

**SUNY BROOME COMMUNITY COLLEGE
BOARD OF TRUSTEES
April 14, 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, Jason Andrews, Tina Fernandez, Elle Yatsuk.
Members Excused:	Marc Newman, Barbara Fiala, Margaret Coffey, Nick Serafini
Administration Present:	Dr. Kevin Drumm, Dr. Penny Haynes, Michael Sullivan, Lynn Fedorchak, Jesse Wells, Dave Ligeikis, Cathy Williams, Diana Lenzo
Administration Excused:	Dr. Carol Ross-Scott
Others Present:	Robert Behnke, Esq., Andrea Roma, Gian Roma, Katherine Bacon, Jane Hlopko, Andrea Wade

Chair Paniccia called the meeting to order at 5:00 p.m. There was no quorum at this time. The meeting proceeded to agenda item 5.0 Information Items.

1.0 APPROVAL OF MINUTES

1.1 March 17, 2022 Board of Trustees Meeting Minutes

Trustee Connerton made a motion to approve the March 17, 2022 Board of trustee meeting minutes. Seconded by Trustee Orband. The motion was unanimously approved.

2.0 COMMITTEE REPORTS

2.1 April 12, 2022 Finance & Facilities Meeting Minutes

Trustee Connerton made a motion to approve the April 12, 2022 Finance and Facilities Committee meeting minutes. Trustee Orband seconded and the motion was unanimously approved.

3.0 PREFERRED AGENDA ACTION ITEMS

3.1 Recommend Approval of Resolution for Sabbatical Leaves

The Finance and Facilities Committee recommends that the Board of Trustees approves the resolution and application for sabbatical leaves for Paul Cartie and Dr. Jennifer. Musa.

Trustee Connerton moved to approve the Sabbatical Leaves for Paul Cartie and Dr. Jennifer Musa. Trustee Orband seconded and the motion was unanimously approved.

4.0 ACTION ITEMS

4.1 Recommend Approval of Resolution Granting Emeritus Status

The Board of Trustees grants emeritus status to members of the college professional staff according to the specified procedures under Policy PA3009. It is recommended that the Board of Trustees approves the resolution granting Emeritus status to Katherine Bacon, Michael Kinney, Jane Hlopko, and Andrea Wade.

Trustee Connerton moved to approve the resolution granting Emeritus Status to Katherine Bacon, Michael Kinney, Jane Hlopko, and Andrea Wade. Trustee Orband seconded and the motion was unanimously approved. (Chairman Paniccia read each Emeritus Resolution into the meeting minutes and congratulated the honorees who were in attendance for the Zoom meeting.)

4.2. Recommend Approval of AA4006 Academic Policy

The purpose of this policy is to provide guidance on policies and procedures for academic programs. It is established and modified through the Academic Affairs Office with input from the Council for Academic Issues. Changes to the academic code will be reviewed by the Executive Council and Board of Trustees. It is recommended that the Board of Trustees approves the Academic Policy to be included in the SUNY Broome Policy Manual under reference number AA4006.

Trustee Connerton moved to approve AA4006 Academic Policy. Trustee Orband seconded and the motion was unanimously approved.

4.3 Recommend Approval of Administrative Guild Labor Agreement

Through its designated negotiators, the Board has negotiated successfully to the conclusion of a successor agreement with the Administrative Guild (GUILD) for the period beginning September 1, 2021, to August 31, 2024. The Finance and Facilities Committee recommends the Board of Trustees approve the resolution with the terms of the tentative labor agreement with the Administrative Guild (GUILD).

Trustee Connerton moved to approve the Administrative Guild (GUILD) contract for the period of September 1, 2021, to August 31, 2024. Trustee Fernandez seconded and the motion was unanimously approved.

The meeting continued with agenda item 5.3 Academic Affairs Update by Dr. Penny Haynes.

5.0 INFORMATION ITEMS

5.1 President's Report – Dr. Kevin Drumm

Dr. Drumm thanked the Trustees and congratulated the Emeritus Faculty who joined the meeting. Dr. Ross-Scott was attending the EOP Awards ceremony today as student Damata Ouedraogo received the Norman R. McConney award for EOP Student Excellence. Dr. Drumm attended the Men of Color summit at BU which was a great event with participation from SUNY Broome students and several other SUNY Colleges. A great speaker who spoke fondly of their community college experience. Enrollment is up above projections for the summer term. Hopefully, the trend will continue for the fall semester. Thank you to the Enrollment team! The budgeted amount for community colleges from the State was flat. Unfortunately, it is based on last year's enrollment number which was one of the largest declines in HS graduations in this community. Convocation Day was Tuesday, April 12 with Dr. Severine Autesserre from Barnard College regarding international conflict and bringing about peace. Thank you to everyone who participated in putting this on. There were about 200 virtual attendees. Dr. Drumm judged at the 2nd Annual Student Village Edition of Chopped! with 4 student teams. It was a lot of fun and the food was great.

