

**SUNY BROOME COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
August 19, 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, James Orband, Barbara Fiala, Michael Woodward  
**Trustees Excused:** Margaret Coffey, Jason Andrews, Nick Serafini, Marc Newman  
**College Administration Present:** Dr. Kevin Drumm, Michael Sullivan, Dr. Carol Ross-Scott, Dr. Penny Haynes, Jesse Wells, Lynn Fedorchak, Diana Lenzo,  
**Others Present:** Cheryl Sullivan, Esq.

**Chair Paniccia called the meeting to order at 5:01 p.m.**

*There was no quorum at this time, the meeting proceeded to 5.0 Information Items President's Report. After the President's report, a quorum was established and the meeting returned to item 1.0 Approval of the Minutes and continued through the agenda.*

**1.0 Approval of Minutes**

Trustee Orband made a motion to approve the June 17, 2021 Board of Trustees meeting minutes. Seconded by Trustee Fiala. The motion was unanimously approved.

**2.0 Committee Reports**

The minutes of the Finance and Facilities Committee were submitted for the August 17, 2021 meeting. Chair Connerton called the meeting to order at 9:00 a.m. and was adjourned at 9:52 a.m. Chair Connerton reported that all action items were recommended for approval by the Board of Trustees. She commented that Mr. Sullivan provided a very good review of the college's Sustainability Plan that the senior leadership team is implementing.

**3.0 Preferred Agenda Action Items**

**3.1 Recommend Approval of Federal College Work-Study Allocation Incentive Payment**

The Finance and Facilities Committee recommends the Board of Trustees approve acceptance of the Federal College Work-Study Allocation Incentive Payment for July 1, 2021, through June 30, 2022.

**3.2 Recommend Approval of 2021-2022 Entrepreneurial Assistance Program Grant**

The Finance and Facilities Committee recommends the Board of Trustees approve acceptance of the 2021-2022 Entrepreneurial Assistance Program Grant for July 1, 2021, through June 30, 2022.

- 3.3 Recommend Approval of Resolution to Renew EAB Global Inc./ APS Annual Program 12/20/2021 – 12/19/2026**  
The Finance and Facilities Committee recommends that the Board of Trustees approves the renewal of the EAB Global Inc. APS Annual Program from 12/20/2021 – 12/19/2026 in the amount not to exceed \$249,000 (\$49,000 per year).
- 3.4 Recommend Approval of Resolution to Accept 5-Year EOP Contractual Funds**  
The Finance and Facilities Committee recommends the Board of Trustees approve acceptance of the Five-Year (2021-2026) Educational Opportunity Program (EOP) contractual Funds.
- 3.5 Recommend Approval of Bid 2021-06 Campus Paving Project**  
The Finance and Facilities Committee recommends the Board of Trustees approve awarding Bid #2021-06 for the campus Pavement Project in an amount not to exceed \$865,130 to Broome Bituminous Products, Inc.
- 3.6 Recommend Approval of Bid 2021-07 Library Roof Replacement Project**  
The Finance and Facilities Committee recommends the Board of Trustees approve awarding Bid #2021-07 for the Library Roof Replacement Project in an amount not to exceed \$607,000 to Weathermaster Roofing Co. Inc.
- 3.7 Recommend Approval of Bid 2021-08 Window Tinting Project for Multiple Buildings**  
The Finance and Facilities Committee recommends the Board of Trustees approve awarding Bid \$2021-08 for Window Tinting for Multiple Campus Buildings in an amount not to exceed \$86,979 to Stamos Associates
- 3.8 Recommend Approval of Resolution for Unpaid Leave of Absence for Shelli Cordisco**  
The Finance and Facilities Committee recommends the Board of Trustees grant an unpaid leave of absence to Shelli Cordisco, Director of Sponsored Programs from September 1, 2021 – August 31, 2022, to serve as the Interim Associate Vice President of Student Development and Dean of Students.
- 3.9 Recommend Approval of Resolution for Unpaid Leave of Absence for Fermin Romero, III**  
The Finance and Facilities Committee recommends the Board of Trustees grant an unpaid leave of absence to Fermin Romero, III, Assistant Director for Technology Services from September 1, 2021, to December 31, 2021, to serve as the Interim Director of Information Technology Services.
- 3.10 Recommend Approval of Resolution for Unpaid Leave of Absence for Nicholas Brey**  
The Finance and Facilities Committee recommends the Board of Trustees grant an unpaid leave of absence to Nicholas Brey, Assistant Director of Security and Health from September 1, 2021, to August 31, 2022, to serve as the Interim Director of Campus Safety and Security.
- 3.11 Recommend Approval of Resolution for the New Position Description for the Assistant Dean for Distance Learning and Professional Development**

The Finance and Facilities Committee recommends the Board of Trustees approve the resolution for the new position description of Assistant Dean for Distance Learning and Professional Development.

