

**SUNY Broome Community College**  
**COUNCIL FOR OPERATIONAL ISSUES**

**May 4, 2017**

**W 203B – 9:00 a.m.**

**Minutes**

**Attended:** Mike Dunham, Carine Surdey, John Petkash, Tom Jahn, Shelli Cordisco, Marty Guzzi, Larry Allen, Ashley Blackwell, Lynn Fedorchak, Terri Fadden, Rasheed Mclean, Heather Coggin, Cheryl Smith, Chris Kushner, Tom Reid, Silvia Briga, Ciara Cable, Howard Streby, Scott Kavulich, Debbie Morello

**Alternates:** None

**Excused:** Sesime Adanu, John Ruck, Andrea Roma, John Richardson

- I. Call to Order - 9:03
- II. Establishment of Quorum/ Approval of Alternates - no alternates
- III. Adoption of Agenda -- approved
- IV. Approval of Minutes (4/13) Heather Coggin (Asks if Campus Room reservation information relayed to the individual originally concerned?) Answer - Yes - approved
- V. Chairperson Report/Updates
  - A. Shared Governance Chairpersons -
    - i. Discussion of Maps & Building Directories
    - ii. Participation in Shared Governance via electronically (i.e. Skype)
      1. To be discussed at CA
  - B. College Assembly Update -
    - i. Chancellor Awards
      1. All names approved by SUNY
        - a. May 12th awards ceremony
    - ii. Monday discussion about Shared Governance Elections
      - a. Campus wide message - Ballots due 5 p.m. May 10th
      - b. CAI & CA
        - i. Open positions will be write ins
    - iii. SUNY Voices Conference -Shared Governance Leaders
      - Standard in Excellence
      - SUNY Broome's model is doing well
        - Assessment of our Shared Governance Model (Fall)
        - Creating rubrics for assessment
    - iv. OER - Open Education Resources (textbooks)
      - How they can fit into our campus structure
        - Which disciplines can they fit into
        - Implications for particular offices
        - FSA - funding, grants, corporate
  - C. Student Assembly Update -
    - i. Food Pantry Grand Opening
      1. Event was successful
        - 20 requests
        - Awareness on campus increased

- ii. Homeless Awareness Sleepout
    - Next Friday 5 p.m. - everyone is encouraged to participate
    - Student performance, events and guest speaker
    - Goal to increase community and campus awareness and participation
  - iii. Executive Student Assembly Council -
    - Concerns about Student Activities Budget
    - New elected members to attend the next CoI meeting
  - iv. Financial Aid Concerns
    - The dates funds are dispersed are based on need
    - Funding dates not meeting needs of students (in good standing) that need funds right away
    - Student Assembly resolutions will be amended and reviewed
      - Hoping that the open education resources will help with the burden
      - Marty Guzzi - notes all text books are available on reserve
- D. Executive Council Update -
- i. Discussion of the process when an employee leaves the organization
    - 1. Discussion of budget and filling positions when a person departs the organization
  - ii. Student Support -
    - 1. Remediation vs Opportunity program
      - a. Ideas for additional support
        - Corporate sponsor to underwrite at least one Salary
        - John Petkash - Corporate sponsor through the website (sunybroome.edu or my college)
          - Example: Coke, pepsi, local businesses (Dicks Sporting goods)
          - Heather Coggin - Could this be done with the SWARM?
            - Discount card
          - Faculty concern -
            - Foundation sponsors
          - Debbie will take the sponsorship ideas forward
  - iii. Housing waitlist discussion
  - iv. Performance & Improvement Plan
  - v. Dining Hall and Student Village
    - Britany Washington RD - has taken a position at Cortland
      - Discussed need for weekend meal support
      - AFV - if not accepted by AFV; then it will be contacted out
        - Students and Local community would be able to attend 1:00 or 2:00 p.m brunch
    - Food Advisory Board
      - Students able to attend to discuss concerns
  - vi. Student Activities Budget
    - Some of the budget will be moved back to Campus Operations
      - Student Ambassadors
        - Serve more of a Marketing function
  - vii. Child Care Director Search
  - viii. Achieving the Dream -

- Data team impressed by the work of the SUNY Broome Core Team

## Reports from Committees/Working Groups

- A. Technology Committee -
  - a. CSR platform to request desk top support update
    - To be rolled out over the summer
    - Look and feel will be similar to the old system
  - b. ADA compliance discussion
    - Suggestion that a student be on the discussion to assist with information
  - c. Printing -
    - Solution and changes to student printing in labs
      - Quota - intended to reduce printing abuse, not prevent students from printing (a guideline)
        - Printing textbooks instead of purchasing creates problems
    - Kiosks for purchasing extra printing
      - Kiosk paid for by technology fee (WEPA)
        - Save paper, toner, green technology
        - Makes the student think about responsibility of paying
        - Creates the ability to print in color, double sided, etc. (not available in all labs)
        - Only supplements to books would end up having to pay (curriculums that would print the text books)
      - Heather Coggin - suggests raising the technology fee instead of having to pay out of pocket.
      - Copy center or the book store could supply the printed copy
        - Shelly Cordisco - disagrees with raising the technology fee for all students
    - i. MyCollege - New Roll out June 1st - Ciara Cable
      - Testing - Feedback received is positive from students & staff
- B. Distance Learning Steering Committee -
  - a. ADA compliance issues will continue to meet over the summer
- C. CPAC -
  - a. Committee has not met
  - b. Howard Streby - suggests COI reach out to whom ever is supposed to be heading the committee for any updates
    - i. John Petkash - meeting to discuss CPAC continuation
    - ii. Executive Council - any changes will have to be approved by COI as CPAC is a Standing Committee of COI

## VI. Old Business

- A. Shared Governance Elections -
  - a. See above
- B. Achieving Success -
  - a. Tom Reid - updates
    - Achieving the Dream uncertainty on campus
      - Seeking input from the campus
      - Dedicated to student success based on data
    - Over the past year data collected has been summarized available for anyone wishing to see it

- Two Areas of Focus
  - Data Driven Culture on Campus to Advocate
  - Close achievement gaps based on things like ethnicity, demographics based on data

VII. New Business

A. Detailed Maps/Building Directory/Safety Question -

- Student Assembly Concern
  - Students would like to see visible posted directional signs for office location, bathrooms, study areas etc.
  - Maps and security threat
    - Questions of validity vs. option to not help students
      - Not putting evacuation routes on public maps
  - Debbie - Suggests putting a student on CPAC to discuss concerns like this
    - Will follow up with Michael Sullivan on having a facilities representative present at COI committee meetings
  - John Petkash - Suggestion for students to use mobile wayfinder map. These would be able to be updated continually vs. a fixed sign
    - Research options for these mobile applications utilized by other campuses

VIII. Adjournment - 10:10 a.m.

**Next Meeting Date: May 18 -- 9:00 -10:30 a.m. W203B**