

**SUNY BROOME COMMUNITY COLLEGE
BOARD OF TRUSTEES
September 14, 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: Vice Chair Barbara Fiala, Anthony Paniccia, Margaret Coffey, Marc Newman, Tina Fernandez (zoom), Alejandro Chavarria Gonzalez, Jim Testani, Jim Orband

Board Members Excused: Chair Kathy Connerton, Jason Andrews, Jim Orband

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. Kim McLain, Larry Allen, Dr. Jeff Anderson, Nick Brey, Michele McKay, Michael Stamets, Sasha Lofthouse, Bob Behnke, Esq.

Invited Guests: Binghamton University President Harvey Stenger

Acting Chairperson Barbara Fiala called the meeting to order at 5:00 p.m. The meeting started with Item #5 Information Items as there was no established quorum.

5.0 INFORMATION ITEMS

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

Dr. Hawkins reported on the enrollment report as of September 12, 2023. Enrollment is down 2.23% in students and down 0.14 in FTEs. Dr. Hawkins attended the August 24 Faculty Staff Assembly which ended with a Student Forum hosted by Dr. Ross-Scott. Student Village move-in day was August 26th. The first Presidential Transition Committee meeting was held on August 29th. A student village forum was held on Wednesday and an open student forum was held today. There will be 2 faculty/staff forums on September 26 and 27. The donor/alumni event will be on October 5th. There will be 2 more forums for business leaders and other community members. The college held a commemorative event for 9-11. Dr. Hawkins attended the County Executive's Budget presentation on Wednesday. Dr. Hawkins will be attending ACCT with some other trustees.

5.2 Academic Affairs – Dr. Penny Kelly

The business Chair G. Roma has a book "Self-Management" that is used in a Business 122 course that was developed at Broome and approved as a SUNY Gen Ed course. This will be developed and used across local High Schools in the area. Health Information Technology (HIT) has a 100% pass rate. Dental Hygiene also has a 100% pass rate on the test and stimulated and Dental Hygiene National Board. Two Faculty members completed the Expert training in the Battery Academy. Ellucian arrived last Tuesday with a CIO that will serve over the next several years. A senior application manager will be temporarily on site. The feedback and sharing of information have been positive. Several areas have been assessed and recommendations will be forthcoming. The college received \$1,095,000 has been received as part of the SUNY Transformation Funds. A \$198,000 internship grant was received which will support development and students, especially during the summer. The

Hornet Academy with Windsor and Maine Endwell 6-8 graders will be starting on September 30th. There is a lot of support from the faculty. Although enrollment is down, the college has a 3% increase in retention since 2018. The Culinary had 5 students through the Hospitality Club that attended and participated in New York Fashion Week, led by Maria Montemagno. Students will also be participating in the Fresh Food Face-Off at the Cornell Co-operative on September 20th.

5.3 Student Assembly Update – Alejandro Chavarria Gonzalez

Trustee Gonzalez reported that the Student Assembly met on September 8. All the VP positions have been filled and are currently working with their Administrative counterparts, connecting the Assembly and Board goals. The Student Assembly meets bi-weekly and all are invited to attend.

5.4 BCC Foundation Report – Cathy Williams

Ms. Williams reported the Foundation's fundraising fall kick-off will be starting. There were 92 alumni/friends in attendance at the Alumni event at Tioga Downs. Student raffle baskets to support the Peer Scholarships raised over \$300.00. Representatives from the Foundation will be attending SUNY Day in DC's Alumni Reception and alumni from the Washington Area have been invited to attend. The Twin Tier Honor flight is October 21 with a 7 a.m. departure and an October 22 return.

5.5 Facilities Update – Dave Ligeikis

Mr. Ligeikis reported on the highlights in his report. There are many ongoing projects on campus with contracts being finalized by Broome County or designs being developed for renovation projects. Several classrooms were moved to other buildings and ready for the first day of classes. The dining area got an upgrade with new lighting and paint. Ice rink ice has been successfully installed before the start of classes. The Wales building will remain the primary administration building for the college. Consequently, the architect will be evaluating both the Student Services building and the library as potential sites for a One Stop Shop.