**Trustee Fernandez moved to approve Preferred Agenda Items 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.7, 3.8, 3.9, 3.10, and 3.11. Trustee Orband seconded and the motion was unanimously approved.**

#### **4.0 Action Items**

##### **4.1 Recommend Approval to set the date of the Annual Meeting**

The Administration recommends the Board of Trustees approve September 16, 2021, as the date of the annual meeting to be held in the Libous Conference room.

**Trustee Fiala moved to approve the date of the Annual Meeting to be September 16, 2021. Trustee Fernandez seconded and the motion was unanimously approved.**

##### **4.2 Recommend Approval of New IT9002 Web Accessibility Policy**

The Board of Trustees approve the new Web Accessibility Policy to be included in the SUNY Broome Community College Policy Manual under reference number IT9002. This policy will establish accessibility requirements for web-based information and applications developed, procured, maintained, or used for all SUNY Broome Community college web-based content and college webpages, to ensure equal, effective, and inclusive access.

**Trustee Woodward moved to approve the new IT9002 Web Accessibility Policy. Trustee Orband seconded and the motion was unanimously approved.**

##### **4.3 Recommend Approval of New AA4004 Ethical Recruitment of Students Policy**

The Board of Trustees approve the new Ethical Recruitment of Students Policy to be included in the SUNY Broome Community College Policy Manual under reference number AA4004. This policy will ensure SUNY Broome complies with the U.S. Department of Education (DOE) and U.S. Department of Defense (DOD) regulations that prohibit the College from misrepresenting the nature of its educational programs, financial charges, and ban the use of certain tactics to secure student enrollment (including, but not limited to Veterans and Military Service members) to the College.

**Trustee Woodward moved to approve the new AA4004 Ethical Recruitment of Students Policy. Trustee Fiala seconded and the motion was unanimously approved.**

#### **5.0 Information Items**

##### **5.1 President's Report**

President Drumm welcomed the trustees. This year SUNY is leaving it up to the individual institutions in conjunction with their local health departments, as to how they want to operate for this semester. Courses will be 60% on campus and 40% online. Masking is required everywhere as the college campus is considered county-operated. Unvaccinated students must be tested every week. Students will be given 35 days once the vaccine has been authorized to get vaccinated to be on campus. SUNY has provided guidance, not requirements. Proof of vaccination is necessary for housing students and athletes. Students will have to be online if they will not get the vaccine. 56% of faculty and staff are vaccinated. The science is overwhelming that the vaccine works and hoping that everyone in our industry will get vaccinated. SUNY Doctors have established that faculty can lecture without a mask. Everyone will be tested the first week of school. Unvaccinated will continue with once a week, vaccinated will be tested every other week. Enrollment is doing better than projected but still at a deficit. Some trustees and Dr. Drumm met with County leadership to review the college's developed Sustainability plan. Given the demographic challenges in this country, the college needs to think strategically to

attract more of a shrinking pool of traditional and increasingly adult students. Dr. Drumm introduced the new AVP and Dean of Liberal Arts and BIS Dr. Jeffrey Anderson. Dr. Haynes provided some background.

## **5.2 Student Affairs**

Dr. Carol Ross-Scott presented her report on Student Affairs. This report is routine and for informational purposes. A copy of the report was included in the Board Packet. Her focus this month will be Diversity on campus. The Data included in her report comes from the Human Resources and Institutional Effectiveness Departments. The average first-time student cohort retention, fall to fall, is less than 46%. Trend data over the last 10 years was also included in the report. Diversity is not always visible. Efforts need to enhance the employee demographics because it correlates to the retention of URM students. She will be launching Faculty Fellows from BU to serve as Adjunct Faculty which will increase the diversity faculty pool. Chair Paniccia had a question on the EOP data. Dr. Ross-Scott responded that the lack of retention of these students was due to COVID and online classes. Mr. Jamie Godoy, a Fulbright Scholar from Chile, will be teaching in the Liberal Arts and partnering with us and Binghamton University.

