

**Broome Community College
Council for Operational Issues
September 1 2016
W203B – 9:00 AM
Meeting Minutes**

I. Call to Order: 9:02 AM

Membership substitutions or alternates:

Attended: Mike Dunham, Carine Surdey, John Petkash , Tom Jahn, Shelli Cordisco, Phil Testa, John Ruck, Larry Allen, Ashley Blackwell, Lynn Fedorchak, Terri Fadden, Heather Coggin, Cheryl Smith, Andrea Roma, Tom Reid, Silvia Briga, Ciara Cable, Susan George, Howard Streby, Scott Kavulich, Debra Morello, Michael Sullivan

Alternates: Dawn Kutz (for Marty Guzzi)

Excused:

Absent: Sesime Adanu, Melanie Williams

Guests:

II. Establishment of Quorum - Yes

III. Agenda Approval – Approved

IV. Approval of Minutes – 5/12/2016 – Approved

V. Chairperson Report/Updates

a. Shared Governance Chairpersons:

- Meeting Tuesday, last time met talked about goals

b. College Assembly

- Met on 8/29/16

- Giovanni Scaringi wants to streamline the Chancellors Award process

- President Drumm said the PRR was accepted by Middle States

- Foundation is working on a comprehensive fundraising campaign. Will be going through a feasibility study.

- Dr. Battisti talked about the academic and facilities plan and merging them together to make more comprehensive

- Achieving the Dream and articulation agreements are be established and reviewed

- The update to the Mechanical Building and and Carnegie Library is in progress

- Deb Morello was not able to attend CA, but sent an update regarding move in day and its success.

- Giovani Scaringi is the new service learning coordinator

c. Student Assembly

- Circulating petitions for senator candidates
- Searching for a VP of Student Concerns
- Working on the SA Constitution
- Student Activities day will be taking concerns from students on campus
- Food pantry had a few request over the summer
- Will hold another coat drive this semester, looking for bins if anyone can help
- A marketplace bulletin board will be placed outside the SA office in the old Science Building
- Students having an issue with Windows 10 and logging in. John Petkash stated there is a worksheet and it is a one-time process to do. Can find in Help Desk in library and main IT Office.

VI. Other

Technology Committee

- Not yet met this semester, a schedule has been made
- Student Tech Survey – got good feedback and will be going through that

CPAC

- Carnegie and Mechanical getting into design phase details
- Kelli L. will be meeting with team on 9/8 to go over programing spaces and then go to architect with spaces

VII. Old Business

a. COI Secretary

- Ashley Blackwell volunteered and will be Secretary for 2015-2016 COI

b. Club Space

- Electronic method to reserve it?
- Jason Boring bring to assist with that
- Software update with how to reserve space
- Not sure what is deemed club space and not sure who is in charge of it
- John Petkash suggests listing needs of the clubs and work with Registrars and Student Activities to come up with process on how to book space
- Carine Surdey suggested creating a work group of key people to create club meeting space

c. Clean Water Stations

- List of projects to Michael Sullivan has lists and costs
- Meet in next week or so have a better idea where it stands
- There are some currently located in Wales, Business and Library Building
- Would replace fountains as funding became available
- Carine asked Phil to include water filter stations in CPAC update if there was one

Executive Council Update – Should be placed near beginning of Agenda

- Deb Morello wanted to talk about Executive Council updates
- Down about 3% in enrollment, budgeted for 4%

- Would like to have SUNY Broome presence at the 125th birthday at the Town of Dickinson celebration
- Southern Tier Incubator down town starting to work on the logistics and operations with BU
- Controlled environmental agriculture – having greenhouses on campuses – will update as conversation progresses
- Albert Fiori (aka: Tino) part time public safety officer on campus and alum helped pull a woman from a burning car in the 10 car rash on 17 a few weeks ago, is receiving a key to the city from Mayor David
- Faculty not having bookstore needs met (Deb. Morello working on but wanted to advise)
- Student Activity clubs not happy with the money allowances process (Deb. Morello working on but wanted to advise)
- Michael Sullivan (Michael or Sully) – spending time closing the books for the past year budget as of today (9/1/16) start of a new fiscal year.
- Improvement for a sustained budget especially with enrollment
- There will new processes for the budget and introduced in the next 30 days that include prudent activities to ensure a solid financial state
- Will try to attend the COI meetings for assistance with familiarity of issues

VIII. New Business

a. Shared Governance Website (Establishment of Sub-committee)

- Very out of date
- Information out there – bylaws for example are a mess
- establish a work group for COI
- volunteers - Ciara Cable, Larry Allen, Terri Fadden and Carine Surdey to start up the process for updating
- Have a framework for when working with Loren Leonard
- Penny DeFavero should also be involved per Larry Allen

b. Your Voice Matters Referrals to COI

- A few small referrals, minor – just looking for updates
- Don't have list will bring to next meeting

c. Methods of Communicating Concerns/Issues to SG

- Ties into website update
 - New constituents can bring issues, but need to make more streamlined
- Work on that this year as well

IX. Adjournment: 9:46 AM