

**SUNY BROOME COMMUNITY COLLEGE
BOARD OF TRUSTEES
August 18, 2022 minute**

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 (zoom), Barbara Fiala, Margaret Coffey, Jim Testani, Tina Fernandez, Elle Yatsuk, Jason Andrews

Trustees Excused: Marc Newman, Jim Orband

SUNY Broome Administration Present: Dr. Kevin Drumm, Dr. Carol Ross-Scott, Dr. Penny Kelly, Michael Sullivan, Jesse Wells, Dave Ligeikis, Cathy Williams, Laura Hodel, Conal Larkin, Diana Lenzo,

Others Present: Cheryl Sullivan, Esq.

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

The proposed executive session, subject to board approval will be held at the end of the meeting.

1.0 APPROVAL OF MINUTES

1.1 **June 16, 2022 Board of Trustees Meeting**

1.2 **July 21, 2022 Board of Trustees Meeting**

Trustee Connerton made a motion to approve June 16, 2022, and July 21, 2022 Board of Trustees meeting minutes. Seconded by Trustee Fiala. The motion was unanimously approved.

2.0 FINANCE & FACILITIES COMMITTEE MEETING MINUTES

3.1 **August 16, 2022 Finance & Facilities Committee Meeting**

F&F Chair Connerton reported that all the action items were reviewed and recommended for approval by the Board of Trustees.

Trustee Testani made a motion to approve the August 16, 2022 Finance & Facilities Committee meeting minutes. Trustee Coffey seconded. The motion was unanimously approved.

3.0 PREFERRED AGENDA ACTION ITEMS

3.1 **Recommend Approval of 2022-2023 Entrepreneurial Assistance Center Grant**

Approval of 2022-23 Entrepreneurial Assistance Center Grant that is used to maintain a center to provide community-based management and technical assistance to clients seeking to establish and grow their businesses.

3.2 **Recommend Approval of Federal College Work Study Allocation Incentive Payment**

Approval of Federal College Work Study Allocation Incentive Payment that provides employment opportunities to SUNY Broome students on campus.

3.3 **Recommend Approval of FY 2023 SUNY High Needs Localities Fund Allied Health Program**

Approval of FY 2023 SUNY High Needs Localities Fund Allied Health Program to support the conversion of the college's Chemical Dependency Counseling programs from face-to-face to Hyflex, providing a choice for students to attend in one of three modalities.

- 3.4 **Recommend Approval of 84.425T Broome CC Supplemental Support Under American Rescue Plan**
Acceptance of the 84.425T Broome CC Supplemental Support under the American Rescue Plan. Funds are to be used for eligible institutional costs to defray expenses associated with coronavirus, and to make additional Emergency Financial Aid Grants to Students.
- 3.5 **Recommend Approval of SUNY WD STEM Industry Pathways Grant Award**
Approval of SUNY WD STEM Industry Pathways Grant Award to support the development of a Credit for Prior Learning review process for non-credit offerings and industry credentials.
- 3.6 **Recommend Approval of AY 2022-23 Student Emergency Fund Grant Award**
Approval of AY 2022-23 Student Emergency Fund Grant Award that serves as an investment in helping SUNY Broome students succeed and remain in college despite unexpected financial emergencies they may face.
- 3.7 **Recommend Approval of Resolution for Unpaid Leave of Absence for Bradley Perl**
Approval of Resolution for Unpaid Leave of Absence for Bradley Perl.
- 3.8 **Recommend Approval of Resolution for Unpaid Leave of Absence for Giovanni Scaringi**
Approval of Resolution for Unpaid Leave of Absence for Giovanni Scaringi.
- 3.9 **Recommend Approval of Resolution for the New Position Description of Senior Associate to the Vice President of Academic Affairs (VPAA)**
Approval of Resolution for the New Position Description of Senior Associate to the Vice President of Academic Affairs (VPAA).
- 3.10 **Recommend Approval of Renewal Contract for CircleIn, a Virtual Student Community**
Approval of Renewal Contract for CircleIn, a Virtual Student Community for Academic Year 2022-2024.
- 3.11 **Recommend Approval of Construction Change Orders for the On-Going 2021-2022 Paving/Sidewalk Contract**
Approval of Construction Change Orders for the On-Going 2021-22 Paving/Sidewalk Contract.
- 3.12 **Recommend Approval of 22/23 State Incremental Funds Awarded to SUNY Broome**
Approval of 22/23 State Incremental Funds Awarded to SUNY Broome to be used to address enrollment, academic programs, operational efficiencies, and student services.
- 3.13 **Recommend Approval of the Participating Institution Agreement (PIA) from SUNY for Blackboard Learn Bundle and Blackboard Ally Archive Licenses**
Approval of the Participating Institution Agreement (PIA) from UNY for Blackboard Learn Bundle and Blackboard Ally Archive Licenses.
- 3.14 **Recommend Approval of RFP 2022- 11 Budget and Planning Enterprise Management Solution Subscription/Professional Services with SYNTELLIS AXIOM**
Approve RFP#2022-11 Budget and Planning Enterprise Management Solution Subscription for Professional Services with SYNTELLIS AXIOM.

