

**SUNY BROOME COMMUNITY COLLEGE
BOARD OF TRUSTEES
June 16, 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**

Trustees Present:	Chair Anthony Paniccia, Vice-Chair Kathy Connerton, Jim Orband, Barbara Fiala, Margaret Coffey, Jim Testani, Marc Newman, Tina Fernandez, Elle Yatsuk
Trustees Excused:	Jason Andrews
SUNY Broome Administration Present:	Dr. Kevin Drumm, Dr. Carol Ross-Scott, Dr. Penny Haynes, Michael Sullivan, Lynn Fedorchak, Jesse Wells, Dave Ligeikis, Cathy Williams, Diana Lenzo, and Dr. Kim McLain
Others Present:	Ryan Matt, Esq. Laura Hodel, Larry Allen, Narcisa Polonio

Chair Paniccia called the meeting to order at 5:00 p.m.

1.0 Approval of Minutes

1.1 May 26 2022 Board of Trustees Meeting
Trustee Connerton made a motion to approve the May 26, 2022 Board of Trustees meeting minutes. Seconded by Trustee Coffey. The motion was unanimously approved.

2.0 Finance and Facilities Committee Meeting Minutes

The Finance and Facilities committee did not meet on May 24, 2022. There are no minutes for approval or edits.

3.0 PREFERRED AGENDA ACTION ITEMS

The Finance and Facilities committee did not meet on May 24, 2022. There are no preferred agenda action items.

4.0 ACTION ITEMS

- 4.1 Recommend Approval of Payroll
Trustee Coffey moved to approve the payroll certification. Trustee Orband seconded the motion. The motion was unanimously approved.
- 4.2 Recommend Approval of Petty Cash
Trustee Fiala moved to approve Petty Cash. Trustee Connerton seconded the motion. The motion was unanimously approved.
- 4.3 Recommend Approval of New Position Description Student Success Coach
Trustee Newman moved to approve the new position description for Student Success Coach. Trustee Coffey seconded the motion. The motion was unanimously approved.
- 4.4 Recommend Approval of New Position Description Assistant Controller

Trustee Fiala moved to approve the new position description of Assistant Controller. Trustee Connerton seconded. The motion was unanimously approved.

- 4.5 Recommend Approval of Change in Title for the Position Description from Assistant Controller to Assistant Controller II

Trustee Orband moved to approve the change in position description from Assistant Controller to Assistant Controller II. Trustee Connerton seconded. The motion was unanimously approved.

- 4.6 Recommend Approval of Resolution for the New Position Description of Assistant Vice President for Human Resources and Student Finance

Trustee Connerton moved to approve the new position description of Assistant Vice President for Human Resources and Student Finance. Trustee Fiala seconded the motion. The motion was unanimously approved.

- 4.7 Recommend Approval of Resolution for the New Position description of Associate Vice President and Dean of Health Sciences and Institutional Effectiveness

Chair Paniccia moved to table this new position description.

- 4.8 Recommend Approval of Resolution for Unpaid Leave of Absence for Randy Harvey

Trustee Newman moved to approve the unpaid leave of absence for Randy Harvey. Trustee Connerton seconded the motion. The motion was unanimously approved.

5.0 INFORMATION ITEMS

5.1 President's Report – Dr. Kevin Drumm

Dr. Drumm thanked the Trustees for their time and welcomed Ryan Matt, substitute county attorney to the meeting. It is time for the annual Board Retreat. Ms. Lenzo will be reaching out to schedule this. There are some big topics to cover this Academic year. The college recently hosted the Class D Baseball Competition. Kudos to the facilities and maintenance crews who prepped and updated our baseball field. Thanks to D. Ligeikis and his crew and MARCOM and IT. The local Deposit HS team won. The college recently hosted Launch Pad for HS business students. The Hospitality department hosted the leadership of PROSTAR for their Annual meeting at the CEC. The regional ESD leaders toured the CEC and it will be featured on their site. Jamie Godoy, a Fulbright Scholar, returned to Chile. Dr. Drumm thanked Binghamton University for co-hosting. Enrollment is trending in the right direction and has been steadily moving up for the last 3 weeks. Trustee Newman asked about housing. Housing applications are at 150-160.

5.2 Academic Affairs – Dr. Penny Haynes

Dr. Haynes reported on the highlights in her report which was included in the board packet. The college is currently in a SUNY pilot of a new student online learning management system. There will be 82 faculty training this summer. Pathways Project finished up this year. Simplifying the programs. Several faculty are presenting at conferences and continuing professional development. Ribbon cutting ceremony with SUNY Empire state and will have an office on campus. CEC center – doing a lot of work outreach to BOCES students throughout the state. The college received a Pathstone grant which is looking at the reentry of students who were previously incarcerated – will have an office on campus to help build that pipeline.

