

SUNY Broome Community College
Council for Operational Issues

December 1, 2016
W 203B – 9:00 a.m.

Agenda

Attended: Mike Dunham, Carine Surdey, John Petkash, Tom Jahn, Phil Testa, John Ruck, Marty Guzzi, Larry Allen, Ashley Blackwell, Terri Fadden, Joseph Seif, Heather Coggin, Cheryl Smith, Chris Kushner, Tom Reid, Silvia Briga, Ciara Cable, Susan George, Howard Streby, Scott Kavulich, Debra Morello

Alternates: Karan Drum (for Lynn Fedorchak)

Absent: Sesime Adanu

Excused: Shelli Cordisco, Andrea Roma

- I. Call to Order
 - II. Establishment of Quorum/ Approval of Alternates
 - III. Adoption of Agenda
 - IV. Approval of Minutes
 - V. Chairperson Report/Updates
- A. Shared Governance Chairpersons
- Snow day – no update
- B. College Assembly Update
- Simplex representative came to look at the system in NSB regarding the safety hoods
 - Result - Computer program was not properly programmed
 - Resolution - Safety & Security committee (SUNY Central) Will meet with Chair John Ruck in addition the Chemical Hygiene Committee (Currently forming)
 - Meetings to start soon - 1 each semester
 - Looking for volunteers from each of the Governance bodies
 - Descriptions to be brought to COI to share with constituents
 - Michael Sullivan - Gave budget update & projections

- Larry Allen - Summary of Enrollment projections Fall to Spring semester (12% melt off) Gave recommendations based on projections from the budget.
 - Revenues will come up short compared to expenses
 - Fast Forward program is helping to keep the numbers up
 - FTE for state aid qualifications
- Campus Diversity statement review - will vote to endorse the statement at the next meeting

C. Student Assembly Update

- Elections end today 12/1
- Coat drive distribution
- Food pantry - Updates
 - Thank you to Phil Testa for bin donation and volunteers
 - Asking for donation box locations
 - Asking for volunteers
- Planning events for next semester
 - Ideas welcome - send to Heather Coggin or Amanda Soto
- Joseph Seif - Updates on student refugee awareness & fundraising
 - Educational Talks & Donations for upcoming common hour program (tentative for February 2017)

D. Executive Council Update

- Debbie Morello - Executive Council meeting about budget projections from Michael Sullivan
 - Bottom line for sustainability plan – Not to exceed last year's budget
 - There will be no new hiring
 - Development of PAR and department proving with supporting data that displays need for the position
 - Heavy consideration of RoI for all positions
 - Conservative management within what we currently have
- Diversity Planning - Share with CoI for input
 - Vanessa Rodriguez - currently working on this plan (PTODI)
- Workplace violence in the wake of Ohio violence incident
 - Talked about a mock simulation to reiterate the action plan
 - Public safety will hold demonstration and be available for questions about what to do in these situations
- Greenhouse updates - moving forward

VI. Reports from Committees/Working Groups

A. Technology Committee

- Data collected from surveys sent to Francis for his review
 - Tech Fee recommendations will be coming back for review
 - Campaign for RAVE -
 - Student Government tabling throughout the semester
 - Ciara will facilitate pamphlet coordination with S/A
- B. Distance Learning Steering Committee
- SARA - Allowing Online class marketing for out of state areas
 - Making sure that SUNY Broome meets all requirements
- C. CPAC
- SHPO - Update: Consultant & SHPO representative all meeting today (12/1) at Carnegie Library
 - Mechanical Building - Move scheduled for May, logistics for preparations
 - Incubator - IT will look at the 3rd floor for tech needs
 - Looking at Cornell for inspiration
- VII. Old Business
- A. Study Spaces on Campus
- Carine spoke to Robin Petrus about where the designated study spaces are
 - Study carrels & spaces upstairs
 - Signs are posted
 - Staff members are located on the second floor to assist with these spaces
 - John Petkash - suggesting that the professional staff member/ representative to reach out to the professional staff on their behalf
 - Please bring this information back to S/A and if there is another recommendation beyond that please feel free to share
 - Idea to market the space coordinated by student assembly
- VIII. New Business
- Need a nomination for chair elect for next term
 - What's involved - Must attend Share governance chairs meeting, College Assembly, Reports to the Board, Must be an employee, there is a stipend or release time depending on your status with the college. President's Cabinet meeting & BOT, Chancellor's award process
 - To be voted on in December
- IX. Adjournment - 9:54

Next Meeting Date: December 15 -- 9:00 -10:30 a.m. W203B