

**SUNY BROOME COMMUNITY COLLEGE
BOARD OF TRUSTEES
May 26, 2022 minutes**

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**

Members Present: Chair Anthony Paniccia, Vice-Chair Kathy Connerton, Barbara Fiala, Jim Testani, Jason Andrews, Elle Yatsuk, Margaret Coffey

Members Excused: Jim Orband, Marc Newman, Tina Fernandez

Administration Present: Dr. Kevin Drumm, Dr. Carol Ross-Scott, Dr. Penny Haynes, Michael Sullivan, Lynn Fedorchak, Jesse Wells, Dave Ligeikis, Cathy Williams, Larry Allen, Diana Lenzo

Others Present: Robert Behnke, Esq., Erin Maruilli, Marquis Bennett, outgoing trustee Nick Serafini

Chair Paniccia called the meeting to order at 5:00 p.m.

1.0 APPROVAL OF MINUTES

1.1 April 14, 2022 Board of Trustees Meeting

Trustee Connerton made a motion to approve the April 14, 2022 Board of Trustee meeting minutes. Seconded by Trustee Fiala. The motion was unanimously approved.

2.0 Finance & Facilities Committee Meeting Minutes

2.1 May 24, 2022 Finance and Facilities Meeting

Trustee Connerton reported all action items were discussed and recommended to be approved by the Board of Trustees.

3.0 PREFERRED AGENDA ACTION ITEMS

3.1 Recommend Acceptance of SUNY Grant Award: 2022 EOP Pre-Freshman Summer Program

Funds support a four-week, pre-freshman summer residential in-person program intended to increase the potential for long-term academic success for 35 participating students who are accepted into the college's Educational Opportunity Program.

3.2 Recommend Acceptance of Federal Perkins V Grant Funds for Academic Year 2022-2023

Funds support personnel and non-personnel costs following needs identified and strategies outlined in the college's Perkins 2023 Comprehensive Local Needs Assessment.

3.3 Recommend Approval to Purchase Qty. of 200 Computers and Qty. of 200 Monitors from the NY OGS Contract PM208250 Dell Marketing LP for the Fiscal Year 22 Yearly Replacement of Student Laboratory and Classroom Computers and Monitors

This purchase is for the fiscal year 2022 yearly replacement of student laboratory and classroom computers and monitors that are available on the NYS OGS

Contract PM208250 Dell Marketing LP.

3.4 Recommend Approval of the Purchase of Cyber Risk Insurance Accessed through Marsh USA, Inc.

The Finance and Facilities Committee recommends the Board of Trustees approve the purchase of Cyber Insurance at a cost not to exceed \$68,747.62.

3.5 Recommend Approval of RFP 2022-07 Driver Training Programs to Adaptive Driving Services

The Finance and Facilities Committee recommends the Board of Trustees approve the contract for Driver Training Programs through Adaptive Driving Services not to exceed \$120,000 per year/\$600,000 for the master term of the contract.

3.6 Recommend Approval of SUNY Shared Services Agreement

This agreement is to assist with the SUNY-wide migration to the Brightspace Learning Management System. SUNY is requesting to fund a 50% release time for shared services for a College Senior Instructional Designer. Support includes the payment to SUNY Broome Community College for 50% of salary and fringe benefits not to exceed \$59,329.

3.7 Recommend Approval of Resolutions Adopting the College's 2022-23 Operating Budget, Sponsor Services, Full Time Positions, Student FTEs, and 2022-23 Tuition and Fees

The Finance and Facilities approve the resolutions for the College's 2022-23 operating budget, sponsor services, full-time positions, student FTEs and 2022-23 student tuition and fees.

3.8 Recommend Approval of Lease between the College and The Village (BCC Housing Corp) for Student Services Space

The Finance & Facilities Committee recommends approval by the Board of Trustees for the College to enter into a thirty (30) year lease with BCC Housing Development Corporation, inclusive of the initial year of the lease whereby the College may lease up to approximately 25,000 square feet from BCC-HDC at an all-inclusive rental rate not to exceed \$17.50 per square foot, to enable BCC-HDC to meet its debt service coverage ratio of 1.30 and for the College to provide on-site student support services to optimize recruitment and retention of students residing at The Village.

3.9 Recommend Approval of Bid 2022-10 SUNY Broome Roof Projects

The Finance and Facilities Committee recommends the Board of Trustees approve awarding BID 2022-10 SUNY Broome Roof Projects to AB Construction in an amount not to exceed \$927,750.00 plus \$6 per square foot for the removal of wet and damaged insulation.