SEM presentation at a future meeting. Presented Nursing initiatives slide show. Working with Nursing Faculty – monthly meetings with UHS, Lourdes, and Guthrie. Recognizing the community needs. LP to RPN and RN to Paramedic programs approved. Pathways for non-credit to credit. SUNY High Needs grant for \$1.25 million was awarded to Nursing to expand simulation and for the training of faculty. Chair Seedborg reported on the Nursing program. Eighty-four students were accepted for fall 2023. Expanding the Decker Nursing area and weekend nursing program to allow more students. Trustee Connerton thanked Dr. Haynes and her staff for increasing the pool of students. There was great feedback from the meeting with Hospital representatives and High School counselors. Trustee Connerton is privileged to be running 2 pilots with students that allow students to better prep themselves before working in the hospital setting. Seven RNs volunteered for this pilot. Another pilot is meant to be a nonjudgment, nonclinical mentor program. Chair Paniccia thanked Dr. Haynes and Trustee Connerton for rallying the local hospitals and campus to address our community needs.

5.3 Student Assembly Update – Elle Yatsuk

Trustee Yatsuk had no update as classes are done for the semester.

5.4 BCC Foundation Report – Cathy Williams

Ms. Williams reported on the highlights in her report. A copy of which was included in the Board Packet. There are 3 estate gifts pending and 1 is specifically for Nursing. There were 40 Frank Paul awardees. These students represent the top High School math and science students in our region. This fall will have the highest incoming class of President Honors Students. The BCC Foundation was awarded citations for the Broome Magazine. Awards were also given for Matt Ebberts's media and social content, and Erin Merritt for her mousepad project.

5.5 Facilities Update – Dave Ligeikis

Mr. Ligeikis reported on the highlights of his report which was included in the packet. The college hosted the Class D Baseball Championship. This was a job well done by the maintenance staff with needed upgrades to the area. Renovations continue in the Student Services building. Design work for the HVAC system project in the Library is near completion. Emergency lighting in Decker will be installed upon receipt. Numerous landscaping improvements have started across the campus.

5.6 Human Resource Update – Lynn Fedorchak

This report reflects routine activity for May 2022 and for informational purposes. A copy of the report was included in the Board Packet. Chair Paniccia thanked Ms. Fedorchak as this will be her last board meeting. She is retiring on July 30, 2022.

5.7 Budget and Finance Update – Michael Sullivan

Mr. Sullivan introduced L. Allen who has been an instrumental person in helping with the budgets and sustainability plan. Mr. Sullivan added that the college is involved in some capital projects that were not included in the original Capital Plan. One project involves surrounding land that is available for sale. More information will follow. The other project is the BAGSAI softball field the county is planning a major renovation. Both projects involve collaboration with the county. A project for additional equipment for the Nursing program has also been submitted to the county. Refinancing of the Student Village is moving forward. Initial discussions look reasonably positive.

5.7.1 Budget Forecast

The monthly budget forecast has not changed in 2 weeks. Still looking at needing \$3.5 million in federal stimulus money to balance the budget.

5.7.2 Financial Sustainability

Mr. Sullivan distributed a copy of the Financial Sustainability Plan to the board. The initial budget forecasted a 2% increase in enrollment. Sixty (60) percent of the college's enrollment is from the area high school students. Finance revised the budget to reflect an enrollment decline of 5%. Currently, we are at a 6 1/2% decline. Enrollment is at 60% - it will not move a lot between now and the start of the semester. The distributed chart reflected several years of actual and proposed budgets. The sustainability plan on page 2 lists the top 10 initiatives the college will use to retain students and grow enrollment. This document is updated daily. With local HS graduation rates remaining flat for the next 4 years, state aid is fixed and county sponsorship is usually 1-2%, loss of revenues must be offset by reducing expenses. Last month's detailed report demonstrated each program's current section ratios. A .60 ratio is what the college needs to achieve to be sustainable, this means at least 16 students in each section. Each class costs the college \$5,109/class. The personnel line must be addressed to remain sustainable. Chair Paniccia asked how Broome compares against peer Community Colleges. Ratios range from .55 to .62. The .60 ratio Broome is striving for is not unreasonable. On the community college side, 25-30 students in a class are reasonable. The current contract has a minimum and maximum but the Administration has the authority to change that. The vast majority of SUNY community college labor agreements do not have minimums in their contracts. All the metrics point to the college's small class size. Broome is 89% higher than our peer groups for Instructional Costs. The average class size is too low. The college has the authority to cut classes due to class size. For financial sustainability going forward must be .60 and personal costs can only grow by 1% per year. Personnel cost cutting can be from turnover or restructuring positions. On the non-instructional side, five vacant positions for 4 years is approximately 1%. The rest of the dynamics are capital projects and contractual. Vice Chair Connerton asked about the current contracted class max and min size. Mr. Sullivan reported that distance learning is 15 students max and on-campus max is up to 20. Mr. Sullivan replied that distance learning max class sizes need to be 25-35 to reach the projected .60 section/FTE ratio.

5.7.3 Grants Approvals

There were no Grant Approvals for June.

5.7.4 Investment Report

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

5.7.5 Student Village Housing Report

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

5.8 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 Fiala motioned to go into Executive Session at 6:36 p.m. for the matters relating to employment contracts and personnel issues. Trustee Coffey seconded the motion.

Trustee Newman motioned to come out of the Executive session at 7:15 p.m. Trustee Testani seconded the motion.

Trustee Connerton motioned to adjourn the meeting. Trustee Yatsuk seconded the motion.

The meeting was adjourned at 7:18 p.m.

The next Board of Trustees Meeting is scheduled for 5:00 p.m. Thursday, August 18, 2022, in the Libous Conference Room 117, Decker Health Sciences Building.

Approved: August 18, 2022