction Services for their work on the Campus Services Renovation Project.

**3.7 Recommend Approval of 2020-2021 SUNY Child Care Appropriation**

The Finance and Facilities Committee on behalf of the Board of Trustees approves acceptance of this grant.

**Trustee Coffey moved to approve Preferred Agenda Action Items 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, and 3.7. Trustee Fiala seconded. The motion was unanimously approved.**

**4.0 Action Items**

**4.1 Recommend Approval of New AA4003 Open Access Policy**

The Board of Trustees approves the new Open Access Policy to be included in the SUNY Broome Community College Policy Manual under reference number AA4003.

**Trustee Ball moved to approve the new Open Access Policy. Trustee Connerton seconded. The motion was unanimously approved.**

**4.2 Recommend Approval of Revised FI6003 Operating Budget Transfers Policy**

The Board of Trustees approves the revised Operating Budget Transfers Policy to be included in the SUNY Broome Community College Policy Manual under reference number FI6003.

**Trustee Coffey moved to approve the revised Operating Budget Transfers Policy. Trustee Fiala seconded. The motion was unanimously approved.**

**4.3 Recommend Approval of Revised FI6004 Travel Policy**

The Board of Trustees approves the revised Travel Policy to be included in the SUNY Broome Community College Policy Manual under reference number FI6004.

**Trustee Connerton moved to approve the revised Travel Policy. Trustee Orband seconded. The motion was unanimously approved.**

**4.4 Recommend Approval of New GA2010 Gender Neutral Bathrooms Policy**

The Board of Trustees approves the new Gender Neutral Bathrooms Policy to be included in the SUNY Broome Community College Policy Manual under reference number GA2010.

**Trustee Coffey moved to approve the new Gender Neutral Bathroom Policy. Trustee Connerton seconded. The motion was unanimously approved.**

**4.5 Recommend Approval of Resolution for the New Music Recording and Production A.S. Program**

The Board of Trustees approves the Resolution for the College program proposal for an A.S. Degree in Music Recording and Production.

**Trustee Ball moved to approve the New Music Recording and Production A.S. Degree in Music Recording and Production. Trustee Fiala seconded. The motion was unanimously approved.**

**5.0 Information Items**

**5.1 Presidents Report**

Welcome Trustees. Dr. Drumm recognized Professor Irene Byrnes from Phi Theta Kappa on a National Award. He also thanked the other student advisors. Thanks to our volunteer nursing students and PS staff for operating our Pooled testing program. Vaccines continue to go smoothly for the County vaccine site. Thanks to our staff for pitching in support of the county operations. Some very good feedback from the community. The Kaufman Incubator finished its first Strategic Plan. Dr. Drumm expects to share the strategic plan at a later date. He participated in a panel discussion on "Rhapsody in Black" 1 man play on Saturday, a very powerful play about a black man growing up in America. Thank you Dr. Ross-Scott for coordinating this event. Dr. Ross-Scott and Dr. Haynes will discuss a new ILO. The Middle States starts Sunday night with the visiting team until Wednesday morning. There will be several open forums for the campus community.

**Auditors from Bonadio presented the draft audited financial statements for the 2019-20 Fiscal year.** Mr. Walther and Heroux presented the audited draft financial statements. They have completed the audit for the FY 2019-20. The vast majority of this audit was done remotely and a generous thank you to J. Lakin and J. Tillotson. They will be issuing an unmodified opinion on the financial statement with no internal control findings. This is the highest level of assurance a college can receive.

**5.2 Middle States Update**

Trustee Ball reported on the highlights in her routine report and for informational purposes. A copy of the report was included in the Board Packet. Middle States site visit starts Sunday at 6 p.m. with a welcome session. Official meetings start on Monday and the BoT meets with the team at 11:30 a.m. with an exit meeting on March 31<sup>st</sup> at 11 a.m. Trustee Ball announced she would be resigning from the board effective April 30, 2021, for personal health reasons. She thanked everyone and commented on how impressed she is with the way that SUNY Broome operates and an appreciation for how Dr. Drumm leads. Chair Paniccia thanked Trustee Ball for her service to the board.

### **5.3 Council on Operational Issues Update**

Chair Richardson reported on the highlights in her report which is routine and for information purposes. A copy of the report was included in the Board Packet. COI put forth a recommendation to the Executive Council on notification of new hires or positions changes communication process to the campus. This will occur after every board meeting. April 22 will be the Spring Your Voice Matters event. Elections for all Shared Governance groups are upcoming. The COI has no open positions.