5.6 Budget and Finance Update – Michael Sullivan

5.6.1 FY 2022-23 Budget Forecast

Mr. Sullivan reported this is the last forecast for the FY 2022-2023. Finance is still forecasting that \$3.8 million of federal stimulus funds will be needed to balance the budget which leaves approximately \$2.9 million, of which \$2.4 million will be needed to balance FY 2023-24. The remaining \$500,000 will be needed for FY 2024-2025. The SUNY Annual report is due October 31 after which the external Auditor Bonadio will start the external audit. The County presented their 6-year capital project of which the County Executive is recommending 4 of our submitted capital projects. Trustee Paniccia thanked Mr. Sullivan for keeping the fund balance at 12%.

5.6.2 Human Resource

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

5.6.3 Grants Approvals

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

5.6.4 Investment Report

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

A quorum was established. The meeting continued with item # 1 – Approval of Meeting Minutes.

1.0 APPROVAL OF MINUTES

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

2.0 APPROVAL FINANCE & FACILITIES COMMITTEE MEETING MINUTES

- 2.1 August 15, 2023 Finance & Facilities Committee Meeting
Trustee Gonzalez moved to approve the August 15, 2023, Finance & Facilities Committee meeting minutes. Trustee Newman seconded the motion. The motion was unanimously approved.

3.0 PREFERRED AGENDA ACTION ITEMS

There were no Preferred Agenda items for approval.

4.0 ACTION ITEMS

- 4.1 **Recommend Approval of the 2023 2024 Slate of Officers**
Trustee Coffey moved to approve the 2023 2024 Slate of Officers. Trustee Paniccia seconded the motion. The motion was unanimously approved.
- 4.2 **Recommend Approval of the 2024 2025 Nominating Committee**
Trustee Testani moved to approve the 2024-2025 Nominating Committee. Trustee Paniccia seconded the motion. The motion was unanimously approved.
- 4.3 **Recommend Approval of the 2023 2024 Schedule of Meeting Dates**
Trustee Paniccia moved to approve the 2023 2024 Schedule of Meeting Dates. Trustee Newman seconded the motion. The motion was unanimously approved.
- 4.4 **Recommend Approval of the Payroll Certification**
Trustee Coffey moved to approve the Payroll Certification. Trustee Testani seconded the motion. The motion was unanimously approved.

- 4.5 **Recommend Approval of Contract with MATCO to Complete Emergency Repairs to Main Transformer and Equipment Resulting from an Unforeseen Power Outage on Campus**
Trustee Gonzalez moved to approve the Contract with MATCO to complete Emergency repairs to the Main Transformer and equipment resulting from an unforeseen power outage on Campus. Trustee Testani seconded the motion. The motion was unanimously approved.
- 4.6 **Recommend Approval of Resolution for Unpaid Leave of Absence for Lisa Strahley**
Trustee Paniccia moved to approve the unpaid leave of absence for Lisa Strahley. Trustee Newman seconded the motion. The motion was unanimously approved.
- 4.7 **Recommend Acceptance of a Faculty-Student Association (F-SA) Grant for Interim Leadership Services at B.C. Day Care Center**
Trustee Testani moved to approve the Faculty-Student Association (F-SA) Grant for Interim Leadership Services at B.C. Day Care Center. Trustee Newman seconded the motion. The trustees asked for clarification on the interim leadership. Dr. Ross-Scott stated that Child Services allows an interim for 90 days. This grant will offset fringe benefits for Ms. Strahley as she steps down from her position as Chair. The motion was unanimously approved.

As item #5 Information Items were already addressed, the board continued to item #6 – Proposed Executive Session.

6.0 Proposed Executive Session, Upon Approval by The Board of Trustees

Trustee Paniccia motioned to go into Executive Session at 5:36 p.m. for personnel issues. Trustee Newman seconded the motion.

Trustee Testani motioned to come out of the Executive session at 6:10 p.m. Trustee Newman seconded the motion.

Trustee Paniccia made a motion to adjourn the meeting. Trustee Coffey seconded the motion, and it was unanimously approved. The meeting was adjourned at 6:10 p.m.

Approved: October 19, 2023

The next Board of Trustees Meeting is scheduled for 5:00 p.m. Thursday, October 17, 2023 in Libous Conference Room 117, Decker Health Sciences Building.