Trustee Andrews motioned to approve the Preferred Action items 3.1 through 3.14. Trustee

Fiala seconded the motion and was unanimously approved.

4.0 ACTION ITEMS

- 4.1 **Approve Annual Meeting Date September 15, 2022**
Trustee Fiala moved to approve the Annual Meeting date as September 15, 2022. Trustee Testani seconded the motion and was unanimously approved.
- 4.2 **Approve Resolution to establish a Facilities Review Committee**
Trustee Fiala moved to approve the establishment of a Facilities Review Committee for the Board of Trustees. The committee for 2022-23 will be Trustees Newman, Fiala, and Paniccia. Trustee Coffey seconded the motion and was unanimously approved.

5.0 INFORMATION ITEMS

- 5.1 **President's Report – Dr. Kevin Drumm**
Dr. Drumm thanked the trustees for their hard work during this 3 year COVID period. Dr. Drumm introduced Laura Hodel who is the new Assistant VP for Human Resources and Student Finance. One of several combined positions to pare the college budget in line with low enrollment. Dr. Kim McLain's new combined position is Associate VP of Institutional Effectiveness and Dean of Health Sciences. In good news, enrollment in the student village is significantly above the 250 that was targeted. Outreach this summer helped significantly. Enrollment hovers around a 4% decline, slightly higher than budgeted. SUNY Broome is partnering with BU with the Build Back Better selection for battery technology. BU is looking at a major expansion of the BAP program. Lots of good conversation about other potential partnerships with the University. K-12 partnerships are expanding. This year includes Binghamton School District. BOCES collaboration with the culinary program. SUNY Broome will be following SUNY and County mandates for COVID Vaccines. Food and Ag Science initiatives moving forward again. Two new patios on the library grounds. Thanks to the maintenance and facilities crew for all the hard work on the campus.
- 5.2 **Student Affairs – Dr. Carol Ross-Scott**
Dr. Ross-Scott reported on the end of the year diverse report as a follow-up from last year. Black and LatinX students have increased their persistence from fall 21 to fall 22. The division has been working hard to get students back engaged. Athletics and extra-curricular activities will be starting back up. The college has made some good progress from spring 21 to spring 22 in hiring personnel to reflect the student population of the campus. United Way Day of Caring will be at the Ross Park Zoo on September 9th. There will be a SUNY Broome night on September 22 at the Garage Taco Bar.
- 5.3 **Student Assembly Update – Elle Yatsuk**
Student Assembly did not meet during the summer. There was no update available.
- 5.4 **BCC Foundation Report – Cathy Williams**
Ms. Williams reported on the highlights in her report which was included in the board packet. The Foundation had a record total of program and student support exceeding \$1.73 million – this includes student support, faculty support, and campus activities. The next Broome magazine is in the design phase. The Foundation is working with the 75th Anniversary committee. The time capsule will be buried after the Open House in April 2023. The Foundation received a \$25,000 gift from a retired staff member to support faculty and staff training related to the Foundation's student financial wellness initiatives. The gift supports a coaching program and training to be a more "poverty aware" campus to better serve our students.
- 5.5 **Facilities Update – Dave Ligeikis**
Mr. Ligeikis reported on the highlights in his report. A copy of the report was included in the Board Packet. The college successfully coordinated with the County and Spiedie Fest organizers for the event. The Library roof project has started and is approximately 25% complete with full completion by late September/early October. The Student Center and West Gym roof projects will start in the next few weeks. The Battisti pergola has been completed. Work continues on the 2021/22 campus-wide paving and sidewalk work.

5.6 Budget and Finance Update – Michael Sullivan

5.6.1 Budget Forecast

The monthly budget forecast is the same as for the last several months. The college will need about \$3.5 million in Federal Stimulus funds to balance the budget.

5.6.2 Human Resource

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

5.6.3 Grants Approvals

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

5.6.4 Investment Report

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

5.6.5 Student Village Housing Report

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

5.7 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 5:29 p.m. to discuss personnel matters and contract negotiations. Trustee Fernandez seconded and the motion passed.

Trustee Orband motioned to come out of Executive Session at 6:15 p.m. Trustee Testani seconded and the motion passed.

Trustee Coffey motioned to adjourn the meeting. Trustee Fiala seconded and the motion was passed.

The meeting was adjourned at 6:14 p.m.

Approved: September 15, 2022

The Board of Trustees Annual Meeting is scheduled for 5:00 p.m. Thursday, September 15, 2022, in Libous Conference Room 117, Decker Health Sciences Building