SUNY BROOME COMMUNITY COLLEGE
BOARD OF TRUSTEES
December 14, 2023@5:00 p.m.
Decker Libous Conference Room 117

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, Anthony Paniccia, James Testani, Margaret Coffey, Tina Fernandez, Jason Andrews, Alejandro Chavarria Gonzalez

Board Members Excused: Marc Newman, James Orband

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

Other Attendees: Dr. Kim McLain, Andrew Haggerty, Nick Brey, Dave Ligeikis, Larry Allen, Michelle McKay, Bob Walker, Joshua Terrell, Esq.

Acting Chair Barbara Fiala called the meeting to order at 5:00 p.m.

As there was no quorum at the start of the meeting, the meeting started with 5.0 Information Items.

1.0   APPROVAL OF MINUTES
　　　1.1   October 19, 2023, Board of Trustees Meeting
　　　　　Trustee Connerton moved to approve the Board of Trustee meeting minutes. Trustee Fernandez seconded the motion and was unanimously approved.

2.0   FINANCE & FACILITIES COMMITTEE MEETING MINUTES
　　　2.1   December 12, 2023 Meeting Minutes
　　　　　Finance and Facilities Chair Fiala reported that all items on the December 12, 2023 meeting agenda were vetted and approved to move forward to the Board of Trustees meeting for approval.

3.0   PREFERRED AGENDA ACTION ITEMS
　　　3.1   **Recommend Approval of Payroll Certification**
　　　　　The Board of Trustees approves the filing of the College payroll for portions of October, November, and parts of December 2023.

　　　3.2   **Recommend Approval of SUNY Apprenticeship Operational Support Program Grant Award**
　　　　　The Board of Trustees approves the acceptance of the 2023-2024 SUNY Apprenticeship Operational Support Program grant award of $60,169.00.

3.3 **Recommend Approval of 23/24 SUNY Child Care and Development Block Grant**
The Board of Trustees approve the 23/24 SUNY Child Care and Development Block Grant of $67,000.00.

3.4 **Recommend Approval of Lockheed Martin STEM Engineering Excellence Area Grant Award**
The Board of Trustees approve the Lockheed Martin STEM Engineering Excellence Area Grant Award of $50,000.00.

3.5 **Recommend Approval of Resolution for the New Position Description – Assistant Director for Information Technology Security**

3.6 **Recommend Approval of Resolution for the New Position Description – Workforce Development Business Developer**

3.7 **Recommend Approval of Resolution for the Revised Position Description for Associate Vice President and Dean of STEM and Workforce Development**

3.8 **Recommend Approval of Resolution for the New Position Description – Supplement Support Services Coordinator**

3.9 **Recommend Approval of Bid 2024-02 CNC Lathe with Live Tooling**
The Board of Trustees approve awarding BID 2024-02 CNC Lathe with Live Tooling to NYMAT Machine Tool Company in an amount not to exceed $100,047.94.

3.10 **Recommend Grant Funding for Nursing Simulation and Training Mannequins in an Amount Not to Exceed $115,000.00**
The Board of Trustees approve Grant funding for Nursing Simulation and Training mannequins in an amount not to exceed $115,000.00.

3.11 **Recommend Approval of Grant Funding for a Three-Head Canning System in an Amount Not to Exceed $60,000.00**
The Board of Trustees approve grant funding for a three-head canning system in an amount not to exceed $60,000.00.

3.12 **Recommend Approval of Fire Protection System Upgrade in Multiple Buildings on Campus**
The Board of Trustees approve a fire protection system upgrade in multiple buildings on campus in an amount not to exceed $175,000.00.

3.13 **Recommend Approval to Purchase Computers and Monitors from the NY OGS Contract PM20820 Dell Marketing LP for the Fiscal Year 24 Yearly Replacement of Student Laboratory and Classroom Computers and Monitors**
The Board of Trustees approve the purchase of computers and monitors from the NY OGS Contract PM 20820 Dell Marketing LP in an amount not to exceed $150,000.00.

3.14 **Recommend Approval of Network Switches**
The Board of Trustees approve upgrading campus network switches in an amount not to exceed $170,000.00.

3.15 **Recommend Approval of Resolution through Master Agreement CM03994 with AP Benefit Advisors LLC dba ENV Insurance Agency for Brokerage Services Related to Obtaining Cybersecurity Insurance**
The Board of Trustees approves renewing the College's cybersecurity insurance coverage through Master Agreement CM03994, not to exceed an annual amount of $90,000.00 per year.

3.16 **Recommend Approval of Resolution for the use of HEERF Federal Funds as Local Match for Capital Projects**
The Board of Trustees approve HEERF federal funds as a local match in the amount of $502,000.00 for the Decker Health Sciences Renovation capital project and in the amount of $78,420.00 for the Information Technology Upgrades capital project.

