

**SUNY BROOME COMMUNITY COLLEGE
BOARD OF TRUSTEES
August 15, 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, Anthony Paniccia, Margaret Coffey, Tina Fernandez, Hiba Khan

Board Members Excused: Jason Andrews, Marc Newman, Jim Orband

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

Other Attendees: Cathy Williams, Nick Brey, Evan Bigam, Dave Ligeikis, Dr. Kim McLain, Colleen Cashman, Dr. Scott Kane, Dr. Nick Kocieniewski, Dr. Jeff Anderson, Joshua Terrel, Esq.

1.0 INFORMATION ITEMS

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

Dr. Hawkins will be starting his 2nd year as President of the college. A new Strategic Plan will be presented tonight for the board's approval. The Faculty Staff Assembly is August 22 with Civic Engagement being this year's focus as it is an election year. There will be a student panel, the Strategic Plan will be shared with the campus community along with the employee satisfaction survey to establish areas of improvement. This summer the campus hosted 2 Hornet Institutes, one focusing on machine/engineering programs and one on healthcare careers. July 19th was SUNY Broome night at the Rumble Ponies game and Dr. Hawkins threw out the first pitch. Dr. Hawkins was a keynote speaker at the Organization Instruction Leadership event on the new direction of Community College Leadership. August 22 is the Faculty Staff Assembly, August 24 is Student Village move-in day, August 26 is the first day of classes and October 1 is Dr. Hawkins's Inauguration.

1.2 Student Affairs – Dr. Carol Ross-Scott

Dr. Ross-Scott's report is in the packet. This summer, the college partnered with Astor Foundation, a program for Binghamton middle school students and their families. The college hosted three Thursday events, with special activities for the kids and parents and group activities. Good feedback and community engagement. The daycare center was open for the center with full classes. Athletics hosted summer camps. Dr. Kane is now the permanent Dean of Students and presented a quick overview of the goals and focus of this year's Student Affairs. New offices will provide supplemental support services and help improve student engagement. Dr. Kocieniewski, Student Activities Director, presented some student activities events that will be going on to promote voter engagement. Dr. Hawkins introduced Dr. Jeff Anderson, who will support the Academic side of student voter engagement.

1.3 Student Assembly – Trustee Hiba Khan

The Student Assembly did not meet, there is no report for this month.

1.4 BCC Foundation Report – Cathy Williams

Ms. Williams reported on the highlights in her report. Fundraising has started for the new fiscal year. The next alumni engagement night will be with the Binghamton University Alumni Group at

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Tioga Downs on September 21. The STEM division is collaborating with the Foundation to reach out to alumni to develop mentoring opportunities at the college. The annual audit is underway.

1.5 **Facilities Update – Dave Ligeikis**

Mr. Ligeikis's report is in the packet and for informational purposes. Construction of support services offices in Old Sciences has been started, and the HVAC system in the Student Center/West Gym has been completed. Fire panels across campus have been upgraded. Bids for the Decker Renovation projects are anticipated to be ready for approval at the October board meeting. Refinishing of the gym floors is proceeding. The ice will be going in at the end of August for the Jr. Hockey team. Thank you to Dr. Hawkins and M. Sullivan for filling the 2 vacant custodial positions.

1.6 **Budget and Finance Update – Michael Sullivan**

1.6.1 **FY 2023-24 Budget Forecast**

The monthly forecast reflects the major change in the retirement incentive program that 21 faculty took advantage of this FY. The \$2.2 million liability is to be taken this year, reflected in the unrestricted fund balance line item.

Today's action item is a resolution linked to the Housing Corporation's refinancing for a 30-year bond of \$16.5 million debt. Closing is anticipated to be September 9, 10, 11, or 12, 2024.

Trustee Paniccia would like an updated 5-year budget projection. What is the current enrollment of the Culinary program and operating loss? Mr. Sullivan will have an updated projection and enrollment numbers for the next meeting for the trustees.

1.6.2 **Human Resources**

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

1.6.3 **Grants Approvals**

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

1.6.4 **Investment Report**

This report reflects standard activity for June and July 2024. This report is for information purposes and was included in the packet. There has been approximately ½ million interest income earned this year.

1.6.5 **Student Village Housing Report**

This report reflects standard activity for June and July 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 June and July 2024. This report is for information purposes and was included in the packet. Mr. Wells reported that there was full coverage of the hospitality student coming in 2nd place in the Student Pastry Chef of the Year competition.

