

**SUNY BROOME COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
May 13, 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, Tina Fernandez, Margaret Coffey, Jason Andrews, Barbara Fiala, Michael Woodward, Nick Serafini, Marc Newman

**Trustees Excused:** James Orband

**College Administration Present:** Dr. Kevin Drumm, Michael Sullivan, Dr. Carol Ross-Scott, Lynn Fedorchak, Dave Ligeikis, Andrea Roma, Dean Michael Kinney, Dr. Kim McLain, Julie Lakin, Diana Lenzo, Shelli Cordisco, Dean Michele Snyder, Cathy Williams

**Others Present:** Robert Behnke, Esq.,

Chair Paniccia called the meeting to order at 4:00 p.m. The meeting time was changed due to a conflict with the Greater Binghamton Chamber Annual Meeting.

**1.0 Approval of Minutes**

Trustee Newman made a motion to approve the April 22, 2021 Board of Trustees meeting minutes. Seconded by Trustee Serafini. The motion was unanimously approved.

**2.0 COMMITTEE REPORTS**

The minutes of the Finance and Facilities Committee were submitted for the May 11, 2021 meeting. Chair Connerton called the meeting to order at 9:00 a.m. and was adjourned at 9:29 a.m. Chair Connerton reported that all action items were approved for recommendation by the Board of Trustees.

**3.0 PREFERRED AGENDA ACTION ITEMS**

**3.1 Recommend Approval of Subscription Service Agreement with OCELOT**

The Finance and Facilities Committee on behalf of the Board of Trustees approves acceptance of this service agreement with OCELOT, an AI student engagement platform that will provide instantaneous support for common questions and help drive student success.

**3.2 Recommend Approval of RFP for Banking Services**

The Finance and Facilities Committee recommends the Board of Trustees approve the selection of M&T Bank and authorizes the college administration to contract with M&T for comprehensive banking services for the next three years with the option for two two-year options to extend services.

**3.3 Recommend Approval of Subscription Service Agreement with Civitas Student Impact Platform**

The Finance and Facilities Committee on behalf of the Board of Trustees approves acceptance of this service agreement with CIVITAS student Impact Platform which

will help the college to develop a single online “one-stop” solution for planning, scheduling, and registration.

**3.4 Recommend Approval of Software Subscription for AIMS Parking Management**

The Finance and Facilities Committee on behalf of the Board of Trustees approves acceptance of this service agreement with AIMS Parking Management Software by EDC Corp. which will allow for integrated management of citations and parking permits.

**3.5 Recommend Approval Amendment of the Contract Term and Annual Amount with Ellucian Company L.O. for Ellucian Student Help Desk Services**

The Finance and Facilities Committee recommends that the Board of Trustees approves amending the term of the current contract with Ellucian Company L.P. for Ellucian Student Help Desk Services for an additional three (3) year period and shall terminate on May 31, 2024, at an annual amount not to exceed \$125,000.

**3.6 Recommend Approval of Higher Education Emergency Relief Fund – Strengthening Institutions Program Award (HEERFII)**

The Finance and Facilities Committee on behalf of the Board of Trustees approves acceptance of the Higher Education Emergency Relief Fund – Strengthening Institutions Program Award (HEERF II) grant funds.

**3.7 Recommend Approval of Resolution for Sabbatical Leaves**

The Finance and Facilities Committee recommends that the Board of Trustees approves the resolution and applications for sabbatical leaves for Tera Doty-Blance, Erin Heard, Melissa Martin, and Loreta Paniccia.

**3.8 Recommend Approval of Resolutions Recommending Candidates for Continuing Appointment**

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

**3.9 Recommend Approval of Resolution Recommending Candidates for Promotion**

The Finance and Facilities Committee recommends the Board of Trustees approve the resolution for candidates for promotion.

