

**SUNY BROOME COMMUNITY COLLEGE
BOARD OF TRUSTEES
February 10, 2022 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**

Members Present: Chair Anthony Paniccia, Vice Chair Kathy Connerton, Jim Orband, Margaret Coffey, Nick Serafini, Jason Andrews, Tina Fernandez, Elle Yatsuk

Trustees Excused: Barbara Fiala, Marc Newman

Administration Present: Dr. Kevin Drum, Dr. Penny Haynes, Dr. Carol Ross-Scott, Michael Sullivan, Lynn Fedorchak, Jesse Wells, Dave Ligeikis, Dr. Kim McLain, Cathy Williams, Jeanette Tillotson, Dr. Michele Snyder, Dr. Jeffrey Anderson, Diana Lenzo

Others Present: Erin Marulli, Maureen Hankin, Lisa Strahley, Bob Behnke, Esq.

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

1.0 APPROVAL OF MINUTES

1.1 January 20, 2022 Board of Trustees Meeting

Trustee Connerton made a motion to approve the January 20, 2022 Board of Trustees meeting minutes. Seconded by Trustee Orband. The motion was unanimously approved.

2.0 COMMITTEE REPORTS

2.1 January 18, 2022 Finance & Facilities Meeting

There was no Finance & Facilities meeting on February 8, 2022. Trustee Serafini made a motion to approve the January 18, 2022 Finance & Facilities Committee meeting minutes. Seconded by Trustee Orband. The motion was unanimously approved.

3.0 PREFERRED AGENDA ACTION ITEMS

There were no Preferred Agenda Action Items as the February 8, 2022 Finance and Facilities Committee did not meet.

4.0 ACTION ITEMS

4.1 Approval of Payroll Certification

Trustee Serafini motioned to approve the filing of the College payroll for portions of January 2022. Trustee Orband seconded and the motion was unanimously approved.

4.2 Approval of Revised Resolution of Unpaid Leave of Absence – O’Heron

This previously approved resolution for an unpaid Leave of Absence had an incorrect end date. Trustee Connerton motioned to approve the revised resolution for an unpaid leave of absences to Diane O’Heron, Professor in the English Department from January 17, 2022, to May 21, 2022. Trustee Orband seconded and the motion was unanimously approved.

- 4.3 **Recommend Approval of Resolution for President's Evaluation and Compensation**
Chair Paniccia asked that item 4.3 be brought into Executive Session at the end of 5.0 Information Items. It was unanimously approved.
- 4.4 **Recommend Approval of Faculty Eligible for Continuing Appointment**
The Board of Trustees approves changes in appointment status of professional staff members and by any applicable negotiated contract.
Trustee Orband motioned to approve the list of Faculty Eligible for Continuing Appointment effective September 1, 2022. Trustee Connerton seconded and the motion was unanimously approved.

5.0 INFORMATION ITEMS

- 5.1 **President's Report – Dr. Kevin Drumm**
Dr. Drumm thanked the Board of Trustees for attending and their leadership. The big news is masking and Mask Mandates after the Governor lifted the mask mandate for business but kept it in place for schools. After a SUNY call with Presidents, SUNY has decided to keep mask mandates in effect for now. The county has been hovering at the moderate risk level. Hopefully, this will continue. It will also depend on what the county will do as the college falls under their jurisdiction. Dr. Drumm thanked the faculty and staff and students for keeping the number of positive cases on the campus remaining very small. The Governor's Executive Budget was very favorable for Community colleges with a floor for state funding. An increase in funding for part-time students which will be very helpful for community colleges is also in the proposed budget. The best executive budget he has seen. Enrollment decline has landed close to where we were in the fall. Dr. Drumm returned from ACCT Legislative Summit in Washington DC. There were group meetings with Senators Schumer and Gillibrand; the support for community colleges has grown, especially with the need for short-term credit and non-credit courses in the workforce.
- 5.2 **College Assembly Update – Erin Marulli**
Ms. Marulli reported on the highlights in her report. A copy was included in the board packet and is for informational purposes. Shared Governance held the 2021 Fall Your Voice Matters with discussion around post-COVID protocols. SUNY Chancellor Award packets will be submitted. College Assembly members held a professional development event in December with representatives from FCCC on how to assess shared governance, common structures of shared governance, and the difference between shared governance vs. union issues. A task force has been put together with representatives across the campus to look at our campus's shared governance structure and other models that will work best for our college. By-laws were changed to increase chair term limits, two FCCC proposals were approved and the focus for the rest of the year will be the Shared Governance structure.
- 5.3 **Academic Affairs – Dr. Penny Haynes**
A copy of the Academic Affairs report was included in the board packet and is for informational purposes. Dr. Haynes highlighted the Dental Hygiene department which received re-accreditation this past September and asked Chair Maureen Hankin to present information on the Dental Hygiene Program to the board. Students graduating from the program can continue to a BS program at one of the 7 articulating colleges. Clinical work is completed in the fully equipped dental hygiene

clinic and students see a variety of patients. Graduates meeting state and national licensing requirements are employed within six months of graduation.

Dr. Haynes reported that the college is working with the local healthcare community to see how the college can help fill the workforce needs in the area. Dr. Haynes is excited about a partnership with Empire State College and will now have an office on the campus. The college has 7 new articulations with Empire State.