5.2 Council on Academic Issues – Andrea Roma

Ms. Roma reported on the highlights in her report which was included in the board packet. COI has continued to meet virtually. Feedback for Standards for Academic Policy. Should be hearing about the SUNY Chancellor Award winners that the college submitted. The Shared

Governance workgroup is meeting and coming close to providing recommendations on how to structure the Shared Governance model at SUNY Broome.

A quorum was established and the meeting returned to agenda item 1.0 Approval of the March 17, 2022 Board of Trustees meeting minutes.

5.3 Academic Affairs – Dr. Penny Haynes

Dr. Haynes introduced Professor Gian Roma, Chair of Business Programs.

5.3.1 Gian Roma - Articulations

Professor Roma discussed Business Program Articulations that have been developed with other SUNY colleges. The idea to develop these articulations occurred 6 years ago when M. Sullivan (VP Admin & Finance) discussed the declining demographics that would occur due to decreasing high school graduations in the Greater Binghamton area. The Business Program worked to retool their “product”. They strove to make SUNY Broome’s program a relevant opportunity. The department worked hard over the last 5 years to make program changes that allow students to transfer to some of the top Business Colleges in the Country. The department also worked to make this degree an online degree to allow students from other areas to complete this program virtually. The goal is to make the degree relevant, valuable, and viable. Last April was the first articulations into the Binghamton University School of Management. BU will hold 25 seats for our students with a GPA of 3.7 or above. No SAT is needed to transfer there which is a great marketing idea. Mr. Roma presented a listing of other college articulations and the needed GPA to transfer there.

Dr. Haynes thanked Mr. Roma. He has done an amazing job in getting these Articulations developed. One of the Business Program faculty members, Associate Professor Erin Frye, has received SUNY’s Community College of Instructional Award for Excellence for her work in HY-Flex courses. Trustee Andrews commented that articulations are great for making our programs relevant. His concern is that there are no business teacher prep programs to help increase the business feeder programs and to spark interest in the business field in the K-12 schools.

Dr. Haynes reported on the Sustainability Plan. Some new things since the last BOT meeting. The college is working on nursing and Health care initiatives. There are monthly meetings with UHS, Lourdes, and Guthrie to discuss the community nursing needs and initiatives. The College Nursing department is hoping to put together a MASH camp next summer, and develop an LPN to RN, and a Paramedic to RN program. The department is also working with a DOL grant to offer non-credit to credit opportunities with other colleges. A focus is to increase faculty for the nursing expansion along with local hospital support. There is an interesting article referenced in the media report in BU’s magazine talking about SUNY Broome and BU’s partnership for the Education program that Professor Lisa Strahley discussed at the February BOT meeting. The hospitality program continues to build enrollment. 15 scholarships were offered to students who won the competition at the PROSTAR Invitational held at CAI in Hyde Park if they chose to come to SUNY Broome. Developing articulations with all 5 branches of the military. Potential Partnership with SODEXO. Participating

in the STIR event on May 1st at the CEC. Working with Visions on a team-building exercise. And a special event with BOCES DCMO spending May 19 whole day at the CEC and attending classes as if they were enrolled in the program. Student Justin Yap will be attending the Chef of the Year competition. Another part of the sustainability plan is the development of the Engineering and Engineering Technology programs. – Watson combat robotic competition led by DiGiacomo. Toyota Grand Prix at Watkins Glen. National robotics league in Bloomsburg. Broome placed 1st and 2nd.

5.4 Student Assembly Update – Elle Yatsuk

Trustee Yatsuk reported on the highlights in her report. A copy of the report was included in the Board Packet. New representatives have been elected for SA positions and many more senators have come on board. The SA passed a resolution to increase the Student Activity fee from \$150 to \$200 for FT students. The EOP food drive helped kick-start the food pantry. Hosting a homeless awareness sleep out on May 4th. There is a listing of upcoming events in her report.