## **5.3 Student Trustee Update**

Trustee Woodward reported on Student Assembly activities. This report is routine and for informational purposes. A copy of the report was included in the Board Packet. There will be two graduate interns from Binghamton University this fall working with Student Assembly and Student Activities. One will be co-advising the Student Assembly, the other will be co-advising Student Activities. There will be tabling events to recruit students for Student Assembly in August and September.

## **5.4 BCC Foundation Report**

Ms. Williams reported on the highlights in her Foundation report. This report is routine and for informational purposes. A copy of the report was included in the Board Packet. Public support has been very good. The Foundation has raised more money with fewer donors. There was a record number of scholarships awarded. The Foundation hosted a series of virtual Alumni events in May with 4 weeks of presentations. Because of these events being virtual, more alumni were able to attend. A result of one of the presentations was a gift from the first female engineering student's photo album and memorabilia which will be shared with the 75<sup>th</sup> Anniversary events, and who also made a gift to the Foundation. Staff is collaborating with the college's 75<sup>th</sup> Anniversary Committee for a series of events. The FY 2020-21 audit has been completed. A special donation was made to the Foundation to endow faculty to be trained in special needs and also train students in fields that deal with special needs.

## **5.5 Facilities Update**

Mr. Ligeikis reported on the highlights in his Facilities report. This report is routine and for informational purposes. A copy of the report was included in the Board Packet. Facilities and maintenance are preparing the campus for re-opening and the start of the semester. Ionization units have been installed in almost all the campus buildings. Several critical campus infrastructure projects are in completion. Evaluation of the installation of fencing at various locations across campus to enhance the overall campus appearance is ongoing. Chair Paniccia commented that while fencing may add to the appearance of the campus, has the college addressed the possibility of vandalism and the cost of maintenance of the fencing. Mr. Ligeikis commented that landscaping in front of the fencing may minimize that vandalism and the materials being considered should minimize the cost of maintenance.

**5.6 Budget Transfers**

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

**5.7 Grants Approvals**

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

**5.8 Investment Report**

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

**5.9 Human Resource Update**

This report reflects activities for June and July and for informational purposes. A copy of the report was included in the Board Packet.

**5.10 Budget and Finance Update**

Mr. Sullivan reported on the highlights in his report. This report is routine and for informational purposes. The FY ends on August 31. The college will be significantly utilizing the HEERFII Stimulus money which the college is eligible for to cover lost revenues from low enrollment and affiliates like housing, dining, bookstore, and childcare. Approximately \$3 million will be needed to obtain a balanced budget. Mr. Sullivan continued to present the college-developed Sustainability Plan. As there has been a steady decline in enrollment in this region, combined with the devastating effects of COVID, the college took a prospectively look at the college and what it can do to be sustainable. Page 1 is driven by Academic Division and represents the top 10 major initiatives that reflect the community needs. Page 2 represents High School graduation data provided by SUNY over a 5-year history which is a primary driver in budget forecasting. Page 3 represents Financial Budget data and forecast until 2024-25. Stimulus money will be set aside to cover anticipated revenue losses. SUNY is also requiring all colleges to use some of these stimulus funds to promote SUNY initiatives. An example is to provide 5% for mental health initiatives. This sustainability plan provides assurances that the college is strategically and prudently addressing the current financial dynamics. Chair Paniccia thanked Trustee Andrews for heading the #4 Fast Forward Initiative, Trustee Connerton for the #6 Nursing Initiative, and Trustee Fiala/Coffey for promoting the County leadership relationship. Vice-Chair Connerton stated that Dr. Haynes was asked to report on the status of these initiatives monthly on the best practices that are working and/or not very effective, and the progress or changes the college is making to forward.

**5.11 Candidates for Professional Recognition Increment**

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

**5.12 Student Village Housing Report**

Dr. Ross-Scott reported the Housing report is routine and for informational purposes. A copy of the report was included in the Board Packet. Move-in day is August 28.

**5.13 Media Report**

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

Board of Trustees  
August 19, 2021

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

The meeting was adjourned at 6:06 p.m.

The next Board of Trustees meeting is scheduled for 5:00 p.m. Thursday, September 16, 2021 to be held virtual in the Libous Conference Room 117, Decker Health Science Building.

Approved: September 16, 2021