Dr. Haynes introduced Teacher Education/Early Childhood Education Chair Lisa Strahley who presented information on the Southern Tier Teacher Academy which is a partnership with BU and several participating school districts. This program promotes collaboration among schools, tours of each campus, strengthens the Teacher Education Pipeline, and increases the potential teaching workforce for our community. Chair Paniccia thanked Chair Strahley, Dr. Haynes, Trustee Connerton, and Trustee Andrews, for collaborating and establishing an education pathway. Trustee Andrews thanked Dr. Haynes and her department leaders for moving the K-12 partners and SUNY Broome partners moving these initiatives forward. There has been a lot of progress made over the last several years.

Dr. Haynes also highlighted the Culinary and Hospitality department which is another area the college is working to improve as part of the College's Sustainability Plan. The department continues to attract the community into the facility by offering non-credit, short-term classes. There will also be Healthy Cooking 5 week series in collaboration with the SUNY Broome Nursing department. This will run from March 28 – April 25 and cumulate with a health fair. The department is also expanding articulations agreements so students from high schools and BOCES can enter our program with 6 credits. An articulation with PROSTAR, an NYS restaurant association of 30 schools, will also allow students to come into the program with 6 credits. This should help with recruitment.

One of our students, Jusin Yap is competing in the American Culinary Federation Chef of the Year. He will be representing the college and competing against 16 other students across the United States in July.

Trustee Connerton also complimented Dr. Haynes and the Nursing team for the progress that has been made collaborating with the area health systems and the college. Great progress and great work are in the pipeline which will benefit the college and students in the community. She thanked the BCC Foundation and the community foundations for working with this group.

5.4 **Student Assembly Update – Elle Yatsuk**

Ms. Yatsuk reported on the highlights in her report. A copy was included in the board packet and is for informational purposes. Student Assembly is gaining new members for senators and members. New events and presentations at the Student Village are being held. She welcomed the new SA Advisor Nick Wagner. The food pantry has been restarted using a BCC Foundation grant to fund it along with gift cards to area groceries to address student food insecurity issues. Ms. Yatsuk attended the NYCCT conference for student assembly trustees discussing student assembly structures. She felt that Broome's structure and correlation with Administration and Shared Governance were very positive compared to other schools.

- 5.5 **BCC Foundation – Cathy Williams**
Ms. Williams reported on the highlights in her report. A copy was included in the board packet and is for informational purposes. Net assets were 51.8 million as of December 31, 2021. The foundation recently established a new endowed scholarship from a gift of \$15,000. The Alumni reunion is tentatively scheduled for April 29 and 30, 2022. Ms. Williams thanked Maureen Hankin for the Dental Hygiene program and they do a great job. It is a wonderful area to bring donors and alumni. She also thanked Jen Musa along with Maureen Hankin on the Health for Haiti program and their presentation to the BCC Foundation. The magazine is targeted to be mailed on April 1, 2022. The Foundation has been notified they will be receiving a bequest of \$500,000.00 in honor of a spouse who was a graduate of the Nursing Program. Ms. Williams thanked Student Trustee Yatsuk for all of her efforts, especially for the food pantry and addressing food insecurity on campus.
- 5.6 **Facilities Update – Dave Ligeikis**
Mr. Ligeikis reported on the highlights in his report. A copy was included in the board packet and is for informational purposes. Work was completed on the damaged water line. Reconditioning/refurbishing work continues in Titchener. Repairs were made to the floor in the men's locker room. Installation of the new handicapped-accessible water coolers continues across the campus. Work is expected to start within the next week on the Financial Aid offices.
- 5.7 **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 February.
- 5.8 **Grants Approvals – Michael Sullivan**
This report is routine and for informational purposes. A copy of the report was included in the Board Packet.
- 5.9 **Investment Report – Michael Sullivan**
This report is routine and for informational purposes. A copy of the report was included in the Board Packet.
- 5.10 **Human Resource Update – Lynn Fedorchak**
This report is routine and for informational purposes. A copy of the report was included in the Board Packet. This report reflects routine activity for January 2022.
- 5.11 **Budget and Finance Update – Michael Sullivan**
Mr. Sullivan reported on the highlights in his report. A copy was included in the board packet and is for informational purposes. The monthly forecast represents the college's initial forecast for the entire year as there are solid numbers for the spring term. Actual enrollment will be down approximately 12.5% vs. a budgeted 17% decline. Overall revenues are up about 4 ½%. A major change is predominantly on the payroll side. Although FTEs were slightly higher, the number of course sections was up 5%, a net of approximately 110-course sections over budget. This represents almost \$700,000 above budget. The revenues were offset by the negative variance in the number of course sections offered. Finance is still forecasting a balanced budget with the use of approx. \$3.5 million in HEERF III funds to offset the revenue declines.

- 5.12 **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. This report reflects bond payments for January 2022. There are currently 217 students.
- 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.
- 5.14 **Media Report – Jesse Wells**
This report is routine and for informational purposes. A copy of the report was included in the Board Packet. This report reflects routine activity for January 2022.

Trustee Coffey motioned to go into Executive Session at 5:50 p.m. for the medical, financial, credit, or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person or corporation. Trustee Serafini seconded the motion and was unanimously approved.

Trustee Orband motioned to table Action item 4.3 Recommend Approval of Resolution for President’s Evaluation and Compensation. Trustee Connerton seconded and the motion was unanimously approved.

Trustee Serafini motioned to come out of the Executive Session at 6:32 p.m. Trustee Fernandez seconded the motion and was unanimously approved.

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

The meeting was adjourned at 6:34 p.m.

The next Board of Trustees Meeting is scheduled for 5:00 p.m. Thursday, March 15, 2022, via Zoom.

Approved: March 17, 2022