

**Broome Community College
Council for Operational Issues
October 6th, 2016
W203B – 9:00 AM
Meeting Minutes**

Attended: Carine Surdey, John Petkash, Tom Jahn, Shelli Cordisco, Phil Testa, John Ruck, Marty Guzzi, Ashley Blackwell, Terri Fadden, Joseph Seif, Heather Coggin, Cheryl Smith, Tom Reid, Ciara Cable, Susan George, Howard Streby, Scott Kavulich, Debra Morello

Alternates: Tamara Salton (for Larry Allen), Karan Drum (for Lynn Fedorchak), JoEllen Hartman (for Silvia Briga), Chris Kushner (for Melanie Williams)

Excused: Sesime Adanu, Mike Dunham, Andrea Roma

Guests: None

- I. Call to Order - 9:03 am
- II. Establishment of Quorum/ Approval of Alternates - Approved
- III. Adoption of Agenda - Additions no - motion to adopt - approved
- IV. Approval of Minutes - Terri Fadden updates last week's minutes to include net loss about 100 parking spaces (per John ruck) Total 250 parking spaces lost - Approved
- V. Chairperson Report/Updates
 - A. Shared Governance Chairpersons - Has not met with the break week, they will meet next thursday
 - B. College Assembly - Met on monday - Short agenda Brief
 1. Francis - COIL faculty coming from mexico - 10/17 & 18 (Debbie) Campus wide announcement; latin dance party, series of workshops and event
 2. Strategic plan update
 3. COCHE SUNY System - research at Harvard - project paid for by student to get robust data - why faculty are satisfied in their work - promotion of improvement - survey jan 2017 - would like to create a committee or team - will distribute invitation
 - C. Student Assembly Update -Strategic plan data collection (
 1. Food pantry - food drive MLK Grant application - Shelly/Student activities sched. Nov.
 2. Co- advisor for S/A - how to get involved
 3. Tabling Events on campus for student involvement in Election Debates
 - D. Executive Council
 1. Fast Forward program - up 1%Marty week 5 (looking at a couple % down in enrollment predicted at about 2%)
 - a) Trailer courses started on the 4th Oct.
 - b) November Mod 1 credit BIT class
 2. Campus Facilities projects- Discussed what can we do in the next coming years?
 - a) Based Budget - Projects
- VI. Reports from Committees/Workgroup

- A. Technology Committee
 - 1. Review the results of the survey - 331 students replied to the optional survey
 - 2. Spring - Faculty/Staff survey follow up
 - B. Distance Learning Steering Committee
 - 1. Blackboard will still be available even with the power outage sched. - My college link will not be available - Campus wide email has been sent out notifying this.
 - a) Notification does not go to the entire student body
 - b) Help desk will be notified of this
 - c) Faculty notified to let their classes know
 - C. CPAC
 - 1. Phil - regular Shutdown on monday - arrangements made with IT
 - 2. Campus master plan slated to be approved december meeting (or January)
 - 3. Mechanical - programmatic issues in preliminary design completed. Other issues taken care of isn't he next coming weeks. Break up of classrooms and offices - security and IT will be addressed first
 - 4. Carnegie - On Schedule - SHPO Federal grant needs to approve interior and exterior designs and plans for the building (keeping in line with the Historical guidelines)
 - a) Rodents have damaged window frames - application states that wood will be refurbished - shpo needs to examine it and make recommendations - (phil would like to replace w/storm)
 - b) Would like to be open in SEPT 2018
 - D. Shared Governance
 - 1. Website progress - meeting before to create demo for COI to see suggestions from the group
 - a) Emailed SG chairs - and s/a to gather information (next thurs) Carine asking what S/A would like to see on the public facing website - content and visual
- VII. Your voice Matters
- A. Your voice matters -referrals to COI
 - 1. #195 Doors don't lock -Phil money slated and waiting for VP to be approved to fix them. Phil is not responsible for the distribution of keys any complaints should go to public safety
 - 2. #197 Dirty bathrooms - issues have been addressed
 - 3. #198 - science
 - a) Mechanical building \$ allotment to repair science chemicals to remove asbestos - abatement, lab tables
 - b) 6 class rooms will be lost in the building business replaced by science building rooms
 - (1) John Ruck - Hoods/ventilation asbestos abatement - (Phil - minimal removal process)

- (2) Phil - is going to have every renovated room air tested and that test will be framed and put up in the room
 - 4. #199 - Feminine products not supplied : phil- a large campus they do get stocked by day time custodian - complaint probably went in a time before it was replenished
 - (1) 5007 - call patti if at any time stock needs to be replaced
 - 5. #200 - General statement - Graffiti - Phil informed night time graffiti and art - in the bathroom - not specific so they find the area mentioned in the complaint
 - (1) John Ruck- Please notify public safety before maintenance because a report needs to be filed
 - 6. #206 Potholes - Phil: Issue was reported in February. Could fill it with "cold patch" (not prudent) potholes are addressed every spring when the frost line has passed
 - B. November Dates for Your voice matters - Meeting Dates
 - 1. November 1st 8th - once students choose their date then faculty will choose the second date for the meeting
 - C. Strategic Planning Data Collection Email
 - 1. CAI - Plans to do the same collection form discussed in COI
 - 2. Sesame will come when he has data
- VIII. New Business -
 - A. New semi permanent alternated for Melanie Ann Williams - Chris Kushner - Motion by Howard Streby to allow Chris Kushner to serve as alternate; Karen Seconded - All in favor - majority in favor - motion passed
 - B. Karan Drum - Asked to pass along the wellness programs will start up and calls for any new ideas be sent to Karan
- IX. Adjournment - no objections 9:32 Next meeting scheduled for Oct 20th