**Trustee Fiala moved to approved Preferred Agenda Action Items 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.7, 3.8, and 3.9. Trustee Connerton seconded. The motion passed unanimously.**

**4.0 ACTION ITEMS**

**4.1 Recommend Approval of New IT9001 Electronic and Information Technology (EIT) Accessibility Policy**

The Board of Trustees approves the new Electronic and Information (EIT) Accessibility Policy to be included in the SUNY Broome Community College Policy Manual. This policy provides for equal, effective, and inclusive access to all Electronic and Information Technology (EIT) developed, procured, and utilized at the college to enhance usability and access for everyone. **Trustee Newman moved to approve the new IT9001 Electronic and Information Technology (EIT) and Accessibility Policy. Trustee Serafini seconded the motion. The motion was unanimously approved.**

## **5.0 INFORMATION ITEMS**

### **5.1 President's Report – Dr. Kevin Drumm**

Dr. Drumm welcomed new Trustee Tina Fernandez to the Board. Next week will be the college's drive-thru commencement event. Pictures will be allowed and students will be able to have family attend with them. Thank you to all the staff of the college for hanging in there and supporting the students throughout this year. Dr. Drumm remarked how little impact COVID had had on the campus. It could not have happened without staff and students keeping everyone safe. It has been an extraordinary effort on everyone's part. Enrollment is looking better than a month ago and applications are up. The signing of the Articulation Agreement with the Binghamton University Business program will allow 25 seats to be set aside for SUNY Broome Students with a minimum GPA. The Jumpstart Scholarship has been extended to Residential students. The fall semester will have some 7-1-7 week programs. Increased retention is expected with these shorter terms. Trustee Connerton thanked Dr. Drumm for his leadership this past year. Trustee Newman asked how the shorter terms and more online classes are affecting the Student Village capacity. Applications have jumped for housing but still under past years' numbers. Covenants of the village charter allow only SUNY Broome college students to reside in the village.

### **5.2 College Assembly – Andrea Roma**

Chair Roma reported on the highlights in her report of which a copy was included in the board packet. The focus has been on educating the campus community and disbursing correct information, especially with the budget. The Spring Your Voice Matters event memo of feedback and concerns will be sent to Executive Council for this review.

### **5.3 Student Affairs Update – Dr. Carol Ross-Scott**

Dr. Ross reported on the recent Student Village Chopped Event and played the video. Dean of Students Cordisco reported on the highlights of the Dean of Students division and accomplishments of the year. A copy of the Student Affairs report was included in the board packet.

### **5.4 Student Assembly Update – Michael Woodward**

Trustee Woodward reported on the highlights of his report of which a copy was included in the board packet. Student Assembly will hold elections in the fall for the board of Student Assembly as the current board will be graduating in May and no longer eligible.

### **5.5 BCC Foundation Report – Cathy Williams**

Ms. Williams reported on the highlights of her report of which a copy was included in the board packet. Fundraising is going phenomenally well considering the Pandemic and financial instability of community members. There will be a joint press conference event for the Lockheed Martine \$75,000 donation for the Student Emergency Fund. The third weekly virtual alumni reunion event was this week with a good turnout. The student scholarship applications are very low. It is a difficult time to reach out to students. The Foundation is seeing a decline in incoming students from the local high schools. There has been a lot of outreach to the local guidance counselors.

### **5.6 Facilities Update – Dave Ligeikis**

Mr. Ligeikis reported on the highlights of his report of which a copy was included in the board packet. Plans are underway to construct 3 pavilions on campus to encourage more use of outdoor space. The Old Science and Student Services buildings' outside appearances are being enhanced with painting and window tinting. Signage at the CEC is being developed with a local architect. All work has been done by the maintenance and facilities staff. He is very proud of their efforts and thanked them for a very professional job.

**5.7 Budget Transfers – Michael Sullivan**

There were no budget transfers for April.

**5.8 Grants Approvals – Michael Sullivan**

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

**5.9 Investment Report – Michael Sullivan**

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

**5.10 Human Resource Update – Lynn Fedorchak**

This report represents standard activity for April 2021. This report is routine and for information purposes. A copy of the report was included in the Board Packet.

**5.11 Budget and Finance Update – Michael Sullivan**

Mr. Sullivan reported that the college is forecasting a balanced budget through month 8 of the current fiscal year.

**5.12 Candidates for Continuing Appointment – Dr. Penny Haynes**

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

**5.13 Student Village Housing Report – Dr. Carol Ross-Scott**

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

**5.14 Media Report – Jesse Wells**

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

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

The meeting was adjourned at 4:51 p.m.

The next Board of Trustees meeting is scheduled for 5:00 p.m. Thursday, June 17, 2021 to be held virtual via Zoom conferencing.

Approved: June 17, 2021