

**SUNY BROOME COMMUNITY COLLEGE
BOARD OF TRUSTEES
December 12, 2024@5:00 p.m.
Wales Building, Conference Room 203B**

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 Barbara Fiala, Vice Chair James Testani, Anthony Paniccia, Tina Fernandez, Hiba Khan, Jason Andrews, Margaret Coffey

Board Members Excused: Jim Orband, Kathy Connerton, Marc Newman

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

Other Attendees: Dr. Jeff Anderson, Larry Allen, Nick Brey, Evan Bigam, Dave Ligeikis, Colleen Cashman, Kerry Gallagher, Dr. Andrew Haggerty, Dr. Scott Kane, Joshua Terrell, Esq., Barb Munger, Dr. Christine Martey-Ochola, Michele McKay, Brittney Richardson

Chair Barbara Fiala called the meeting to order at 5:04 p.m.

1.0 INFORMATION ITEMS

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

Dr. Hawkins began by thanking everyone who attended the holiday reception and reflecting on what a pleasant and successful event it was. Dr. Hawkins reported on the all-college meeting held on September 21st to review the results of the Employee Satisfaction Survey. During the meeting, participants identified 36 potential causes for declining employee satisfaction, which were subsequently narrowed down to the top three. To address these issues, three BEST (Broome Employee Satisfaction Team) workgroups were established. Each workgroup has been tasked with developing and implementing strategies to foster an inclusive, service-focused environment aligned with the strategic plan. The workgroups are:

1. Consistency in Rules and Regulations Workgroup
2. Training and Support for Managing Change Workgroup
3. Fostering a Culture of Kindness and Civility Workgroup

Dr. Hawkins also highlighted several campus-wide activities that reflect the institution's core community values. These included the Hornet Hope Center Challenge, 24 Hours of Giving, and Giving of the Toys initiatives. Additionally, Dr. Hawkins shared that Broome County has been selected to participate in the Department of Defense's Innovative Readiness Training (IRT) program. SUNY Broome will serve as the host site, providing community members with access to no-cost health care services. Lastly, the President's Taskforce on Diversity and Inclusion recently submitted a recommendation to rename the "Old Science" building to better reflect its current purpose as a hub for student engagement. The proposed new name is *The Commons*, with two interior spaces named *The Parlor* and *The Hive*.

1.2 **Faculty Senate- Dr. Andrew Haggerty**

Dr Haggerty reported on the highlights in his report. A copy of the report was included in the packet. Faculty Senate has formed a subcommittee to examine issues of academic integrity, including issues surrounding improper use of A.I for writing assignments. Faculty Senate is currently reviewing the Credit for Prior Learning Action Plan and participating in review of curriculum committee bylaws. The Faculty Senate passed a resolution supporting the revival of Convocation and endorsed several Faculty Council of Community Colleges (FCCC) resolutions, including one advocating for equitable funding for state community colleges and state-operated institutions.

Trustee Khan arrived at 5:10 pm

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Chair Fiala motioned to move to item 2.0 in agenda to ensure quorum for action items.

2.0 APPROVAL OF MINUTES

2.1 October 24, Board of Trustees Meeting

Trustee Paniccia motioned to approve the October 24, 2024, Board of Trustees meeting minutes. Trustee Khan seconded the motion and it was unanimously approved.

3.0 FINANCE & FACILITIES COMMITTEE MEETING RECAP

3.1 No meeting of the Finance and Facilities Committee

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 Andrews moved to approve Payroll Certification. Trustee Khan seconded the motion and it was unanimously approved.

5.2 Recommend Approval of Resolution for the New Position Description – IT Service Engineer

Trustee Khan moved to approve the New Position Description – IT Service Engineer. Trustee Fernandez seconded the motion and it was unanimously approved.

5.3 Recommend Approval of Unpaid Leave of Absence for L. Kenney

Trustee Testani moved to approve Unpaid Leave of Absence for L. Kenney. Trustee Andrews seconded the motion and it was unanimously approved.

