

**SUNY BROOME COMMUNITY COLLEGE
BOARD OF TRUSTEES
March 16, 2023@5:00 p.m.
Decker Libous Conference Room 117**

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**

Board Members Present: Chair Kathy Connerton, Vice Chair Barbara Fiala, Anthony Paniccia, James Testani, Tina Fernandez, Marc Newman, Jason Andrews, Elle Yatsuk, Jim Orband (Zoom)

Board Members Excused: Margaret Coffey

SUNY Broome Admin Present: Dr. Kevin Drumm, Dr. Carol Ross-Scott, Dr. Penny Kelly, Michael Sullivan Jesse Wells, Laura Hodel

Other Attendees: Cathy Williams, Dave Ligeikis, Michael Stamets, Larry Allen, Brittany Richardson, Dr. Kim McLain, Dr. Anderson, Carla Michalak, Nick Brey, Dr. Marquis Bennet, Cheryl Sullivan, Esq.

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

1.0 APPROVAL OF BOARD OF TRUSTEE MINUTES

- 1.1 February 16, 2023 Board of Trustees Meeting
Trustee Newman moved to approve the February 16, 2023, Board of Trustees meeting minutes. Trustee Fiala seconded. The motion was unanimously approved.

2.0 APPROVAL OF FINANCE & FACILITIES COMMITTEE MEETING MINUTES

- 2.1 February 14, 2023, Finance & Facilities Committee Meeting
Trustee Connerton moved to approve the February 14, 2023, Finance and Facilities Committee meeting minutes. Trustee Testani seconded. The motion was unanimously approved.

3.0 PREFERRED AGENDA ACTION ITEMS

No Preferred Agenda Action Items

4.0 ACTION ITEMS

- 4.1 Recommend Approval of Payroll Certification
Trustee Andrews moved to approve the Payroll Certification. Trustee Newman seconded. The motion was unanimously approved.
- 4.2 Recommend Approval of Revised Resolution Deferring Continuing Appointment
Trustee Paniccia moved to approve the revised resolution deferring continuing appointment. Trustee Newman seconded. The motion was unanimously approved.

- 4.3 Recommend Approval of New Job Description for Enrollment Management Coordinator
Trustee Fiala moved to approve the new job description for the Enrollment Management coordinator. Trustee Testani seconded. The motion was unanimously approved.
- 4.4 Recommend Approval of Resolution for Unpaid Leave of Absence for Bradley Perl
Trustee Andrews moved to approve the resolution for an unpaid leave of absence for Bradley Perl. Trustee Newman seconded. The motion was unanimously approved.
- 4.5 Recommend Approval of Release-of-Retainage for Broome Bituminous Work on Campus-wide Sidewalk and Paving Project
Trustee Paniccia moved to approve the resolution for the release of retainage for Broome Bituminous work on the Campus-wide sidewalk and paving project. Trustee Orband seconded. The motion was unanimously approved.
- 4.6 Recommend Approval of Release-of-Retainage for Weathermaster Roofing Company, Inc. for work on the Library Roofing Project
Trustee Andrews moved to approve the release-of-retainage for Weathermaster Roofing Company, Inc. for work on the Library Roofing Project. Trustee Newman Seconded. Trustee Orband abstained. The motion carried.
- 4.7 Recommend Approval of Resolution through Master Agreement CM03994 with AP Benefit Advisors LLC dba ENV Insurance Agency for Brokerage Services Related to Obtaining Cybersecurity Insurance
Trustee Fiala moved to approve the Resolution through Master Agreement CM03994 with AP Benefit Advisors LLC dba ENV Insurance Agency for Brokerage Services Related to Obtaining Cybersecurity Insurance. Trustee Newman seconded the motion. The motion was unanimously approved.
- 4.8 Recommend Approval of BID 2023-05 SUNY Broome Student Services & Old Science Toilet Room Renovations – Electrical Construction.
Trustee Paniccia moved to approve BID 2023-05 SUNY Broome Student Services & Old Science Toilet Room Renovations – Electrical Construction. Trustee Andrews seconded the motion. The motion was unanimously approved.
- 4.9 Recommend Approval of BID 2023-05 SUNY Broome Student Services & Old Science Toilet Room Renovations – General Construction
Trustee Newman moved to approve BID 2023-05 SUNY Broome Student Services & Old Science Toilet Room Renovations – General Construction. Trustee Fiala seconded the motion. The motion was unanimously approved.
- 4.10 Recommend Approval of BID 2023-05 SUNY Broome Student Services & Old Science Toilet Room Renovations – HVAC Construction.
Trustee Paniccia moved to approve BID 2023-05 SUNY Broome Student Services & Old Science Toilet Room Renovations – HVAC Construction. Trustee Andrews seconded the motion. The motion was unanimously approved.

Chair Connerton asked for a motion to go into Executive Session for discussion on the Presidential Search.

Trustee Paniccia motioned to go into Executive Session at 5:06 p.m. Trustee Testani seconded the motion.

