

**SUNY BROOME COMMUNITY COLLEGE
BOARD OF TRUSTEES
October 19, 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, Jason Andrews, Anthony Paniccia, Tina Fernandez, Alejandro Chavarria Gonzalez, Jim Testani, Jim Orband

Board Members Excused: Margaret Coffey, Marc Newman

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

Other Attendees: David Ligeikis, Cathy Williams, Dr. Kim McLain, Larry Allen, Dr. Jeff Anderson, Dr. Christine Martey-Ochola, Nick Brey, Michele McKay, Michael Stamets, Erin Marulli, Colleen Cashman, Evan Bigam, Joey Cronin, Joshua Terrell, Esq., Dani Berchtold

Invited Guests: n/a

Chairperson Kathy Connerton called the meeting to order at 5:01 p.m.

A quorum was established.

1.0 APPROVAL OF MINUTES

1.1 September 14, 2023 Board of Trustees Meeting
Trustee Testani moved to approve the August 17, 2023, Board of Trustees meeting minutes. Trustee Orband seconded the motion. The motion was unanimously approved.

2.0 APPROVAL FINANCE & FACILITIES COMMITTEE MEETING MINUTES

There are no Finance & Facilities minutes to approve, as the October 17, 2023 meeting was cancelled.

3.0 PREFERRED AGENDA ACTION ITEMS

There were no Preferred Agenda items for approval.

4.0 ACTION ITEMS

4.1 Recommend Approval of Payroll Certification

Trustee Paniccia moved to approve the Payroll Certification. Trustee Orband seconded the motion. The motion was unanimously approved.

- 4.2 **Recommend Acceptance of SUNY Transformation Fund FY 23/24 – Campus Allocation**
Trustee Fiala moved to approve the SUNY Transformation Fund FY 23/24 – Campus Allocation. Trustee Chavarria Gonzalez seconded the motion. The motion was unanimously approved.
- 4.3 **Recommend Approval of Unified Campus Portal Renewal**
Trustee Orband moved to approve the Unified Campus Portal Renewal. Trustee Testani seconded the motion. The motion was unanimously approved.
- 4.4 **Recommend Approval of Write Offs of Student Accounts**
Trustee Fiala moved to approve the Write Offs of Student Accounts. Trustee Andrews seconded the motion. The motion was unanimously approved.
- 4.5 **Recommend Acceptance of 2023-2024 SUNY Child Care Appropriation**
Trustee Paniccia moved to approve the 2023-2024 SUNY Child Care Appropriation. Trustee Orband seconded the motion. The motion was unanimously approved.
- 4.6 **Recommend Approval of Renewal Subscription Service Agreement with Civitas Student Impact Platform**
Trustee Fiala moved to approve the Renewal Subscription Service Agreement with Civitas Student Impact Platform. Trustee Testani seconded the motion. The motion was unanimously approved.
- 4.7 **Recommend Approval of a Release-of-Retainage to JB Installations for Their Work on Student Center and Decker Roofing Project**
Trustee Andrews moved to approve the Release-of-Retainage to JB Installations for Their Work on Student Center and Decker Roofing Project. Trustee Chavarria Gonzalez seconded the motion. The motion was unanimously approved.
- 4.8 **Recommend Approval of New Job Description Social Media and Events Assistant**
Trustee Orband moved to approve the New Job Description Social Media and Events Assistant. Trustee Testani seconded the motion. The motion was unanimously approved.
- 4.9 **Recommend Approval of Change Orders for the On-Going Old Science and Student Services Restroom Renovation Contracts**
Trustee Fiala moved to approve the Change Orders for the On-Going Old Science and Student Services Restroom Renovation Contracts. Trustee Fernandez seconded the motion. The motion was unanimously approved.
- 4.10 **Recommend Approval of the FERPA Policy**
Trustee Andrews moved to approve the FERPA Policy. Trustee Paniccia seconded the motion. Trustee Chavarria Gonzalez asked whether the College currently follows FERPA. Dr. Kelly informed him that the proposed policy is an update to the existing policy and matches SUNY language on FERPA. The motion was unanimously approved.

4.11 **Recommend Approval of X-Ray Equipment and Service Agreement**

Trustee Andrews moved to approve the Release-of-Retainage to JB Installations for Their Work on Student Center and Decker Roofing Project. Trustee Orband seconded the motion. The motion was unanimously approved.

5.0 INFORMATION ITEMS

5.1 President's Report – Dr. Tony D. Hawkins

As of 10/16/23, enrollment is up (97 students) 1.81% (31.47 FTEs) over last year at this time. Attended ACCT Leadership Conference with two trustees last week including workshops on closing the achievement gap, fast tracks for completing credentials, and addressing leveling up and increased participation of black students in the higher education pipeline. The Presidential Transition Committee is holding two additional open forums. Themes that have been noted during the sessions are noted in the President's Report. Thanks to those who have been part of the Presidential Transition Committee. On 10/11 Dr. Hawkins issued a statement on the Middle East conflict stating that we are dedicated to providing a safe and inclusive environment where students can learn and feel comfortable. Civic Engagement Board is planning a card writing campaign; cards will be sent to local synagogues and Islamic centers to express our support for peace and to engage in the community discussion. The Board Retreat will be 12/15/23 with Dr. Charlene Dukes as a facilitator.

