

**SUNY Broome Community College**  
**Council for Operational Issues**

**November 17, 2016**

**W 203B – 9:00 a.m.**

**Agenda**

Attended: Mike Dunham, Carine Surdey, Shelli Cordisco, 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,

Alternates: Karan Drum (for Lynn Fedorchak)

Absent: Debra Morello Sesime Adanu

Excused: John Petkash, Tom Jahn, Andrea Roma

**I. Call to Order - 9:01**

**II. Establishment of Quorum/ Approval of Alternates**

- Karan Drum approved as an alternate

**III. Adoption of Agenda - Approved**

**IV. Approval of Minutes - Approved with edits below.**

- Spelling of Dr. Drumm
- Toilets falling of the wall changed to. Graffiti & Vandalism - notification to John Ruck

**V. Chairperson Report/Updates**

**A. Shared Governance Chairpersons -**

- Assessment to shared governance: Request to assess the effectiveness of the committee, reporting on the structure and how it is different from other campus/institutions
  - Giovanni Scaringi: Looking at how all of the shared governance groups are working, and what our future role in shared governance will look like.
- Chancellor's award
  - Need to form a committee for the nominated individual
    - January packet submission will be due
    - Student Volunteer needed
    - Need two non-teaching service staff members to volunteer

**B. College Assembly Update -**

- Giovanni Scaringi gave updates related to chemistry lab fume hoods

- John Ruck & Phil Testa: Received a complaint from an instructor about building being unsafe. Involving the exhaust hoods in the labs (NSB)
  - Phil Testa remarked that “At no time was the NSB left uncovered by sprinklers and this was not deemed a life safety issue” Therefore the building was deemed safe for people to occupy.
  - Phil Testa - There are safety measures that kick in if mechanism fails sending an audible signal to each hood and it will activate audible alarm (the instructor shut off the alarm and did not notify maintenance about the alarm )
    - Simplex system rep. Will come Wednesday to reprogram the system to make sure it remains operational.
  - Currently there is no way for maintenance to know without instructor telling them that the alarm is going off.
    - Instructors are supposed to evacuate the classroom however, this specific instructor did not
    - Instructor's responsibility for life safety training policy
    - The alarm was manually silenced, not by maintenance or PS.
- **Action:** 1.) Public Safety & Facilities are having the safety representative coming to test and make sure the system is to code.
- **Action 2.)** Life Safety Presentation: Adding if hood goes down staff should evacuate everyone in the room
- This was brought to CAI - if it makes it to Col we will make a formal recommendation when/if it does get to this level.

#### **C. Student Assembly Update -**

- Senator & Trustee positions are available
  - 11/28 deadline elections December 1st
- Coat drive donations are still being accepted
- Food Pantry - Baskets donated by Medical Assisting students
  - Looking for volunteers
  - Phil Testa: Idea to contact the Ice Center (Chris Novitsky) to set donation baskets (Chow) for donations from the High School hockey games
- Six week food drive kicked off by the Hunger Banquet event
  - Chow partnership
  - Asking for ideas on what to use for the collection bins
    - Phil Testa will donate the bins send to the S/A office
- 24 Hours of Giving
  - Bake Sale
- Lebanese refugee donation update
  - Looking for donations through Lebanese Red Cross
  - Common Hour event to education population about the misconception about the situation and refugees in the Middle East.
    - Bake Sale
    - Donation Jars
    - Involving the community & media

#### **D. Executive Council Update -**

- Karan Drum: Lynn Looking at Budget more updates after next week
- Open Enrollment ends tomorrow
- Smoke out ends tomorrow: Stop by the student center

## **VI. Reports from Committees/Working Groups**

### **A. Technology Committee:**

- Tech Fee request review for potential concerns which will go back to Executive Council
- Student Survey: Resulting in a couple of items that will come to Col
  - Student Assembly: 1.)Concerns raised about student Email not being utilized -
  - Asking if they would like to redo the campaign (flyer/table campaign done in October)
  - Thomas Reid - An example that he gives extra credit to students who used their student email (said less than ½ did it)
  - Ciara Cable - Survey results showed that the least preferred way to receive messages having all options equally resisted
    - Social Media gets the best response
    - Using every available avenue by MarCom
    - Email should not be an option
  -

### **B. Distance Learning Steering Committee:**

- No current updates

### **C. CPAC:**

- Restroom update in Women's Room of Titchener
  - Security notified maintenance about a flood in that building - plumber had place do not use tape in the stall and went to get supplies. This issue was resolved later that same day
- SHPO - Carnegie Library: Historical Tax Credits process/guidelines for what you can/can't do to a historical building to maintain the funding.
  - Mezzanine levels - SHPO recommended that they renovate the space but not use it or it would jeopardize the tax credit from parks & recreation (they dispense the money)
    - Phil Testa - Disagrees with this recommendation
      - Phil and his team have offered several alternative options to SHPO trying to keep in line with the regulations for historical renovations
      - Hired a seasoned consultant to assist in options to move forward- The representative is making arrangements for SHPO/consultant to visit the site to discuss options for SUNY Broome moving forward on the project.
- Mechanical Building: Progressing with no issues and no problems.
  - Old Science building is being prepared to hold Faculty & Staff during the renovation
  - Geothermal design template for other college institutions to follow.
  - Solar Power on the roof to run the geothermal pumps
- Hydroponics Building: Nothing new to report currently
  - Renderings have been reviewed
- Incubator 3rd floor:
  - Looked at some furniture options
  - Soft opening scheduled February

#### **D. Shared Governance Website Workgroup:**

- Old website will need to be taken down
  - Communications will need to be sent out to the campus about this

### **VII. Old Business**

#### **A. Shared Governance**

- Chancellor's award (see above)
- Lot 16 - Public Safety parking spots:
  - 1.) Debbie Morello PS will be freeing up two of the spaces and one for all campus vehicles
  - 2.) PS- Is fine with "Let it be" discussion about skateboarding concern
  - 3.) Jaywalking concerns - officers will be patrolling the crosswalk areas
- Library study space areas:
  - Robin Petrus: will communicate recommendations
  - Possible inclusion of more communications around campus

IX. Adjournment Next Meeting Date: December 1 -- 9:00 -10:30 a.m. W203B