

**SUNY BROOME COMMUNITY COLLEGE
BOARD OF TRUSTEES
June 20, 2024@5:00 p.m.
Decker Libous Conference Room 117**

Minutes are not Official until Approved by the Board

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, James Testani, Jason Andrews, Margaret Coffey, Tina Fernandez, Jim Orband, Hiba Khan

Board Members Excused: Marc Newman, Anthony Paniccia

SUNY Broome Admin Present: Dr. Tony Hawkins, Dr. Penny Kelly, Michael Sullivan, Jesse Wells, Diana Lenzo

Other Attendees: Cathy Williams, Nick Brey, Evan Bigham, Dave Ligeikis, Dr. Kim McLain, Colleen Cashman, Larry Allen, Jeff Anderson, Joshua Terrel, Esq.

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

Chair Connerton introduced new Student Trustee Hiba Khan and welcomed her to the board and meeting. Tonight is Diana Lenzo's last Board meeting as she is retiring on July 26th. A gift and refreshments were presented.

1.0 INFORMATION ITEMS

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

Dr. Hawkins welcomed everyone to the meeting. The college held its commencement on May 23 with 730 students graduating. Thank you to the trustees who attended. It was a great event.

The County is meeting tonight to review and approve the college's submitted budget. The college requested a 2% sponsor share. The state approved 100% of the floor in state funding. The advocacy by NYCCT for \$97million for community colleges was not approved but \$8 million was for healthcare initiatives with \$5 million for healthcare of which Broome will receive \$350,000; and \$3 million in mental health initiatives of which \$100,000 will be distributed to each community college.

Dr. Hawkins attended a press conference with Senator Marc Molinaro to talk about "Broome's Next Chapter".

Dr. Hawkins attended the 2024 Annual NYCCAP retreat where topics of AI and advocacy efforts for next year were discussed. He has taken an at-large position on the board. The final meeting of the Strategic Planning Committee was held. The mission and values with 4 new goals and action items were developed. A big thank you to Dr. McLain and Trustee Testani for their leadership. A draft is anticipated to be presented at the August Board meeting for approval. On Monday, June 24, the Chancellor will be hosting a roundtable to discuss Healthcare followed by a press conference to announce the \$8 million from the state and SUNY's initiatives. There is an ESD workforce roundtable at the college on June 27th. Alumni night with the Rumble Ponies is July 19th. Dr. Hawkins will be in DC for an EAB roundtable on July 24 and 25.

- 1.2 **Academic Affairs – Dr. Penny Kelly**

Dr. Kelly reviewed a few highlights of her report which was included in the packet. Hospitality students attended the Kentucky Derby. Students are returning from travel abroad trips to Iceland and London. Dr. Kelly presented a PP on Broome’s Strategic Enrollment Management plan and data. Trustee Orband asked about the Culinary Enrollment numbers: The goal was between 80-100 students. There are currently 40 students and growing slowly.
- 1.3 **Student Assembly Update – Hiba Khan**

Trustee Khan introduced herself and gave a quick bio. She reported on the highlights in her report which was included in the packet. Fall elections will begin in the Fall semester to fill the open positions.
- 1.4 **BCC Foundation Report – Cathy Williams**

Ms. Williams reported on the highlights in her report which was included in the packet. The Foundation is moving into the last 10 days of its fiscal year. She thanked the trustees for their support. The Foundation had a pre-meeting with Lockheed Martin which is encouraging the Foundation to apply for more grants, especially concerning STEM and Veteran related grants. Alumni night will be July 19 at the Binghamton Rumble Ponies with the President throwing out the first pitch. September 12 will be the Alumni event at Tioga Downs. The Foundation received three new endowment agreements and one significant planned gift. MARCOM staff received several awards for their work in the Broome Magazine.
- 1.5 **Facilities Update – Dave Ligeikis**

Mr. Ligeikis reported on the highlights in his report which was included in the packet. The HVAC has been completed in the Library and Business Building, with the Web Gym project starting in the next few weeks. The brickwork is almost completed in Titchener. Gym floor refinishing is anticipated to start later this summer. Bids for Decker Nursing Renovation are anticipated to be approved at the August board meeting.
- 1.6 **Budget and Finance Update – Michael Sullivan**
 - 1.6.1 **FY 2023-24 Budget Forecast**

Mr. Sullivan reported the monthly budget forecast is still forecasting a balanced budget with the balance of the HEERF Funds. The investment report shows almost \$400,000 in interest earnings for this year. The college's proposed budget is being voted on tonight by the county. The County Executive and Legislative committee supported the 2% increase in sponsor share.

The Faculty Retirement Incentive Plan had 21 faculty taking the plan which equates to approximately \$1.5 million in savings. Some positions will need to be backfilled based on enrollment.

Finance with the Housing Development Corp concluded the first major part of the Student Housing refinancing with Hamlin Capital Group. This will be changing a 10-year bank loan to a 30-year fixed-rate bond. Approval is anticipated to be at the August board meeting.
 - 1.6.2 **Human Resources**

This report reflects standard activity for Mal 2024. This report is for information purposes and was included in the packet.

1.6.3 Grants Approvals

This report reflects standard activity for May 2024. This report is for information purposes and was included in the packet.

1.6.4 Investment Report

This report reflects standard activity for May 2024. This report is for information purposes and was included in the packet.