5.5 BCC Foundation – Cathy Williams

Ms. Williams congratulated the Emeritus winners. She reported on the highlights in her report. A copy of the report was included in the Board Packet. Fundraising activities are well underway. She thanked Trustee Yatsuk and her peers for supporting the Student Peer Scholarships. The magazine is at the printers and distributed soon. The feature story is the grand opening of the CEC in October 2021 and highlights the first graduating class. April 29 and 30 will be the Alumni reunion. SA and peers will be assisting. The Foundation received a partial distribution of a bequest of \$500,000 designated for the Nursing program. They were also notified of a significant 6 figure bequest for need-based grants in aid for students. Thank you to those trustees who have signed up for May 10 to participate in the 75th Arial photo on the Campus Quad. The Foundation thanks the trustees for their annual donations.

5.6 Facilities Update – Dave Ligeikis

Mr. Ligeikis reported on the highlights in his report. A copy was included in the board packet. Construction work has started for campus-wide parking lot paving and sidewalk. Solar-powered flashing beacon warning signs have been installed at the five primary pedestrian crossings on the outer Campus Loop road. Renovation continues in the Student Services Building. Bids for the Student Center roof and Business building roof should be ready for the May BOT meeting. The nursing space assessment is ongoing.

5.7 Human Resources Update – Lynn Fedorchak

This report is routine and represents standard activity for March. A copy of the report was included in the Board Packet.

5.8 Budget and Finance

5.8.1 2023-2027 Sustainability Plan

Mr. Sullivan commented that the state also approved several capital projects – an additional \$2 million for phase 2 Decker Nursing expansion – a total of \$4 million for expansion. The college is completing the final phase of design and cost estimate. During Fall

2022, the college will go out with bid specs for this project. Other items approved in the state budget – are IT equipment and some additional funding for HVAC.

Mr. Sullivan reported on the Sustainability Plan. Dr. Haynes covered 5 out of the 10 enrollment and retention initiatives and will continue to report on these initiatives at the monthly BOT meetings. The college has had this multi-year financial projection in place for several years and was a key topic of focus by the Middle States. They identified this as a critical document due to declining enrollment nationally and regionally, and substantial financial distress due to COVID. The County also wanted to have a sense of the college being financially viable and sustainable due to the declining enrollment trends. The second page is the multi-year financial information based on previous years' actual numbers from 2019-2020 FY. These are the key numbers utilized for the next 4 years after next year's proposed 2022-23 budget. Assumptions on the revenue side include a tuition increase of 3.85% per year, net FTEs flat through 2026-2027, and the section to net FTE ratio declining from the current 0.79 ratio to 0.60 ratio by 2026-2027. Assumptions on the expenses side include a 2.5% of personnel increase per year with section alignment, which is consistent with what the board approved for the GUILD contract, a 5% annual increase in capital repairs, and a 2% increase annually for contractual expenses (travel, supplies, etc.) The 2022-2023 budget approved last month projected a 0.69 section-to-Net FTE ratio in the documents. In the current year forecast, the college is projecting that the college will need \$3.5 million in HEERF Stimulus Funds to balance the budget. The college and Budget & Finance Department will continue to update the Sustainability Plan after the Fall and Spring semesters respectively, and Mr. Sullivan expects to come back to the BOT in September with the next update.

5.8.2 Budget Forecast

Mr. Sullivan reported on this in his report on the Sustainability Plan. This report is routine and for informational purposes. A copy of the report was included in the Board Packet.

5.8.3 Budget Transfers – Michael Sullivan

This report is routine and for informational purposes. There were no budget transfers for March.

5.8.4 Grants Approvals – Michael Sullivan

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

5.8.5 Investment Report – Michael Sullivan

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

5.8.6 Student Village Housing Report – Michael Sullivan

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

5.9 Faculty Eligible for Term Appointment

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

5.10 Media Report – Jesse Wells

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

6.0 Proposed Executive Session, subject to Board Approval

Trustee Orband motioned to go into Executive Session at 6:30 p.m. for the matters relating to employment contracts and personnel issues. Trustee Fernandez seconded the motion and was unanimously approved.

Trustee Orband motioned to come out of the Executive session at 6:38 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 6:40 p.m.

The next Board of Trustees Meeting is scheduled for 5:00 p.m. Thursday, May 26, 2022,

Approved: May 26, 2022