3.10 Recommend Approval of STEM Division Professional Services Contract

The Finance and Facilities Committee recommends the Board of Trustees approved the College entering into a professional service agreement with AVO Global for the STEM Division Interim Dean for up to a one (1) year term, in an amount not to exceed \$16,000 per month

3.11 Recommend Approval of Professional Services Contract for College Presidential Search

The Finance and Facilities Committee recommends the Board of Trustees approved the College to contract for the professional services of Greenwood/Asher & Associates for the College's Presidential Search.

3.12 Recommend Approval of Resolution for Candidates for Promotion

The Finance & Facilities Committee recommends the Board of Trustees approve the resolution for candidates for promotion submitted herewith.

3.13 Recommend Approval of Resolution for the New Position Description of Institutional Research Analyst

The Finance & Facilities Committee recommends that the Board of Trustees approves the Resolution for the following new position description for Institutional Research Analyst.

Trustee Connerton moved to approve 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.7, 3.8, 3.9, 3.10, 3.11, 3.12, and 3.13. Trustee Fiala seconded. The motion was unanimously approved.

4.0 ACTION ITEMS

4.1 Recommend Approval of Resolution Honoring Trustee Nicholas J. Serafini

SUNY Broome Community College wishes to express its gratitude and deep appreciation for the dedication, service, and outstanding contribution Nicholas G. Serafini, Jr. has shown as a member of the SUNY Broome Community College Board of Trustees.

Chair Paniccia read the resolution into the minutes. Trustee Connerton moved to approve the resolution honoring Trustee Nicholas J. Serafini. Trustee Fiala seconded and the motion was unanimously approved.

4.2 Recommend Approval of new AA4005 Standards for Academic Progress Policy

This policy establishes standards students must meet to be considered to be in good academic standing.

Trustee Fiala moved to approve AA4005 Standards for Academic Progress Policy. Trustee Testani seconded and the motion was unanimously approved.

4.3 Recommend Approval of new SS8004 Animal(s) Policy

SUNY Broome Community College strives to provide a safe and healthy working and learning environment for all members of the College community. To this end, the College generally does not permit animals on College property, particularly in controlled buildings and offices. Therefore, the College prohibits animals from all College facilities and premises with the exception of authorized service animals, assistance animals, and working animals.

Trustee Connerton moved to approve the SS8004 Animal(s) Policy. Trustee Yatsuk seconded and the motion was unanimously approved.

4.4 Recommend Approval of revised FI6003 Operating Budget Transfers policy

As a means of assessment, this policy was revised after a thorough review by the Vice President of Administrative and Financial Affairs with minor edits.

Trustee Connerton moved to approve the FI6003 Operating Budget Transfers policy. Trustee Fiala seconded and the motion was unanimously approved.

4.5 Recommend Approval of Resolution for Open Meeting and Video-Conferencing

As a result of changes in the Open Meetings Law from the New York State's 2023 budget bill, a new provision, 103-a, allows a public body to use videoconferencing, without in-person attendance at the location of the member participating by video conference, under certain conditions until July 1, 2024.

Trustee Fiala moved to approve the resolution for Open Meeting and Video-Conferencing. Trustee Connerton seconded and the motion was unanimously approved.

5.0 INFORMATION ITEMS

5.1 President's Report – Dr. Kevin Drumm

Dr. Drumm welcomed incoming trustee Jim Testani who replaces Nick Serafini. Thank you to everyone who attended Commencement. Dr. Drumm thought this year had the most trustees participating. The Culinary and Event Center is becoming a destination for community events. The Forum Gala, STIR tasting event, local Boy Scout annual meeting, the IDA, and Binghamton Rotary will be holding meetings there. The liquor license is almost completed. Dr. Drumm attended the Frank G. Paul medal event which honors the top STEM students in the local high school. The Scholarship Award night is hosted by the Foundation which awards almost \$1.5 million per year from the Foundation.

5.2 College Assembly – Erin Maruilli

This report is routine and for informational purposes. A copy of the report was included in the Board Packet. It was a quiet semester for the College Assembly. Spring 2022 Your Voice matter event was on April 7. A discussion and workgroup were established to develop a new potential Shared Governance draft structure which would create 2 bodies, the Academic Senate and College Senate, instead of the current 3 bodies. Feedback will be solicited from the campus in the fall by the SG Restructure Workgroup. Ms. Maruilli was re-nominated as Chair of CA for 2022-2024.

