

**SUNY BROOME COMMUNITY COLLEGE
BOARD OF TRUSTEES
August 17, 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 (Zoom), Vice Chair Barbara Fiala, Anthony Paniccia, Margaret Coffey, Jason Andrews, Tina Fernandez (Zoom), Alejandro Chavarria-Gonzalez, Jim Testani

Board Members Excused: Jim Orband, Marc Newman

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

Other Attendees: David Ligeikis, Cathy Williams, Dr. Jeff Anderson, Nick Brey, Colleen Cashman, Michele McKay, Michael Stamets, Cheryl Sullivan, Esq.

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

1.0 APPROVAL OF MINUTES

1.1 June 22, 2023 Board of Trustees Meeting

Trustee Testani moved to approve the June 22, 2023 Board of Trustees meeting minutes. Trustee Coffey seconded the motion. The motion was unanimously approved.

2.0 FINANCE & FACILITIES COMMITTEE MEETING UPDATE

2.1 August 15, 2023 Finance & Facilities Committee Meeting

Chair Fiala reported that all items on the Finance & Facilities Committee meeting agenda were vetted and approved to move forward to the Board of Trustees meeting for approval.

3.0 PREFERRED AGENDA ACTION ITEMS

3.1 Recommend Approval of Approval of 2023-2024 Entrepreneurial Assistance Center Grant

3.2 Recommend Approval to Purchase Computers and Monitors from the NY OGS Contract PM20220 Dell Marketing LP for the Fiscal Year 23 Yearly Replacement of Student Laboratory and Classroom Computers and Monitors

3.3 Recommend Approval of AY 2023-24 Beyond the Classroom Grant Award

3.4 Recommend Approval of SUNY Childcare Expansion Grant Award

3.5 Recommend Approval of Bid 2023-012 Non-Credit Course Management and Registration Software

- 3.6 **Recommend Approval of AY 2023-24 Student Emergency Fund Grant Award**
- 3.7 **Recommend Approval of 'Unpaid Leave of Absence for Compeau**
- 3.8 **Recommend Approval of Resolution Requesting an Additional Fifty (50) Days of Sick Bank for Matthew Brannen**
- 3.9 **Recommend Approval of Revised Job Description for Assistant Registrar**
- 3.10 **Recommend Approval of Revised Job Description for Associate Vice President of Student Development and Dean of Students**
- 3.11 **Recommend Approval of Collegiate Enterprise Solutions, LLC ("The Registry") for Professional Services Contract for the Position for Interim Associate Vice President/Dean of Students for the Period June 1, 2023 – May 31, 2024**

Trustee Testani motioned to approve Preferred Agenda items 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.7, 3.8, 3.9, 3.10, and 3.11. Trustee Coffey seconded the motion. The motion was unanimously approved.

4.0 ACTION ITEMS

4.1 Recommend Approval of the Annual Meeting Date

Trustee Paniccia motioned to approve September 14, 2023 as the Annual Meeting Date of the Board of Trustees. Trustee Coffey seconded the motion. The motion was unanimously approved.

4.2 Recommend Approval of the Corrected Resolution Adopting the College's 2023-24 Operating Budget, Sponsor Services, and Full-time Positions.

Trustee Chavarria Gonzalez motioned to approve the corrected resolution adopting the college's 2023-2024 Operating Budget, Sponsor Services, and Full-Time positions. Trustee Coffey seconded the motion. The motion was unanimously approved.

5.0 INFORMATION ITEMS

5.1 President's Report – Dr. Tony Hawkins

A copy of the president's report was included in the packet and is for informational purposes. Dr. Hawkins reported that enrollment is slighted down at 75 students or a 2.32% decrease and up 5.41 FTEs (0.41%). The decline is due to de-registration for non-payment. Marcom and Academic Advising collaborated to conduct special Advising and Registration classes. Summer enrollment was up 8.07%. Dr. Hawkins has had many meetings with community and political leaders. Meet and treat tours across campus were held the week of July 24 to meet campus 12-month staff and faculty. Sr. Vice Chancellor Linderman visited the campus on August 3 to discuss the various priorities in the areas of student success initiatives. Dr. Hawkins was a celebrity chef at the Speidie Fest and placed 2nd. The College proceeded, on behalf of the Housing Development Corporation, with refinancing the Student Village and has applied for a credit rating from Moody's. A request for \$1,095,000 SUNY Transformation funds was submitted to support students in high-demand fields. Dr. Hawkins will be convening a Presidential Transition Committee on August 29, 2023, to guide his first 100 days of listening and learning. The product will be a presidential transition advisory plan with recommendations of action opportunities within areas of institutional focus to consider.