3.17 **Recommend Approval of Grant Funding 210224 for Apple Computers**
The Board of Trustees approves grant funding for Apple Computers for the Communication and Media Arts program in an amount not to exceed $87,750.00.

Trustee Paniccia moved to approved Preferred Action Items 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.7, 3.8, 3.9, 3.10, 3.11, 3.12, 3.13, 3.14, 3.15, 3.16, and 3.17. Trustee Coffey seconded the motion. The motion was unanimously approved.

The meeting continued with Information Items 5.2.

4.0 ACTION ITEMS
4.1 There are no Action Items for this meeting.

5.0 INFORMATION ITEMS
5.1 **President's Report – Dr. Tony D. Hawkins**
The President reported that he and the facilitator are prepping for the Board of Trustee retreat on December 15, 2023. Discussion followed with Trustee Testani explaining the 2024 Advocacy Plan for the Workforce Guarantee funding that NYCCT is advocating to Governor Hochul's 2024/2025 budget. The ask is $97 million. Community College budgets have been cut by 18% by the state budgets. Dr. Hawkins's report is for informational purposes and included in the packet.

5.1.1 **Enrollment Presentation – Jesse Wells**
Mr. Wells presented a PowerPoint on the enrollment report as of December 14 and marketing strategies being used to help increase enrollment.

5.1.2 **Budget Presentation – Michael Sullivan**
Mr. Sullivan presented the five-year college budget forecast for Fiscal Year 2023/24 to 2028/29. Mr. Sullivan will update this in February.

A quorum was established. The meeting continued with 1.0 Approval of Minutes.

5.2 **Faculty Senate – Andrew Haggerty**
Mr. Haggerty reported that the Faculty Senate completed their inaugural semester under the new Shared Governance structure. He stated that the Faculty Senate has approved their new bylaws and is reviewing proposed college policies and procedures.

5.3   **Academic Affairs – Dr. Penny Kelly**
Dr. Kelly introduced Interim CIO Bob Walker who works with Ellucian. There are 24 new students in the LPN to RN program. A copy of her full report was included in the board packet.

5.4   **Student Assembly Update – Alejandro Chavarria Gonzalez**
Trustee Gonzalez reported that December 8 was the last Student Assembly Meeting. Trustee Gonzalez was a student panel member at the NYCCT Conference in November. Trustee Coffey praised and thanked Alejandro for his insight. A letter from the Student Assembly to Binghamton University President Stenger regarding the BAP program has been drafted and will be sent to President Stenger.

5.5   **BCC Foundation Report – Cathy Williams**
Ms. Williams was excused from the meeting. A copy of her report was included in the board packet.

5.6   **Facilities Update – Dave Ligeikis**
Mr. Ligeikis reported the Restroom renovations have been completed. Building permits are pending from Broome County for several campus projects. Work has begun on the Food Pantry and Clothing Closet. Campus-wide locks have been completed in Titchener, Library, Decker, and Business. Wales, Student Services, and Old Science are next. A mini-master plan study is underway for the One Stop Shop. Meetings for the Decker Nursing renovation project are ongoing.

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

        5.7.1   FY 2023-24 Budget Forecast
Mr. Sullivan had nothing more to add. The forecast remains the same as the last several months. A copy of the report was included in the board packet.

        5.7.2   BAP & College Revenue Forecast
This forecast reflects the results of the discontinuation of the BAP program on enrollment and the college revenue forecast. A copy of the report was included in the board packet.

        5.7.3   Human Resources
This report reflects standard activity for November 2023. This report is for information purposes and was included in the packet.

        5.7.4   Grants Approvals
This report reflects standard activity for November 2023. This report is for information purposes and was included in the packet.

        5.7.5   Investment Report
This report reflects standard activity for November 023. This report is for information purposes and was included in the packet.

        5.7.6   Student Village Housing Report
This report reflects standard activity for November 2023. This report is for information purposes and was included in the packet.

5.8 **Media Report – Jesse Wells**
This report reflects standard activity for November 2023. This report is for information purposes and was included in the packet.

6.0 **PROPOSED EXECUTIVE SESSION, UPON APPROVAL BY THE BOARD OF TRUSTEES**
Trustee Paniccia moved to go into Executive Session for reasons of personnel. Trustee Connerton seconded. Executive Session started at 6:02 p.m.

Trustee Testani moved to come out of Executive Session. Trustee Paniccia seconded the motion.

Trustee Testani moved to adjourn the regular meeting at 6:28 p.m. Trustee Paniccia seconded the motion. The meeting was adjourned at 6:28 p.m.

Approved: January 19, 2024

The next Board of Trustees Meeting is scheduled for 5:00 p.m. Thursday, January 18, 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.