

**SUNY BROOME COMMUNITY COLLEGE
BOARD OF TRUSTEES
September 19, 2024@5:00 p.m.
Decker Libous Conference Room 117**

College Vision: Transforming futures, creating opportunity: Be Your Best at Broome.

SUNY Broome Mission: As the community's college, we create an environment of inclusive excellence that aligns with each learner's educational, career, and personal goals, serving as a catalyst for local and global economic advancement.

Institutional Values: COMMUNITY, EQUITY, INTEGRITY, LEARNING

Board Members Present: Chair Kathy Connerton, Vice Chair Barbara Fiala, James Testani, Anthony Paniccia, Margaret Coffey, Tina Fernandez, Hiba Khan, Jason Andrews, Jim Orband

Board Members Excused: Marc Newman

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

Other Attendees: Cathy Williams, Nick Brey, Evan Bigam, Dave Ligeikis, Dr. Kim McLain, Colleen Cashman, Dr. Scott Kane, Dr. Jeff Anderson, Joshua Terrell, Esq., Barb Munger, Dr. Stephanie Malmberg, Venessa Rodriguez, Larry Allen

CALL TO ORDER at 5:00 p.m.

1.0 INFORMATION ITEMS

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

Dr. Hawkins reports that the semester is off to a good start; energy is high in the Student Village. Barnes and Noble is the College's new bookstore vendor, so there have been a few issues, but students have been able to access to materials. Chalk messages on the sidewalks for Suicide Awareness month to increase awareness. September is Hispanic Heritage month. College presidents have begun legislative advocacy work. They are working together and have requested \$100 million for the following four categories: To stabilize faculty and staff, to address student success services, to reduce financial losses from high cost programs, and to invest in scaling high-need programs that align with the governor's goals. The college presidents have been interacting with member of the legislature already. One of the talking points has been keeping education affordable in New York State. The Board taskforce that was charged two years ago with looking at community and nursing initiatives will disband, but will continue to work on efforts in this area; The taskforce is satisfied with progress (first time pass rates have increased, enrollment is up, etc.). Summary report encapsulated the progress that has been made. Additional members may be invited to participate moving forward. Of note, great work happened between the Decker Foundation and the SUNY Broome Foundation to support the nursing program.

Dr. Hawkins provided follow up information on the Culinary Arts and Hospitality Programs, in response to previously asked questions, as well as a revised SUNY Broome Trends and Projected Operating Budget for FY 2024/25 – FY 2028/29 showing the faculty voluntary retirement incentive impact. Alumni Night at Tioga Downs is on September 21, 2024 in partnership with Binghamton University. The Presidential Inauguration will take place on October 1, 2024. The NYCCT Conference will take place on October 3-6, 2024. SUNY Broome Open House: October 9, 2024.

1.2 Academic Affairs – Dr. Penny Kelly

ACEN Accreditation will take place next week; optimistic about visit. Enrollment initiatives – Windsor started the College Express program in 2019 where SUNY Broome accepted the entire senior class. This year, twelve schools are participating in College Express, including several new districts. The B2B partnership and also including partnerships with SUNY Cortland and SUNY Oneonta who are on our campus 2 days per week has opened opportunities for marketing in new areas that are outside of the College's service agreement in both New York and Pennsylvania. Members of the Enrollment Team will present at an upcoming meeting. Robert Lofthouse and the engineering students (80+ students) attended a session addressing a new partnership between SUNY Broome, BAE, and Binghamton University that is

September 19, 2024

intended to develop a program consisting of 6-week sessions to develop a pipeline for engineers, including internship opportunities. Next step: Work with the high schools to recruit students for this program.

Barbara Munger, Chief Information Officer presented an update. She started working at Broome about two months ago. In her first week, the College was notified by the Department of Education that it was out of compliance with the Gramm-Leach-Bliley Act (GLBA) which requires the College to explain information-sharing practices and to safeguard sensitive data. This put the College at risk of losing the ability to grant financial aid. The College had 30 days to respond with an action plan. An Information Security Policy was developed to address all of the necessary items and requirements. The Department of Education responded quickly that the requirements had been met. The Bonadio audit had uncovered some of these concerns. One of the final findings was a recommendation to develop an IT security plan, which is included in the IT Policy.

So far this year, 100% pass rate for Nursing this year; but we do not have final numbers yet.

1.3 Student Assembly Update – Hiba Khan

First weekend of September there was a Student Assembly Conference in Albany for student leaders. Four students attended from Broome. H. Khan will attend NYCCCT conference with Dr. Hawkins and other Trustees. On September 20, 2024, results of the Student Assembly elections will be announced including for the e-board and senators.

1.4 BCC Foundation Report – Cathy Williams

Report is included in the packet, including financials; submitted a grant proposal to Lockheed Martin for STEM and microcredential initiatives. December 3, 2024 will be the 10th Anniversary of 24 Hours of Giving. September 21, 2024 is Alumni Night at Tioga Downs and the College is partnering with Binghamton University. The next edition of the alumni magazine will come out soon. The SUNY Broome Foundation audit has been completed; it will be presented and approved at annual meeting on 10/30/24 and provided to the College. A story was shared about a couple who made a \$125,000 contribution to the Second Chance Scholarship.

1.5 Facilities Update – Dave Ligeikis

Report is included in the packet; this report highlights a few projects including two offices that were constructed in Old Science by the facilities staff as a reception space in the Hornet Hope Center. Renovation has begun in Old Science 110 for Student Assembly. An ad has been placed for the work in Decker (Nursing); will present the proposals at the Board Meeting in October. Work on the gym floors has begun; dance studio floor will follow. Binghamton Buzz are practicing and playing at the Ice Center; first game is September 20, 2024.