5.2 Student Affairs – Dr. Carol Ross-Scott

Dr. Ross-Scott reported there are 205 approved students for Housing. She congratulated A. Chavarria Gonzalez on being an RA this semester. The search for an Interim Dean of Students is concluding. A full search for a permanent Dean of Students will be conducted during the Fall semester. The childcare is open for business and is full with 44 children. The center will work on becoming accredited which will set a standard and demonstration of quality. Being accredited provides more opportunities for available grants. Thank you to Sponsored Programs for working with the center for a retention grant. Local politicians Webb and Lupardo are very supportive of childcare.

5.3 Student Assembly Update – Alejandro Chavarria Gonzalez

Trustee Gonzalez had no written report as the Student Assembly has not met for the semester. He spent his summer doing research at Emory University. He is very excited about this year's Student Assembly. He welcomed Dr. Hawkins.

5.4 BCC Foundation Report – Cathy Williams

Ms. Williams reported on the highlights in her report which is for informational purposes and included in the packet. The Foundation received a \$15,000 grant-in-aid program. Lockheed Martin is again supporting the STEM and veteran programs. The fiscal year started July 1 and campaigns will start this fall. The Alumni Night at the Rumble Ponies was on July 14, 2023, with a record number of guests. The next Alumni event is Sept 9 at Tioga Downs. The Broome magazine is slated for distribution in early October. There are 17 new Presidential Honors Scholars. They will be recognized on October 18. The Foundation sponsored a campus-wide professional development opportunity on August 21, 2023, with Dr. Donna Beegle, a leading expert in poverty.

5.5 Facilities Update – Dave Ligeikis

Mr. Ligeikis reported on the highlights in his report which is for informational purposes and included in the packet. The list of projects was vetted and approved by Dr. Hawkins. The restroom projects are moving forward. The decision on an architect for the Old Science to Student Union conversion is almost complete. Bids for the Photo Lab relocation in Old Science were opened on June 19th. Holt Architects will be presenting the feasibility study for converting Wale's to a one-stop on August 17th. Proposals from IK system for campus-wide security cameras are pending a second evaluation. Some classroom moves have been scheduled and are scheduled to be completed before August 25th.

5.6 Budget and Finance Update – Michael Sullivan

5.6.1 FY 2022-23 Budget Forecast

Mr. Sullivan reported the Fiscal year 2022-2023 closes in 2 weeks. Finance anticipates that \$3.8 million of federal stimulus funds will be needed to balance the FY 2022-2023. It is also anticipated that \$2.4 million will be needed for FY 2023-2024 which will leave \$500,000 remaining for FY 2024-25. The unrestricted fund balance is approximately 12%. The College is collaborating with the BCC Housing Corp in refinancing the Student Village and waiting on a rating from Moody's. The County Executive presents his budget in mid-September which includes the college's submitted capital projects. The sponsorshare is generally 50% in funding.

5.6.2 Human Resource

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

5.6.3 Grants Approvals

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

5.6.4 Investment Report

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

5.6.5 Student Village Housing Report

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

5.7 Media Report – Jesse Wells

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

6.0 PROPOSED EXECUTIVE SESSION, UPON APPROVAL BY THE BOARD OF TRUSTEES

Trustee Paniccia motioned to go into Executive Session at 5:31 p.m. for personnel reasons. Trustee Testani seconded the motion.

Trustee Coffey motioned to come out of the Executive session at 5:41 p.m. Trustee Chavarria-Gonzalez seconded the motion.

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

The meeting was adjourned at 5:41 p.m.

Approved: September 14, 2023

The next Board of Trustees Meeting is scheduled for 5:00 p.m. Thursday, September 14, 2023 in Libous Conference Room 117, Decker Health Sciences Building.