

**SUNY BROOME COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
December 16, 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:** Acting Chair Kathy Connerton, Jim Orband, Barbara Fiala, Marc Newman, Jason Andrews, Tina Fernandez,  
**Trustees Excused:** Chair Anthony Paniccia, Margaret Coffey, Nick Serafini, Student Trustee Michael Woodward  
**Others Present:** Incoming Student Trustee Elle Yelyzaveta, Cheryl Sullivan, Esq.  
**Administration Present:** Dr. Kevin Drumm, Dr. Carol Ross-Scott, Dr. Penny Haynes, Michael Sullivan, Lynn Fedorchak, Jesse Wells, Dave Ligeikis, Cathy Williams, Diana Lenzo, Dr. Kim McLain, Brittany Richardson, Lynda Carrol, Jamie Godoy, Jeffrey Anderson, Michael Stamets, Tadd Kruse

**Acting Chair Connerton called the virtual meeting to order at 5 p.m.**

**1.0 APPROVAL OF MINUTES**

**1.1 October 21, 2021 Board of Trustees Meeting**

Trustee Fiala made a motion to approve the October 21, 2021 Board of Trustees meeting minutes. Seconded by Trustee Orband. The motion was unanimously approved.

**2.0 COMMITTEE REPORTS**

**2.1 December 14, 2021 Finance & Facilities Meeting**

The minutes of the Finance and Facilities Committee were submitted for the December 14, 2021 meeting. Chair Connerton called the meeting to order at 9:00 a.m. and the meeting was adjourned at 9:30 a.m. Chair Connerton reported that all action items were recommended for approval by the Board of Trustees.

**3.0 PREFERRED AGENDA ACTION ITEMS**

**3.1 Recommend Acceptance of 2020-21 SUNY Child Care and Development Block Grant**

The Finance and Facilities Committee on behalf of the Board of Trustees approves acceptance of the 2020-21 SUNY Child Care and Development Block Grant of \$53,300.00 for the grant period of August 1, 2020-July 31, 2021. Funding supports child care tuition subsidies at the BC Center for Children of income-eligible SUNY Broome Students.

**3.2 Recommend Acceptance of 2021-2022 SUNY Child Care Appropriation**

The Finance and Facilities Committee on behalf of the Board of Trustees approves acceptance of the 2021-2022 SUNY Child Care Appropriation grant of \$74,500.00 for the grant period of July 1, 2021- June 30, 2022. Funding will be used for child care staff salaries at the BC Center. By accepting these funds, student parents must be given priority enrollment in the campus childcare center.

**3.3 Recommend Acceptance of Urban and Community Development Program**

**Capital Grant Project #133,702**

The Finance and Facilities Committee on behalf of the Board of Trustees approves acceptance of the Urban and Community Development Program Capital grant, project #113,702 of \$62,500.00 for the grant period of March 6, 2020 – April 1, 2026. Funding supports SUNY Broome Community College's capital planning and feasibility study associated with a proposed on-campus greenhouse project.

**3.4 Recommend Dental Plan RFP 2022-03 SUNY Broome Community College Dental Group Insurance Benefits**

The Finance and Facilities Committee recommends that the Board of Trustees approves contracting with NFP Corporate Services (NY)/LLC - (Excellus) for dental insurance for \$109,307 for a three (3) year contract with a not to exceed 3% increase on years 2 and 3, and with three (3), one (1) year optional renewals.

**3.5 Recommend Approval RFP# 2022-03 to Enter into a Lease Contract with Xerox Financial Services LLC & Eastern Managed Print Network for a Multifunction printer and Supplies**

The Finance and Facilities Committee recommends the Board of Trustees approves to enter into a five (5) year lease contract with Xerox Financial Services LLC & Eastern Managed Print Network for a Multifunction Printer and Supplies through the NYS OGS PM67534 in the amount not to exceed \$117,464.

**3.6 Recommend Approval of Unpaid Leave of Absence for Fermin Romero**

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 January 1, 2022, to May 31, 2022, or upon the completion and hiring of a Director resulting from the search, to serve as the Interim Director of Information Technology Services

**3.7 Recommend Approval of Resolution for the New Position Description for the Assistant Dean for Academic Services**

The Finance and Facilities Committee recommends that the Board of Trustees approves the Resolution for the new position description of Assistant Dean for Academic Services.

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

**4.0 ACTION ITEMS**

**4.1 Recommend Approval of FI6010 Tuition and Fees Policy**

The Board of Trustees approves the Tuition and Fees Policy to be included in the SUNY Broome Policy Manual under reference number FI6010. The purpose of this policy is to establish the tuition and fees at Broome Community College, inclusive of payments, refunds, residency requirements, appeals, collections, deregistration, and account balances.