1.6.5 Student Village Housing Report

This report reflects standard activity for May 2024. This report is for information purposes and was included in the packet.

1.7 Media Report – Jesse Wells

This report reflects standard activity for May 2024. This report is for information purposes and was included in the packet.

2.0 APPROVAL OF MINUTES

2.1 May 16, 2024, Board of Trustees Meeting

Trustee Fiala moved to approve the May 16, 2024, Board of Trustee meeting minutes. Trustee Fernandez seconded the motion and it was unanimously approved.

3.0 FINANCE & FACILITIES COMMITTEE MEETING Minutes

3.1 May 14, 2024 Finance & Facilities Committee Meeting Minutes

Trustee Testani moved to approve the May 14, 2024, Finance & Facilities Committee meeting minutes. Trustee Orband seconded the motion and it was unanimously approved.

3.2 June 18, 2024 Finance & Facilities Committee Meeting Minutes

Trustee Orband moved to approve the June 18, 2024, Finance and Facilities Committee meeting minutes. Trustee Fernandez seconded the motion and it was unanimously approved.

4.0 PREFERRED AGENDA ACTION ITEMS – No Preferred Items from Finance and Facilities

5.0 ACTION ITEMS

5.1 Recommend Approval of Payroll Certification

Trustee Coffey moved to approve the Payroll Certification. Trustee Orband seconded and the motion was unanimously approved.

5.2 Recommend Approval of 2024-25 “Beyond the Classroom” Grant Award

Trustee Khan moved to approve the 2024-25 Beyond the Classroom Grant Award. Trustee Fiala seconded the motion and it was unanimously approved.

5.3 Recommend Approval of Unpaid Leave of Absence for Brannen

Trustee Khan moved to approve the unpaid leave of absence for Brannen. Trustee Testani seconded the motion and it was unanimously approved.

5.4 Recommend Approval of Amendment to Contract to Extend the Term of S. Kane Interim Associate Vice President Dean of Students

Trustee Fiala moved to approve the amendment to the contract to extend the term of S. Kane's Interim Associate Vice President Dean of Students. Trustee Orband seconded the motion and it was unanimously approved.

- 5.5 **Recommend Approval of Gym Floor Refinishing**
Trustee Coffey moved to approve the gym floor refinishing. Trustee Khan seconded the motion and it was unanimously approved.
- 5.6 **Recommend Approval of Resolution for the New Position Description – Dean of Distance Learning, Professional Development and Student Success**
Trustee Testani moved to approve the resolution for the new position description – Dean of Distance Learning, Professional Development, and Student Success. Trustee Fernandez seconded the motion and it was unanimously approved.
- 5.7 **Recommend Approval of Adoption of State of New York Deferred Compensation Plan**
Trustee Fiala moved to approve the adoption of the State of New York Deferred Compensation Plan. Trustee Coffey seconded the motion and it was unanimously approved.
- 5.8 **Recommend Approval of 2024-2025 SUNY Broome Community College Tuition and Fees and Operating Budget, Sponsor Services, and Full-Time Positions**
Trustee Coffey moved to approve the 2024-2025 SUNY Broome Community College Tuition and Fees and Operating Budget, Sponsor Services, and Full-Time Positions. Trustee Khan seconded the motion and it was unanimously approved.
- 5.9 **Recommend Approval of Release of Retainage for Louis Picciano for Restroom Renovation Project**
Trustee Coffey moved to approve the release of retainage for Louis Picciano for the restroom renovation Project. Trustee Testani seconded the motion. The motion was approved with Trustee Orband abstaining.
- 5.10 **Recommend Approval of Release of Retainage for J&K Plumbing for the Restroom Renovation Project**
Trustee Fiala moved to approve the release of retainage for J&K Plumbing for the restroom renovation project. Trustee Khan seconded the motion and it was unanimously approved.
- 5.11 **Recommend Approval of Release of Retainage for Blanding Electric for the Restroom Renovation Project**
Trustee Coffey moved to approve the release of retainage for Blanding Electric for the restroom renovation project. Trustee Khan seconded the motion and it was unanimously approved.
- 5.12 **Recommend Approval of Release of Retainage for AJG Associates for the Restroom Renovation Project**
Trustee Fiala moved to approve the release of retainage for AJG Associates for the restroom renovation project. Trustee Coffey seconded the motion. The motion was approved with Trustee Orband abstaining.
- 5.13 **Recommend Approval of IT9005 Secure Authentication and Responsible Use Policy**
Trustee Testani moved to approve the IT9005 Secure Authentication and Responsible Use Policy. Trustee Orband seconded the motion and it was unanimously approved.
- 5.14 **Recommend Approval of Petty Cash**
Trustee Khan moved to approve Petty Cash. Trustee Coffey seconded the motion and it was unanimously approved.

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

No Executive Session was proposed.

The Board will discuss the state of the Finance and Facilities Committee meetings and hold over this topic for the next Board meeting.

The next Board of Trustees Meeting is scheduled for 5:00 p.m. Thursday, August 15, 2024, in Libous Conference Room 117, Decker Health Sciences Building.

Trustee Testani moved to adjourn the meeting. Trustee Khan seconded the motion and was unanimously approved.

The meeting adjourned at 5:57 p.m.

Approved: August 15, 2024

If you need accommodations to participate in this event, please contact the Accessibility Resources Office at aro@sunybroome.edu or 607-778-5150 to discuss your needs ASAP.