

SUNY Broome Community College

COUNCIL FOR OPERATIONAL ISSUES

September 14, 2016

W 203B – 9:00 a.m.

Agenda

Attended: Mike Dunham, Sesime Adanu Carine Surdey, Shelli Cordisco, Dave Ligeikis, John Ruck, Lynn Fedorchak, Terri Fadden, Sa’Nae Cotman, Cheryl Smith, Julianne Klepfer, Chris Kushner, Ciara Cable, Jesse Katen, Scott Kavulich, Carol Ross, Stephanie Malmberg

Alternates: JoEllen Hartman (Thomas Jahn), Penny DelFavero (Larry Allen), Joe Drotar (Laura Hodel)

Absent/Excused: John Petkash, Marty Guzzi, Andrea Roma, John Richardson

Guests: Jeanette Tillotson (Michael Sullivan), Dani Berchtold (Francis Battisti), Scott Schuhert, Howard Streby

- I. Call to Order - 9:04
- II. Establishment of Quorum/ Approval of Alternates – Quorum established, alternates approved
- III. Adoption of Agenda - Approved
- IV. Approval of Minutes – Approved
- V. Chairperson Report/Updates
 - A. Shared Governance Chairpersons
 - i. N/A
 - B. College Assembly Update
 - i. Vote to form a workgroup for the assessment of shared governance.
 - 1. After work group is established a call for representation from each of the bodies will be made
 - C. Student Assembly Update
 - i. Elections will begin next week
 - ii. Spirit week events scheduled for October
 - D. Executive Council Update
 - i. N/A - the group met with SUNY Provost
- VI. Reports from Committees/Working Groups
 - A. Technology Committee
 - a. 9/14 meeting talked about accessibility discuss overarching plan for the campus
 - b. Upcoming campus standards and Windows 10
 - i. No new plan for a major rollout for windows 10
 - ii. Some computers will need to be updated to accommodate the software
 - c. The committee is looking to put out a survey and is asking for the Shared Governance bodies to include any recommendations to be added to the survey.
 - d. Distance Steering Committee
 - i. Discussion continues on Accessibility and remote proctoring

B. CPAC

a. Review of the CPAC membership that is representative of the campus

The current list consists of the following members:

David Ligeikis (Chair)
Silvia Briga
Marty Guzzi
Erika Wesner
Barry Peterson
John Petkash
Nick Brey
Fermin Romero
Jen Micale
Terry Nunn
Joe Drotar
John Ruck
Scott Schuhert
Randy Campbell
John Peterson

b. Mechanical asbestos abatement

c. Horizontal pipe in the geothermal field will begin

d. Stairwell in student services will be renovated

e. Tennis Court repairs are being finished up

f. BC center concrete

g. Student Services - Drinking fountain will be the next to be replaced

h. Gender Neutral Bathrooms will be reviewed

i. Decker - Noise concerns

i. This is a water pipe noise - No safety concerns from facilities standpoint

ii. David Ligeikis will do a walk through and review with of the area

j. Student Concern of water flooding in the dorms -

i. SUNY Broome is not responsible for the maintenance and repair of the dorms; however they are on hand to assist in times of urgent repair and assistance

1. Residence Halls are under the jurisdiction of the Foundation and Dr. Carol Ross

2. Dr. Ross has made the recommendation to bring in an outside source to review the safety concerns

ii. Most recent concern of water flooding was the result of a student leaving a faucet and shower running

1. Per John Ruck in public safety

a. Explaining the procedure for fire and safety alarms and how to make the process faster for students and staff to return to the building

VII. Old Business

A. Ashley Blackwell will continue serving as secretary to COI

B. College Car for College Business Travel Procedure

a. Michael Sullivan/ Jeanette Tillotson will review policy with Labor Management and all three unions on the subject of using College Vehicles to travel to other institutions where they will be teaching due to conflict of interest.

b. FSA/ Guild

- c. Concerns from faculty adding miles to personal vehicles multiple times a week even if it is below 75 miles for one trip
- d. Insurance concerns
 - i. College business travel with non college staff in the vehicle
 - 1. Ciara Cable is looking for a clarification of the wording for insurance not covering any non SUNY Broome employees traveling with SUNY Broome employee in the personal car on business travel.
 - ii. Concerns of taking personal car on trips and the car is damaged in the process
- e. COI will give feed back to Michael Sullivan and redirect the policy for review and return it to COI

VIII. New Business

- A. D213 - Facilities discussed above
- B. By-Laws COI Membership - Review of the titles and votes to match titles to By-Laws
 - a. EMAT - Vote to change EMAT to EPIC represented by Michael Dunham
 - i. Vote passed
 - b. Public Affairs - Vote to change Public Affairs to Marketing & Communications (MarCom)
 - c. Student and Economic Development - Terri Fadden and Dr. Ross will review the title for this and return to COI
 - d. Classified Service - ESPA
 - e. VP for Student Development & Chief Diversity Officer - Dr. Carol Ross -
- C. Dr. Ross - Bookstore inventory and ordering of textbooks
 - a. Stephanie Malmberg - Discussion open in CAI and the committee plans to bring a proposal to Textbook Committee to be in place for spring
 - i. Dr. Ross would like to be included in these discussion and have a strategic plan in place
 - 1. Stephanie Malmberg will have textbook committee contact Dr. Ross
- D. HR - Wellness Committee will be Fall Wellness Challenge 9/18 - 11/12 & \$10 to participate

IX. Adjournment

Next Meeting Date: September 28 -- 9:00 -10:30 a.m. W203B