**Trustee Fernandez moved to approve FI6010 Tuition and Fees Policy. Trustee Newman seconded and the motion was unanimously approved.**

**4.2 Recommend Approval of Revised PA3016 Remote Work Program Policy – Emergency, Extraordinary, and Adverse Situations**

The Board of Trustees approve the revision of SUNY Broome Community College's policy entitled Remote Work Program Policy – Emergency, Extraordinary, or Adverse Situations. The College seeks to clarify the specifications to guide so that collaborative remote work agreements between supervisor and employee can be articulated and outline clearly defined work products and expectations that ultimately support and assist a division or department in supporting the College's mission and strategic goals during an emergency, extraordinary, or adverse situations.

**Trustee Orband moved to approve the revised PA3016 Remote Work Program Policy – Emergency, Extraordinary and Adverse Situations. Trustee Fiala seconded and the motion was unanimously approved.**

**4.3 Recommend Approval of new Mechatronics Certificate Program**

The Board of Trustees approves the Resolution for the College program proposal for a Certificate in Mechatronics. The Mechatronics Certificate Program prepares graduates to enter the workforce in a wide range of industries with the skills necessary to work on electro-mechanical systems. System-level analysis, control systems, troubleshooting techniques, and repair of electrical and mechanical devices are emphasized with a focus on hands-on laboratory experiences to complement classroom-based instruction.

**Trustee Fernandez moved to approve the new Mechatronics Certificate Program. Trustee Orband seconded and the motion was unanimously approved.**

**5.0 INFORMATION ITEMS**

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

Dr. Drumm thanked the trustees for attending and welcomed in-coming Student Trustee Yelyzaveta (Elle) Yatsuk who will be taking over for Trustee Michael Woodward in January. He thanked him for his service. Three out of 4 fall athletic teams made a post-season play and advanced to National Championships. Outstanding work on part of our athletes. Dr. Drumm attended a Musical performance for Black American History Month in the gallery. An Around the World food event was hosted by Culinary Students at the CEC which was a great success. Holiday Reception at the CEC was a wonderful event. The CEC is on its 3<sup>rd</sup> historic award. Chancellor Malatras will be resigning on January 14, 2022. Spring enrollment number continues along with the same trend as fall so aligned with the budget. Applications and inquiries are trending higher. Dr. Drumm wished everyone a Happy Holiday.

**5.2 Council on Operational Issues Update – Brittany Richardson**

Ms. Richardson reported on the highlights in her report. A copy of her report is included in the packet for informational purposes. Campus Projects advisory committee was restructured due to vacant seats. Animal and Remote Work Policies were reviewed for feedback. Bylaws were revised and approved to increase the term of

COI Chair and across Shared Governance. Spring will include a Shared Governance possible restructuring to be more effective based on campus feedback and the Middle States recommendations.

**5.3 Academic Affairs – Dr. Penny Hayes**

Dr. Hayes reported on the highlights in her report. A copy of the report was included in the Board Packet. Dr. Hayes reported on updates to the college sustainability plan which included the newly approved Mechatronics Certificate. This will support advanced manufacturing in the community. Dr. Hayes and campus deans met this morning with leaders from Binghamton University to collaborate on workforce needs in the community. It was a very productive meeting with many opportunities to collaborate. The Culinary Event center ran 11 non-credit courses in the fall and 9 are scheduled for the spring semester. Also working to support STIR and host their event on May 1. Assoc. Dean Stamets has also been working with area BOCES and developing articulations. He has also been chosen to serve on the Capital Region BOCES. Nursing initiatives include updated articulation agreements, developing an LPN - RN pathway with BOCES, and a paramedic pathway working with the PTECH program to help the area's healthcare needs. Discussions for a campus expansion of the nursing program facilities are ongoing. Academic Affairs is also working on a potential \$200,000 SUNY grant that would be available to help meet the needs of pathway expansion. There will be 18 Hyflex learning offerings available for students in the spring.

**5.3.1 Lynda Carroll – Adjunct Professor**

Professor Carroll reported on the partnership from a Department of Education grant with the American Research Center in Egypt online archives, allowing students to create small research projects and turn these into online exhibits. Only 6 institutions were chosen to participate.