Trustee Testani motioned to come out of the Executive session at 5:34 p.m. Trustee Fiala seconded the motion

The meeting continued with the Information Items.

5.0 INFORMATION ITEMS

5.1 President's Report – Dr. Kevin Drumm

Dr. Drumm welcomed the trustees. The college has instituted a hiring freeze, critical positions will be reviewed on a case-to-case basis. The NYS Assembly proposed budget looks very good for Community Colleges. This still needs to be adopted by the full legislature and Governor. The Chancellor is visiting the college on March 28th. Dr. Drumm invited all the trustees to attend if they would like. Discussion of other areas of expansion with BU is being developed like the collaboration of BAP. Enrollment is up over ½%.

5.2 Council on Operational Issues – Brittney Richardson

Ms. Richardson presented her report's highlights, which were included in the packet. Council for Operational Issues sent a formal recommendation to Executive Council to have a common space reservation system for the campus. The Spring Your Voice Matters is planned for April 6, 2023. The Shared Governance restructuring workgroup is expecting to present a final recommendation to the College Assembly in mid-April. The chairs of COI continue to rotate with other SG chairs to attend Student Assembly meetings.

5.3 Civic Engagement – Carla Michalak

Ms. Michalak presented a PowerPoint on Civic Engagement activities at SUNY Broome. A copy of her report and presentation was included in the board packet. Voter and election education for students for the upcoming election, mass shootings and racial justice deliberation events, and gun violence presentations were just a few of the activities available to students.

5.4 Student Affairs – Dr. Carol Ross-Scott

Dr. Ross-Scott reported on the highlights in her report which was included in the packet. Her focus this month is on the status of Black and Latino/a students and the department's engagement initiatives during the fall semester intended to enhance their success after matriculation. Many events, like Lunch and Learns, are on campus to celebrate Black History Month.

5.5 Student Assembly Update – Elle Yatsuk

Ms. Yatsuk reported on the highlights in her report which was included in the packet. New senators have been elected to join Student Assembly. The Assembly held workshops for student clubs, had meetings with American Dining to address concerns, and will be holding a Student Your Voice Matters event on April 2nd. Student Assembly meetings are held on Fridays at 4 p.m. in Decker 201.

5.6 BCC Foundation Report – Cathy Williams

Ms. Williams reported on the highlights in her report which was included in the packet. The Broome Magazine is at the printer with distribution expected the first week of April. The Alumni Reunion is on April 28 and 29th. There will be a renaming dedication of the campus baseball field to the Edwin Daub baseball field on the 29th. June 24th is a Retirement Party for Dr. Drumm at the CEC. All are invited. May 3rd is the 75th Anniversary time capsule event in front of the Wales building.

5.7 Facilities Update – Dave Ligeikis

Mr. Ligeikis reported on the highlights in his report which was included in the packet. Design for the Decker Nursing renovation project continues to move forward. Bids for the Old Science/Student Services Building were opened on March 8th. RFPs for architectural services in the conversion of the Old Science to a Student Union and re-engineering the Library space are being developed. The fitness court concrete pad was poured. The photo lab upgrade/relocation will be advertised for bid in April. Supply chain issues seem to be lessening.

5.8 Budget and Finance Update – Michael Sullivan

5.8.1 FY 2022-23 Budget Forecast

The monthly forecast remains the same as last month. Finance expects to use \$3.8 million in surplus funds to balance the budget. This will leave the college approximately \$3 million for future budgets. The biggest concern is utility expenses which are up over 40% across the whole campus.

Due to the lateness of the meeting, Mr. Sullivan will present the Sustainability Plan at the April meeting and review it with the Finance Committee in full. Next month, Finance will present the proposed 2023-24 budget. The sustainability plan is affected by enrollment. With 85% of the budget being payroll and fringe benefits, the college has implemented a hiring freeze. The goal is to hold 5 positions vacant. This should save the college over \$1 million each year.

The college is close to finalizing the housing refinancing. More updates to come over the upcoming months. It is anticipated that 100 beds may be needed for the BAP 2.0 program. The updated demand study shows the village is a viable e

5.8.2 Human Resource

This report reflects standard activity for March 2023. This report is for information purposes and was included in the packet.

5.8.3 Grants Approvals

This report reflects standard activity for March 2023. This report is for information purposes and was included in the packet.

5.8.4 Investment Report

This report reflects standard activity for March 2023. This report is for information purposes and was included in the packet.

5.8.5 Student Village Housing Report

This report reflects standard activity for March 2023. This report is for information purposes and was included in the packet.

5.9 Media Report – Jesse Wells

This report reflects standard activity for March 2023. This report is for information purposes and was included in the packet.

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

The meeting was adjourned at 6:20 p.m.

The Board of Trustees Annual Meeting is scheduled for 5:00 p.m. Thursday, April 20, 2023 in Libous Conference Room 117, Decker Health Sciences Building

Approved: April 20, 2023