### **5.4 Civic Engagement**

Carla Michalak reported on the highlights in her report which is routine and for information purposes. A copy of the report was included in the Board Packet. Ms. Michalak is the new Civic Engagement Coordinator. She has been working hard across all divisions and groups to bring them together to work collaboratively on Civic Engagement issues within the college and community. She is working to combat misinformation that students are receiving and working to get them more engaged in diversity and racism issues and discussions.

### **5.5 Student Affairs Update**

Dr. Ross-Scott reported on the highlights in her report which is routine and for information purposes. Her focus in her report is on Diversity, Equity, and Inclusion and what her staff and the SUNY system have been working on. One thing that has helped is working with Dr. McLain in Institutional Effectiveness and tracking URM student progress. One program intended to address URM students is the EOP program. There are currently approximately 80 students enrolled in the program. A strategic enrollment/retention plan is being developed for residential students. One of her goals is to have an advisor for each residential student. A mentorship program in UE High School is being promoted in the Johnson City school district. Dr. Haynes and Dr. Ross-Scott announced a new Institutional Learning Outcome #7 Racial Justice/Equity for all programs that must meet this outcome. This was developed and edited by the PTODI sub-committee and by the Gen Ed committee, presented to all the divisions, endorsed by the CAI, and endorsed by Executive Council. This is a very good example of how the Shared Governance process should work. Chair Paniccia thanked Dr. Ross-Scott for her work. Dr. Drumm thanked the Deans, faculty/staff for their efforts. It is very challenging to get new ILO's approved campus-wide. Trustee Connerton thanked the college, this is amazing work, and very impressed. It will be on the agenda for the next Board meeting.

**5.6 Student Assembly Update**

Trustee Woodward reported on the highlights in his report which is routine and for information purposes. A copy of the report was included in the Board Packet. Mr. Woodward also submitted the latest SUNY Student Survey in his report. There is a new President of the Student Assembly, Tatiana Young.

**5.6 BCC Foundation Report**

Ms. Williams was excused from the meeting. Her report is routine and for informational purposes. A copy of the report was included in the Board Packet.

**5.7 Facilities Update**

Director Ligeikis reported on the highlights in his report which is routine and for information purposes. A copy of the report was included in the Board packet. There is an ongoing effort to clean up the campus from winter. One of the focuses of reopening in the fall is to create as much useable outdoor space to support academic and student events. Buildings are being evaluated for bi-polar ionization units. There was a meeting to discuss accessibility with the LAD director Hughes, and signage will be updated in buildings.

**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 Approval**

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 Resource Update**

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

**5.13 Budget and Finance Update**

Mr. Sullivan reported on the highlights in his report which is routine and for information purposes. A copy of the report was included in the Board packet. The monthly forecast is in the packet. Mr. Sullivan wanted to recognize J. Lakin and J. Tillotson for the preparation of the audit for Bonadio along with the Department of Education of IV financial aid audit. Similar to the audited financial statements, there were no internal findings and were very congratulatory of the process and record-keeping. A job well done. Most of the CARES Act Institutional Funds were allocated to last year. The college was able to allocate \$260,000 CARES money directly to students for room and board. The college is finalizing next year's budget but is waiting on the State budget, which is to be approved by April 1<sup>st</sup>. Finance continues to forecast a balanced budget. There are a lot of negotiations happening in Albany. Finance should be able to provide a proposed budget at the April Board meeting. The college anticipates no tuition or student fee increases for FY 2021-22

due to the extraordinary situation students are facing. Chair Paniccia thanked Mr. Sullivan and his finance team for a great job as usual.

**5.14 Faculty Eligible for Term appointment**

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

**5.15 Student Village Housing report**

This report is a standard report and for informational purposes. A copy of the report was included in the Board Packet. There is a new Residential Director, Kalis Nunes, from SUNY Potsdam starting this week. Candidates for the Housing Director position are being identified.

**5.16 Media Report**

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

**6.0 Executive Session**

**Trustee Connerton motioned to go into Executive Session at 6:03 p.m. to discuss the employment of a college employee. Trustee Andrews seconded the motion.**

**Trustee Fiala motioned to come out of Executive Session at 6:11 p.m. Trustee Orband seconded the motion.**

Trustee Fiala made a motion to adjourn the meeting. Trustee Ball seconded the motion, and it was unanimously approved. The meeting was adjourned at 6:13 p.m.

The next Board of Trustees meeting is scheduled for 5:00 p.m. Thursday, April 22, 2021, to be held via Zoom.

Approved: April 22, 2021