5.4 Recommend Approval of Unpaid Leave of Absence for R. Kopolow

Trustee Khan moved to approve Unpaid Leave of Absence for R.Kopolow. Trustee Andrews seconded the motion and it was unanimously approved

5.5 Recommended Approval of Lockheed Martin STEM Initiatives Grant Award

Trustee Paniccia moved to approve Lockheed Martin STEM Initiatives Grant Award. Trustee Testani seconded the motion and it was unanimously approved.

Trustee Coffey arrived at 5:20 pm

5.6 Recommended Approval of SU-NSF Engines GROW Grant Subaward

Trustee Khan moved to approve SU-NSF Engines GROW Grant Subaward. Trustee Fernandez seconded the motion and it was unanimously approved.

5.7 Recommend Approval of Policy AA4020 Academic Fresh Start Program

Trustee Testani moved to approve Policy AA4020 Academic Fresh Start Program Policy. Trustee Fernandez seconded the motion and it was unanimously approved.

5.8 Recommend Approval of Policy AA4021 Incomplete Grade

Trustee Fernandez moved to approve Policy AA4021 Incomplete Grade Policy. Trustee Paniccia seconded the motion and it was unanimously approved.

5.9 Recommend Approval of Policy AA4022 Transfer Credit

Trustee Khan moved to approve Policy AA4022 Transfer Credit Policy. Trustee Andrews seconded the motion and it was unanimously approved.

5.10 Recommend Approval of Policy FG7002 Tobacco Product Use

Trustee Testani moved to approve Policy FG7002 Tobacco Product Use Policy. Trustee Khan seconded the motion and it was unanimously approved.

5.11 Recommend Approval of Policy SS8001 Child Protection Policy

Trustee Coffee moved to approve Policy SS8001 Child Protection Policy. Trustee Paniccia asked if language surrounding “off-campus” should be removed to ensure liability.

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Discussion regarding liability while off-campus, for example while traveling for sports. Trustee Andrew moved to amend the resolution related to Policy SS8001 to remove “whether on or off campus” from paragraph 3 and approve as amended. Trustee Paniccia seconded the motion and it was unanimously approved.

- 5.12 Recommend Approval of Policy GA2003 Use and Possession of Alcohol
Trustee Testani moved to approve Policy GA2003 Use and Possession of Alcohol Policy. Trustee Coffey seconded the motion and it was unanimously approved.

Trustee Andrews left meeting at 5:45 pm

- 5.13 Recommend Approval of Policy SS8006 Children on Campus
Trustee Khan moved to approve Policy SS8006 Children on Campus Policy. Trustee Coffey seconded the motion and it was unanimously approved.
- 5.14 Recommend Approval of Policy SS8007 Student Identification Card
Trustee Coffey moved to approve Policy SS8007 Student Identification Card Policy. Trustee Fernandez seconded the motion and it was unanimously approved.
- 5.15 Recommend Approval to Purchase Nursing Simulators Including Installation and Software from the NY State Contract PC69023 for the Fiscal Year 2025 for the Nursing Department
Trustee Khan moved to approve purchase of Nursing Simulators Including Installation and Software from the NY State Contract PC69023 for the Fiscal Year 2025 for the Nursing Department. Trustee Testani seconded the motion and it was unanimously approved.
- 5.16 Recommend Approval to Purchase Adult Full Human Body Phantom Simulators for X-Ray, CT, and MRI Training from the GSA Contract # 47QREA18D000M for the Fiscal Year 2025 for the Radiologic Technologies Department
Trustee Testani moved to approve purchase of Adult Full Human Body Phantom Simulators for X-Ray, CT, and MRI Training from the GSA Contract # 47QREA18D000M for the Fiscal Year 2025 for the Radiologic Technologies Department. Trustee Coffey seconded the motion and it was unanimously approved.

1.3 **Academic Affairs Report- Kerry Gallagher and Jesse Wells**

Dr. Penny Kelly prepared the Academic Affairs report, which was included in the pre-board packet. Mr. Wells provided an overview of the Enrollment Management Office, which includes MarCom, admissions, Dual-Enrollment, and Orientation.