5.3 Student Affairs – Dr. Carol Ross-Scott

This report is routine and for informational purposes. A copy of the report was included in the Board Packet. Dr. Ross-Scott introduced the new AVP/DOS Marquis Bennett. She also announced that Colleen Cashman is the new Athletic Director. Dr. Ross-Scott's focus for this month is personnel and Student Wellness, especially with the latest events in Buffalo. She provided a brief video on the new third-party vendor ProtoCall+ program that will provide 24/7 support to students including peer-to-peer support, after-hours support, linkages to professional services, etc. This program enhances the current counseling department service and supports students.

5.4 Student Assembly Update – Elle Yatsuk

This report is routine and for informational purposes. A copy of the report was included in the Board Packet. New senators have been elected to join the Student Assembly. The Homeless Awareness Sleepout event was postponed until May 11th. There was an end of the year Town Hall due to the recent shootings in Buffalo. Ms. Yatsuk has been reelected as the Student Trustee.

5.5 BCC Foundation Report – Cathy Williams

This report is routine and for informational purposes. A copy of the report was included in the Board Packet. Ms. Williams thanked Trustee Yatsuk and her peers of the Student Philanthropy team for raising \$1000 to offer 2 peer scholarships. The Alumni reunion was on April 29-30. There was a record attendance. Over 100 alumni were at the Friday event at the CEC. The Foundation hosted the Frank G. Paul Awards night. The latest edition of the magazine will be out soon.

5.6 Facilities Update – Dave Ligeikis

This report is routine and for informational purposes. A copy of the report was included in the Board Packet. Mr. Ligeikis reported on the highlights in his report. Roof project bids for the Student Center and Business Buildings were opened. The preliminary engineering phase of the Decker Health Sciences Nursing Space Assessment has been completed. Paving projects will start after graduation. Renovations work continues at Student Services. The baseball field is being updated for the HS playoffs the college is hosting. Mr. Ligeikis remarked that he attended a Mechanical Meeting at the CEC and the feedback on the renovations was a great reflection on SUNY Broome.

5.7 Human Resource Update – Lynn Fedorchak

This report is routine and for informational purposes. A copy of the report was included in the Board Packet.

5.8 Budget and Finance Update – Michael Sullivan

5.8.1 Budget Forecast

Update to the board about the CEC, just concluded the financing with the Credit investor US Bank so was able to pass on to the county 1.5 million and forwarded a check for \$5.5 million for all the funding from Empire State Development and New Market and other ESD Funding. The college maximized getting 50% state aid for an eligible match. Mr. Sullivan would like to acknowledge Broome County Lawyer Bob Behnke, for being instrumental throughout this process.

The monthly forecast stays the same as last month with the college needing approximately \$3.5 million from HEERF Stimulus funds to balance the budget. Finance updated the enrollment forecast due to the current 11.6% decline in spring enrollment compared to last year's budget. The budget, which the board approved in March, assumed flat enrollment but the college expects a 10% decline in the fall enrollment so the budget has been adjusted with a 5% decline. A recent NY Times article reported some collateral damage still occurring from COVID and declining HS graduation numbers.

5.8.2 Financial Sustainability

This is a more detailed report based on the college's 5-year sustainability plan with findings and recommendations from Middle States concerning the College's financial sustainability. Four key findings and recommendations focused on: 1) five-year budget projection needs to be updated on an annual basis, 2) payroll and benefits make up 85% of the operating budget, 3) exploring other areas where expenses can be reduced such as increasing class sizes, 4) elimination of low enrolled courses and/or programs may be

necessary. Mr. Sullivan provided a narrative on the highlights of the report. A copy of the report was included in the packet.

5.8.3 Grants Approvals

This report is routine and for informational purposes. A copy of the report was included in the Board Packet.

5.8.4 Investment Report

This report is routine and for informational purposes. A copy of the report was included in the Board Packet.

5.8.5 Student Village Housing Report

This report is routine and for informational purposes. A copy of the report was included in the Board Packet.

5.9 Faculty eligible for Initial II Appointment

This report is routine and for informational purposes. A copy of the report was included in the Board Packet.

5.10 Media Report – Jesse Wells

This report is routine and for informational purposes. A copy of the report was included in the Board Packet.

6.0 Proposed Executive Session, subject to Board approval

Trustee Andrews motioned to go into Executive Session at 6:17 p.m. for the matters relating to employment contracts and personnel issues. Trustee Connerton seconded the motion.

Trustee Connerton motioned to come out of Executive Session at 6:49 p.m. Trustee Andrews seconded the motion and was unanimously approved.

Trustee Connerton moved to adjourn the meeting. Trustee Coffey seconded the motion and was unanimously approved.

The next Board of Trustees Meeting is scheduled for 5:00 p.m. Thursday, June 16, 2022, via Zoom.

Approved: June 16, 2022