SUNY BROOME

COUNCIL FOR OPERATIONAL ISSUES
Approved Minutes for October 1, 2020.

Zoom link: https://zoom.us/j/92171704816

College Vision: Learning today, transforming tomorrow.

College 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. **Values:** INQUIRY, RESPECT, INTEGRITY, TRUST, EQUITY

Attendees: Brittney Richardson, Carine Surdey, Richard Griffis, Shelli Cordisco, Dave Ligeikis, Marty Guzzi, Larry Allen, Ashley Blackwell, Jackie Nichols, Cathy Williams, Kerry Weber, Jason Smith, Ciara Cable, Lisa Antalek, Deena Price, Valerie Carnegie, Kim McLain,

Alternates: Fermin Romero (Technology Committee)

Excused/Absent: Hans Van Houten, Lynn Fedorchak, Carol Ross

Guests: Gina Chase

I. Call to Order 9:02
II. Establishment of Quorum / Approval of Alternates
    A. Brett Carter will be filling the role for Student Development
III. Adoption of Agenda
    A. No Changes
IV. Approval of Minutes (05/07/2020 and 09/17/2020)
    A. 05/07/2020
    B. 09/17/2020
V. Chairperson Report/Updates
    A. Shared Governance Chairpersons
- Discussion about voting not everyone who was present in the meeting voted in the poll moving forward Zoom polling will be used to collect votes
- Bylaws review
  a) Development of virtual meeting best practices and procedures

    B. College Assembly Update
- President Drumm addressed the campus notification of retirees
- Budget and middle states
- Some colleges are choosing to forgo spring break with classes continuing through that time; currently Broome will stay in alignment with the BOCES calendar
- Mention of the COVID numbers uptick
  a) Reminder to continue to practice social distancing
  b) Notification about testing and positive testing results in pools does not

mean you need to be retested, the previous samples can be used.
- Micheal Sullivan
  - a) Announcement about the 39 employees that took advantage of the retirement incentive
  - b) County budget issues may impact health insurance costs for employees
  - c) Student Assembly Update
- Ricky Oundo - No new updates
  - a) Memos from Student Assembly from SUNY Shared at CA
- Student Assembly survey to students
  - a) Tech
  - b) Mental Health

C. Executive Council Update
- Dr Carol Ross-Scott
  - a) Emergency Fund application for students is available - costs outside of academics
  - b) Working on Contracts with UHS and American Dining
  - c) Webinars on Social Justice, Microaggressions
- Kim McLain
  - a) Discussion about county cases increasing
    - (1) Broome County is now High Risk
    - (2) How to keep the campus safe
    - (3) Testing Thursday
  - b) Middle States
    - (1) Steering Committee meeting review standards 1-3 on Friday
    - (2) Next Friday Steering Committee meeting to review the rest of the standard and solicit feedback and make revisions

VI. Reports from Committees/Working Groups
- **A.** Technology Committee
  - Fermin Romero - Committee has not met for the semester, still in planning phase
- **B.** Distance Learning Steering Committee (Carine Surdey)
  - Carine Surdey
    - a) Continuation of Distance Learning best practices plan
    - b) Instructional design is revamping Blackboard online student orientation
      - (1) Problem: Many students skipped the training
      - (2) Revamping the online orientation will make it more user friendly for faculty and students.
        - (a) They are customizing it for SUNY Broome so that instructors can incorporate it into their lesson plan as an assignment component.
        - (b) Students would receive a badge as verification of

completing the assignment.

(c) Goal: to get more students complete the training

C. CPAC Update (David Ligeikis)

● Currently working on restructuring the committee

● Installation of wastewater analysis

a) First testing came back negative

● Student Services new entrance and railing

● Minor renovations of the core buildings will be continuing over the next 6 months to a year

VII. Ongoing Business

A. Intercampus communication for new hire or position change (Lynn Fedorchak)

● N/A

B. SLAC Memo from CAI

● CA voted to not endorse

● Removal of this item from the agenda and marked as resolved

C. Joint FCCC-UFS VNC Resolution- Voting Update

● Campus as a whole is choosing to not endorse

VIII. New Business

A. SG Assessment

● Working group from last spring assessment looking at the minutes from the past two years to analyze effectiveness

● Results shared with the bodies for review for COI to go through at the next COI meeting

● Chair asks that COI members review the SG Assessment document and bring feedback to the next meeting

B. SUNY Broome EIT Accessibility Plan

● Kim McLain

a) EIT plan sent to SG bodies for their review

b) Background - Last June SUNY passed a SUNY EIT Policy mandate that every SUNY Institution select an EIT Accessibility officer. SUNY Broome has elected an officer and developed an advisory committee who helped formulate the EIT plan.

(1) SUNY gave high KUDOS to EIT Committee and is using SUNY Broome as an exemplar for the rest of the SUNY System

c) Developing plan for 5 standards

(1) SUNY Provided tables highly and recommended items to include

(2) Currently Enacted

(a) Library Accessibility Web Page for students with disabilities

(b) Ally website checker

(c) Site improve scanning the website that compare us against other sites for accessibility we are currently at

98%

           (3) Developing Procurement processes that will impact purchasing items. Any EIT purchase needs to have an accessibility check to ensure big ticket items are accessible before the college purchases it

    C. Closed Captioning

       ● Brought up in CA - adding a closed captioning to the SG meetings

        a) Chair would create blank google slide that would provide CC

       b) Motion to discuss

        c) Carine makes a motion to discuss seconded by Kerry Weber

          (1) Feedback - Fermin Romero

            (a) This is a good no cost solution to the CC

          (2) Admissions currently uses this method for presentation

          (3) Carine Surdey - this is good for building the culture of Accessibility

          (4) Zoom plans to offer a native version of CC in the near future

          (5) Ciara Cable makes a motion to incorporate Closed Captioning into regular COI meetings

          (6) Seconded by Kerry Weber

        d) Chair creates Zoom poll for voting members

          (1) Results all in favor 100%

        e) Result Chair will move forward with provide google slides cc in all future COI meetings

IX. Additional Items of Business

        A. C/A

 X. Adjournment

        A. Chairperson asks for a motion on the floor

        B. Motion to adjourn - Ciara Cable

        C. Seconded - Kerry Weber

Next Meeting: Thursday October 8, 2020