Mrs. Gallagher introduced the MarCom staff and provided details about major campaigns for the 2024-2025 academic year, including the new "Be Your Best at Broome" campaign and recurring campaigns such as *Cost comparison*, *Live on Campus*, and *It's Not Too Late*. Announced SUNY grant funding for new campaigns, including multi-campus transfer partnerships featuring collaborations with Binghamton University, SUNY Oneonta, and others. Highlighted the creation of professionally produced videos enabled by grant funding, moving beyond student testimonials.

Reviewed sample advertisements and shared social media analytics from Hootsuite, emphasizing Instagram growth through organic content and targeted paid advertising. Discussed the effectiveness of targeted advertising for delivering specific messages to intended audiences.

Mrs. Gallagher highlighted the power of public relations and the College's increased media engagement. Shared updates on the pending redesign of the SUNY Broome website.

Mr. Wells noted an increase in participation in College Express events and outlined plans to track related data. The presentation concluded with a holiday video from the MarCom department.

Trustee Paniccia requested a copy of the PowerPoint be sent to the Trustees.

1.4 **Student Assembly Update – Hiba Khan**

Trustee Khan reported that The Student Assembly (SA) was highly active this semester, achieving a full Executive Board and Senate by the third General Assembly meeting. SA established multiple committees addressing various student concerns and recognized numerous clubs and organizations. It supported student elections and promoted voter registration through events and campus presence. Student representatives also participated in various campus committees.

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1.5 BCC Foundation Report – Dr. Tony Hawkins

Mrs. Cathy Williams prepared the BCC Foundation report, which was included in the pre-board packet. Dr. Hawkins highlighted that the Foundation's total investment portfolio was \$44.7 million, of which \$44.1 million is endowed, that at the end of October, the Foundation had a net surplus of \$1.5 million due to \$1.5 million in unrealized investment gains. Dr. Hawkins also shared that the Foundation was recently notified of a new planned estate (six-figure) gift donated by a community friend.

1.6 Facilities Update – Dave Ligeikis

Mr. Dave Ligeikis prepared the Facilities report, which was included in the pre-board packet. Mr. Ligeikis highlighted that the photography lab doors have been delivered and will be installed once classes conclude for the fall semester. The construction contracts are being finalized for the Decker Health Science Building renovations. Refinishing of the wood floors in both the West Gym and the Baldwin Gym have been completed. A phased cost proposal is being developed for an overall upgrade of the audio system in the SUNY Broome Ice Center. Mr. Ligeikis reported that the College is in the primary design phase of an Electric Vehicle Garage in the Campus Services Building. Mr. Ligeikis provided an overview of the Innovative Readiness Training (IRT) Healthy Broome 2025 program, scheduled for August 9th- 22nd on SUNY Broome's campus. (IRT) is a Department of Defense (DoD) military training opportunity designed to enhance deployment readiness through joint training initiatives while providing essential services, such as health care, at no cost to American communities.

1.7 Budget and Finance Update – Michael Sullivan

County approved proposed capital projects for 2025. This includes Phase 5 of Decker Health Science Building renovations, Information Technology upgrades, Applied Technology Building renovations, and Physical Education equipment upgrades. These projects will be submitted to SUNY on or around December 20, 2024 to go through New York State legislative approval. The College is going through fiscal audits, beginning with Housing and the FSA. Anticipate the college audited financials to be presented to the board in February or March.

1.7.1 FY 2024-25 Budget Forecast

This report is the first forecast for the 2024-2025 fiscal year. It reflects a balanced budget.

1.7.2 Human Resources

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

1.7.3 Grants Approvals

This report reflects standard activity for November 2024. It is for informational purposes and was included in the packet.

1.7.4 Investment Report

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

1.7.5 23-24 SUNY Annual Fiscal Report

1.8 Media Report – Jesse Wells

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

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

No Executive Session was proposed.

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

The meeting was adjourned at 6:39 p.m.

Approved: January 16, 2025

The next Board of Trustees Meeting is scheduled for 5:00 p.m. Thursday, January 16, 2025 in Wales Building, Conference Room 203B.

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.