2.0 **APPROVAL OF MINUTES**

2.1 June 20, 2024, Board of Trustees Meeting

Trustee Fiala moved to approve the June 20, 2024, Board of Trustees meeting minutes. Trustee Fernandez seconded the motion and it was unanimously approved.

3.0 **FINANCE & FACILITIES COMMITTEE MEETING RECAP**

3.1 August 13, 2024 Finance & Facilities Committee

Finance and Facilities Chair Fiala reported that all items on the agenda were reviewed and approved to be forwarded to the Board of Trustees for approval.

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4.0 PREFERRED AGENDA ACTION ITEMS

- 4.1 Recommend Approval of the Participating Institution Agreement (PIA) with SUNY for Ex Libris – Alma Library Services Platform
- 4.2 Recommend Approval to Purchase Shimadzu RadSpeed 200M Manual Overhead X-Ray System from Alpha Medical Equipment
- 4.3 Recommend Approval of 24/25 SUNY Child Care and Development Block Grant
- 4.4 Recommend Approval of AY 2024-25 Student Emergency Fund Grant Award Recommend Approval of AY 2024-25 Student Emergency Fund Grant Award
- 4.5 Recommend Approval of Resolution for the New Position Description – Senior Staff Associate for Academic Affairs
- 4.6 Recommend Approval of Resolution for the New Position Description – Organizational and College Culture Officer
- 4.7 Recommend Approval of Resolution for the Revised Position Description for Career Specialist
- 4.8 Recommend Approval of Resolution for the New Position Description – Executive Assistant to the President
- 4.9 Recommend Approval of Campus-Wide Signage Upgrade – Phase 1
- 4.10 Recommend Approval of the Procurement of Three Vehicles

Trustee Paniccia moved to approve Preferred Action Items 4.1, 4.2, 4.3, 4.4, 4.5, 4.6, 4.7, 4.8, 4.9, and 4.10. Trustee Testani seconded the motion and it was unanimously approved.

5.0 ACTION ITEMS

- 5.1 Recommend Approval to Set the Date of the Annual Meeting
Trustee Fernandez moved to approve the date of the Annual Meeting to September 19, 2024. Trustee Khan seconded the motion and it was unanimously approved.
- 5.2 Recommend Approval of GO1001 College Governance/Presidential Authority
Trustee Paniccia moved to approve the GO1001 College Governance/Presidential Authority Policy. Trustee Fernandez seconded the motion and it was unanimously approved.

Trustee Testani and Dr. Kim McLain presented the new Mission, Vision, Values, and Strategic Plan for 2024-2027 for SUNY Broome Community College to the Board of Trustees.

- 5.3 Recommend Approval of Resolution Approving the new Mission, Vision, Values, and Strategic Plan for 2024-2027 for SUNY Broome Community College
Trustee Testani moved to approve the new Mission, Vision, Values, and Strategic Plan for 2024-2027 for SUNY Broome Community College. Trustee Paniccia seconded the motion and it was unanimously approved.
- 5.4 Recommend Approval of Resolution to Amend the College and Housing Corporation (BCC-HDC) Lease, the Allocation of Student Fee Revenue to the Faculty Student Association (F-SA), and the Amendment and Execution of Documents Associated with the Refinancing of the Housing Corporation (BCC-HDC) Bonds
Trustee Coffey moved to approve the resolution to amend the College and Housing Corporation (BCC-HDC) Lease, the Allocation of Student Fee Revenue to the Faculty Student Association (F-SA), and the Amendment and Execution of Documents Associated with the Refinancing of the Housing Corporation (BCC-HDC) Bonds. Trustee Khan seconded the motion and it was unanimously approved.

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

Trustee Paniccia moved to go into Executive Session at 5:51 p.m. to discuss SUNY System business. Trustee Testani seconded the motion and it was unanimously approved.

Trustee Testani moved to come out of the Executive Session at 6:28 p.m. Trustee Paniccia seconded the motion and it was unanimously approved.

Trustee Paniccia moved to adjourn the meeting. Trustee Coffey seconded the motion and it was unanimously approved. The meeting was adjourned at 6:29 p.m.

Approved: September 19, 2024

The next Board of Trustees Meeting is scheduled for 5:00 p.m. Thursday, September 19, 2024, in Libous Conference Room 117, Decker Health Sciences Building.

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.