**5.3.2 Jamie Godoy – Fulbright Scholar**

SUNY Broome is partnering with Binghamton University to support Jamie Godoy, a Fulbright Scholar from Chile. He is collaborating with Professor Bartlett in Sociology discussing Human Rights. He will be collaborating with other professors in the spring semester. He brings his experience as a lawyer to the Human Rights discussion versus an academic view, allowing students to learn from different disciplines.

Acting Chair Connerton remarked that she has heard good feedback on the non-credit culinary courses from community members. She also provided a brief update on the Nursing Program enrollment collaboration. The last community leader meeting was canceled in December, but she did have an opportunity to meet with Dean Snyder and Assoc. Dean McKay and is very impressed with the collaboration and the work they have gone through and feels very good about the progress they have made. The group will be meeting again in January.

**5.4 Institutional Effectiveness – Program Reviews – Dr. Kim McLain**

Dr. McLain presented an overview and highlights from the 2020-2021 external Academic Program Reviews for Human Services, Early Childhood, Liberal Arts & Science, Health Studies, and Music. Dr. McLain highlighted the strengths and opportunity findings from the external review teams.

Acting Chair Connerton remarked that most of the reviews mentioned implementing a pathways model for timely completion. Dr. McLain commented that there have been campus-wide conversations regarding pathway expansion for all of our programs as one ultimate goal of the college is to have students complete their program within 2 years and find gainful employment or have a successful transfer to a 4-year program.

**5.5 Student Assembly Update – Elle Yatsuk**

In-coming trustee Yatsuk reported on the highlights in the report. A copy of the report will be added to the Board packet. Student Assembly is distributing a student survey on Wi-Fi connections across campus. There were 3 student activities in the fall and SA hopes to host more, both within the campus and community. The food pantry has opened back up, extra food will be available for students at the Foundation offices during the winter break. The Student Assembly has new senators and they look forward to a more productive team in the spring.

**5.6 BCC Foundation – Cathy Williams**

Ms. Williams reported on the highlights of her report. A copy of the report was included in the Board Packet. The Foundation recently received a \$2.8 donation from Mr. Galatis. Fall appeal/direct mail campaign and response rates have been significant. The 7<sup>th</sup> Annual 24 Hours of Giving was Tuesday, November 30, and was a phenomenal success. The Broome magazine was distributed. The Alumni reunion is tentatively scheduled for April 29, 30, 2022. Ms. Williams welcomed new Trustee Yatsuk to the meeting.

**5.7 Facilities Updates – Dave Ligeikis**

Mr. Ligeikis reported on the highlights in his report and is for informational purposes. A copy of the report was included in the board packet. Work on the paving project is on hold for the winter months. Reconditioning of Titchener Hall is ongoing with work being done by the Maintenance/Facilities team. Renovation of the Finance Office is almost completed. Contraction contracts have been finalized for the Library roof replacement project. A preliminary assessment is ongoing to evaluate the relocation of the Nursing Program to the Old Science Building. Future collaboration with students and the maintenance crew to provide landscaping manpower.

**5.8 Budget Transfers – Michael Sullivan**

This report is routine and for informational purposes. A copy of the report was included in the Board Packet. There were no budget transfers for December.

**5.9 Grants Approvals – Michael Sullivan**

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

**5.10 Investment Report – Michael Sullivan**

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

**5.11 Human Resource Update – Lynn Fedorchak**

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

- 5.12 **Budget and Finance Update – Michael Sullivan**  
Mr. Sullivan reported on the highlights in his report. A copy of the report was included in the Board Packet. Mr. Sullivan reported that the college external auditors, Bonadio, will be at the February Board of Trustees meeting. There have been no findings or events. The County Executive and Legislature have approved \$2 million of additional funding for the Nursing Renovation project, \$1 million for HVAC for some of the older buildings, and \$375,000 for IT security technology infrastructure. All were 50% county and 50% SUNY match.
- 5.13 **Sabbatical Deferral – Dr. Penny Haynes**  
This report is for informational purposes. A copy of the report was included in the Board Packet.
- 5.14 **Student Village Housing Report – Dr. Carol Ross-Scott**  
This report is routine and for informational purposes. A copy of the report was included in the Board Packet. The Student Village closes for the semester on December 17, 2021.
- 5.15 **Media Report – Jesse Wells**  
This report is routine and for informational purposes. A copy of the report was included in the Board Packet.

Trustee Fiala made a motion to adjourn the meeting. Trustee Andrews seconded the motion, and it was unanimously approved. The meeting was adjourned at 5:53 p.m.

The next Board of Trustees Meeting is scheduled for 5:00 p.m. Thursday, January 20, 2022, via Zoom.

Approved: January 20, 2022