5.2 College Senate Update – Erin Marulli

Erin Marulli has been elected Chair of College Senate; meeting monthly; full voting membership is in place. Bylaws have been drafted and will be voted on. Had updates this fall from Dr. Hawkins on the discontinuation of BAP and a budget report from Michael Sullivan. Chair of College Senate and Chair of Faculty Academic Senate will meet monthly with Dr. Hawkins and Dr. Kelly to keep the lines of communication open. Nominations went out to the campus for the Chancellor's Awards for Professional Service & Classified Service.

5.3 Student Affairs Update – Dr. Carol Ross-Scott

New Director of B.C. Center will be starting 11/6/23, Nicole McMillen. Lisa Strahley has been leading the department this fall; the Center is fully staffed. We will celebrate 30 years of the B.C. Center next week with a birthday party. B.C. Center Open House will be held later this month. The B.C. Center is doing a drive to collect supplies for the Front Street Dog Shelter; the poinsettia fundraiser is also coming up. Fall sports – 55 student athletes: volleyball, soccer, cross country; there has been a lot of interest in men's and women's basketball for this winter. We have hired a part-time sports information director to increase visibility of athletics. Hiring a full-time athletic trainer and an academic coach for student athletes. Women's volleyball, cross-country, and soccer teams are in post-season. EOP had a successful summer bridge program; preparing for winter bridge program. 235 residents in the Student Village. The dean of students and our counselors have been busy addressing student needs. Health Services staff have been following up with students to obtain vaccination records, which are required. Student Activities has offered a lot of opportunities for student engagement including clubs that support our culturally diverse student body. "This is Who I Am" initiative is underway; it is intended to offer opportunities for members of the campus community to get to know each other and promote engagement. A Lunch and Learn will be held on 11/15 with a focus on the LGBTQ+ community. The faculty/staff vs. students volleyball game will also be held on 11/15.

5.4 Student Assembly Update – Alejandro Chavarria Gonzalez

Student Assembly is collaborating with the "This is Who I Am" initiative. Students are advocating that they have voting rights on the Faculty Academic Senate. Students are concerned about less funding for Student Activities due to budget cuts linked to lower student enrollment. The

Broome Closet (food pantry) is in need of non-perishable food items. The ACCT Leadership Conference was a great experience and has encouraged Trustee Chavarria Gonzalez to be an advocate for students on the state/policy level. Students are concerned about the discontinuation of BAP and how that will impact course offerings/sections.

5.5 BCC Foundation Report – Cathy Williams

As of August 23, 2023, The Foundation's Investment Portfolio: \$41.2 million; \$40.3 million endowed; Total Assets: \$46.3 million including beneficial interest & perpetual trusts. Received two grants from Lockheed Martin which are detailed in the attached report. Twin Tier Honor Flight is this weekend; veterans will depart from campus on Saturday and return on Sunday evening. The latest issue of the SUNY Broome Alumni Magazine has been published. Seventeen (17) Presidential Honors Scholars were welcomed to the campus by Dr. Hawkins on 10/18 at a reception. The SUNY Broome Time Capsule will be buried on 10/20. A publication that provides a catalog of the items in the time capsule has been produced and is available digitally online and with the campus library.

5.6 Facilities Update – Dave Ligeikis

Electric transformer was installed successfully; Old Science/Student Services restrooms are nearly complete. We may experience a slight delay on some projects due to a change in staff at the engineering firm that works with the college on inspections, permits, etc. Minor repairs are being done in the B.C. Center; Decker renovation project is moving forward. Holt Architects will be doing a master plan study of some buildings with the goal of identifying a location for a One Stop Center for students. We had a ribbon cutting on 10/3 for the Fitness Court, which is already being used.

5.7 Budget and Finance Update – Michael Sullivan

5.7.1 FY 2023-24 Budget Forecast

Last year's numbers are nearly finalized. We are about six weeks into the new fiscal year. Write-offs from two years ago were higher than usual, as SUNY didn't allow colleges to collect on debt during COVID, however that will not be the case moving forward. We have \$2.4 million in HERF funding for this year, however we will not have that for 2024-25. Fund balance is healthy at about 11%. BAP is a significant loss to the college – it will be about \$1 million this year (discontinuation in spring semester) and \$2 million next year (full year). Enrollment is up, but the increase is due to concurrent enrollment, which does not generate income. To address budget concerns, we have reduced P/T noninstructional by about 10%; reduced contractual expenses – 5%; implemented a hiring freeze for F/T positions; modified the spring 2024 schedule to match student needs (no BAP students).

Had a conference call with Moody's Investment service to discuss refinancing. The Housing Corporation has to extend financing of their loan; pursuing a favorable Moody's rating, which would allow us to get a better interest rate. We will know the outcome by November.

5.7.2 Human Resources

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

5.7.3 Grants Approvals

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

5.7.4 Investment Report

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

5.7.5 Student Village Housing Report

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

5.8 Media Report – Jesse Wells

This report reflects standard activity for October 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 5:55 p.m. for operational matters. Trustee Testani seconded the motion.

Trustee Testani motioned to come out of the Executive session at 6:44 p.m. Trustee Orband seconded the motion.

Trustee Testani made a motion to adjourn the meeting. Trustee Orband seconded the motion, and it was unanimously approved. The meeting was adjourned at 6:45 p.m.

Approved: December 14, 2023

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