1.6 Budget and Finance Update – Michael Sullivan

1.6.1 FY 2023-24 Budget Forecast

Monthly budget forecast has been included. Key change is the voluntary faculty retirement incentive program, which was charged to FY 2023-24. This is a one-time \$2.3 million expense on the balance sheet and the unrestricted fund balance. Next month's report will have all of the year end information. The College will provide an annual budget report to SUNY by October 31, 2024, followed by the audited financial statement process.

1.6.2 Human Resources

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

1.6.3 Grants Approvals

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

1.6.4 Investment Report

September 19, 2024

The investment report shows that the College has taken advantage of its cash position with our investments and has benefitted from good returns.

1.6.5 Student Village Housing Report

Next month, the last payment will be made to Key Bank; A 30-year bond is the next phase for the Housing Project.

1.6.6 2025 Recommended Capital Plan

Broome County presented its operating budget and capital plan to the County Legislature. Part of the operating budget includes the capital plan. The fourth phase of Decker renovations has been approved by the County Executive. Expect construction to start in December/January; expect to have bids at the October meeting, then about 60 days for the County to review bids. Some of the other capital projects that the County included in their budget are: The Fitness Center, ITS upgrades, and the Applied Technology Auditorium upgrades. Next, the proposals will go through the County, SUNY, and NYS approval process.

1.7 Media Report – Jesse Wells

Links in report included in packet; more engagement with social media and our website. The College has stories that engage more users, including new users. This increases the ability to communicate about the College. The most popular ad over the past few years has been: 'Come Home to SUNY Broome'. Most popular platforms are: Instagram and Facebook. Seeking to increase usage of: YouTube, Google Ad Word Search, TikTok, Snapchat.

1.8 Faculty Eligible for Initial II Appointment – Fall 2024 – Dr. Penny Kelly

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

2.0 APPROVAL OF MINUTES

2.1 August 15, 2024, Board of Trustees Meeting

Trustee Testani moved to approve the August 15, 2024 Board of Trustees meeting minutes. Trustee Khan seconded the motion and it was unanimously approved.

3.0 FINANCE & FACILITIES COMMITTEE MEETING MINUTES

3.1 August 13, 2024 Finance & Facilities Committee

Trustee Testani moved to approve the August 13, 2024 Finance & Facilities Committee meeting minutes. Trustee Orband seconded the motion and it was unanimously approved.

FINANCE & FACILITIES MEETING RECAP

3.2 September 17, 2024 Finance & Facilities Committee Meeting Minutes

The meeting did not have a quorum, so the meeting was conducted for informational purposes. The next meeting will take place at 8:00 a.m. on October 22, 2024 in W-107.

Trustee Coffey moved to approve the September 17, 2024 Finance & Facilities Committee meeting minutes. Trustee Khan 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 Orband moved to approve the Payroll Certification. Trustee Testani seconded the motion and it was unanimously approved.

5.2 Recommend Approval of SUNY Childcare Appropriation

Trustee Paniccia moved to approve the SUNY Childcare Appropriation. Trustee Fiala seconded the motion.

September 19, 2024

Discussion was raised as to how the B.C. Center give priority to students who need childcare. The Director of the Center notifies the campus first, and also checks with colleagues, who may know of students who are in need.

The motion was voted on it was unanimously approved.

- 5.3** Recommend Approval of Petty Cash Expenditures
Trustee Fiala moved to approve the Petty Cash Expenditures. Trustee Coffey seconded the motion and it was unanimously approved.
- 5.4** Recommend Approval of the Slate of Officers 2024-2025
Trustee Orband moved to approve the Slate of Officers 2024-2025. Trustee Fernandez seconded the motion and it was unanimously approved.
- 5.5** Recommend Approval of the 2024-25 Meeting Dates
Trustee Orband moved to approve the Slate of Officers 2024-2025. Trustee Fernandez seconded the motion and it was unanimously approved.
- 5.6** Recommend Approval of IT9004 Information Security Policy
Trustee Testani moved to approve IT9004 Information Security Policy. Trustee Fiala seconded the motion and it was unanimously approved.
- 5.7** Recommend Approval of GA2012 Marketing and Communications Policy
Trustee Khan moved to approve GA2012 Marketing and Communications Policy. Trustee Fernandez seconded the motion and it was unanimously approved.
- 5.8** Recommend Approval of FG7001 Events, Rentals and Facilities Usage Policy
Trustee Paniccia moved to approve FG7001 Events, Rentals and Facilities Usage Policy. Trustee Khan seconded the motion and it was unanimously approved.
- 5.9** Recommend Approval of Resolution of Employment Supervisory Authority of the Board of Trustees over the President of SUNY Broome Community College
Trustee Coffey moved to approve the Resolution of Employment Supervisory Authority of the Board of Trustees over the President of SUNY Broome Community College. Trustee Testani seconded the motion.
Discussion was provided that this resolution is occurring across SUNY community colleges.
The motion was voted on and it was unanimously approved.

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

There was not a proposed Executive Session.

The next Board of Trustees Meeting is scheduled for 5:00 p.m. Thursday, October 24, 2024 in Libous Conference Room 117, Decker Health Sciences Building.

Trustee Orband moved to adjourn the meeting. Trustee Andrews seconded the motion and was unanimously approved. The meeting was adjourned at 5:46 p.m.

Approved:

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.