

SUNY Broome Community College
Council for Operational Issues

November 3, 2016

W 203B – 9:00 a.m.

Agenda

Attended: Carine Surdey, John Petkash, Tom Jahn, 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, Debra Morello

Alternates: Karan Drum (for Lynn Fedorchak), Angie Bergholtz (for Sue George)

Absent: Sesime Adanu

Excused: Mike Dunham, Andrea Roma

- I. Call to Order
- II. Establishment of Quorum/ Approval of Alternates
- III. Adoption of Agenda - approved
- IV. Approval of Minutes - approved
- V. Chairperson Report/Updates -
 - Talked about your voice matters
 - Student Meeting held November 1st in Decker 201
 - Link to online form for those who could not attend went out in campus email that will go to the shared governance bodies
 - Chancellor's Award for adjunct teaching
 - Three nominees packets being reviewed - continues to move along
 - Three other categories professional service excellence teaching - have until tomorrow (11/4) to decide if they accept
 - May need to form a committee - 1 or 2 volunteers from COI to serve - additionally they would like a student rep for the professional services portion of the committee.
 - Shared Governance - update - the website is progressing along
 - Campus committees - EC minutes are used in the Shared Governance and Curriculum committees -

- Decided to keep these housed where they are now due to the heavy usage - and to mitigate confusion on where to locate them if they were moved.
- A. Shared Governance Chairpersons -
- Topic raised on the status of last year's anti-bullying task force formation
- B. College Assembly Update -
- CAI - Applied learning: Book store update - Debbie met with the bookstore rep. And spoke about increased/better communication efforts. Joe Kopyar will visit each division to discuss needs.
 - Dr. Drumm - Spoke about restructuring due to Debbie Morello's retirement and Kelli Ligeikis' departure from SUNY Broome due to accepting a position at another institution.
 - Applied Learning Conference - To be held on 11/17
 - Middle states - 11/29 date for accreditation process
 - Announcements made:
 - Facilities put out a "your input is needed" gathering- 11/3 11-12pm; 1pm - 2 - Open update on facilities plan
 - Michael Sullivan - Speaking about enrollment trends reports
 - Larry Allen - looking over the past 5 year data trend and made a projection for the spring
 - Looking at 2% decrease currently
 - 2200 FTE for Spring 2500 FTE for Fall
- C. Student Assembly Update
- "Your Voice Matters" 11/2 - A lack of attendance reported
 - Suggested not having it during common hour
 - Accepting donations for coat drive
 - Title ix training to be held 11/3
 - MLK \$1400 - looking to use funds to upgrade food pantry
 - Concern over Study Areas vs. Lounge Areas -
 - Looking to decrease the noise level in the Library
 - Has been brought up as an ongoing problem
 - The walls are movable walls that do not go all the way to the ceiling
 - Classrooms are housed downstairs
 - Where else would the students go?
 - Connect with Robin Petrus to see what could be done about the noise levels
 - Carine will add this to the agenda as an item -
 - Suggests that S/A connect with Robin Petrus in the meantime.
 - Peer to Peer textbook forum
 - Meeting to mitigate potential problems moving forward

D. Executive Council Update

- Short meeting due to attendance
- Discussion about Larry's reports being sent to COI
- Discussed fire code violations
 - Plans are to later discuss moving forward.
- Strategic Diversity plan - due this week (draft)
 - Will be coming to each group for added input from each committee
- Ryan Snyder was in an accident
 - If you wish to send well wishes see Debbie Morello - or % Villanova Bookstore
- Other -
 - Admissions Tours
 - Concerns are being raised that as tour guides are giving tours current students are shouting negative things at the tour groups
 - "Don't go to school here"
 - "They kicked me out of the dorms"
 - Unable to identify the students at the time
 - Reports that this is occurring more frequently during recent tours.
 - The occurrences seem to be at random/ unprovoked
 - Debbie suggests photographing the students to identify them in order to get them to talk about their frustrations in hopes to alleviate their dissatisfaction
 - Idea to possibly have a public safety patrol the areas along the path where the tour group travels.
 - Idea to have the student ambassadors distribute student of concern form to the students that are displaying frustrations this would also demonstrate to potential students the willingness of the campus to hear the concerns of its students.
 - 11/17 - "National Smoke Out Day"
 - Drawing or Prize for those who do not smoke or decide to stop smoking
 - Dining hall will serve "Cold Turkey" Sandwiches
 - Benefits Fair today 11/3 AT - All forms have been sent out and available in the Email

VI. Reports from Committees/Working Groups

A. Technology Committee

- Technology Fee request- On schedule

- Academic Departments suggestion - provide recommendation to the council on how to distribute the fee
- B. Distance Learning Steering Committee
 - Fees for distance learning and blended learning courses
 - Questions about why students taking blended course are charged both the face to face and distance fee
 - Rationale behind decision for both fees - because student is using both resources on campus, infrastructure and online (blackboard) resources
 - Topic discussed on how to make the online courses/structure more user friendly
 - Students concerned that the courses are not user friendly
 - Idea that a certification of the instructor and the course design would potentially regulate the structure & make it easier to navigate and use over all.
 - Replacing the Work-for-Hire process- This would require the college to purchase the course's intellectual materials
 - State Reciprocity Agreement
 - Process allowing SUNY to market online courses to out-of- state potential students
- C. CPAC
 - Carnegie Library -
 - SHPO - Federal standards for historical sites - waiting for this group to make comments and suggestions needed before the project can move forward
 - Mechanical Building -
 - Passero - moving forward with lay out
 - 3rd Floor Incubator
 - Hip Furniture - for the work space
 - CEA - Hydroponics
 - Looking to see if it is a feasible option for this campus
 - Where the building would go
 - Two possible rendering
 - Classroom options in the building to increase academic teaching space on campus
- D. Shared Governance Website Workgroup
 - a. Campus Committees
 - b. Admin Groups
- VII. Old Business -
 - All discussed in the Shared Governance updates (See above)

- A. Upcoming Your Voice Matters
- B. Chancellor's Award Process Update

VIII. New Business

A. Toilets in Titchener

- Concern that the 2nd floor bathroom in Titchener Building
 - "Toilets are falling off the wall" - Loose structure
 - Suggest a maintenance request to have it repaired - not bringing it to COI
 - Bring issues of graffiti and vandalism to John Ruck before it is brought to maintenance
 - COI- Area of the website how to submit an issue
 - Gives example - if it is a "maintenance request here is what you do"
 - Maintenance should send out semester reminders of the policy on how to submit a work order
 - The work order is important for the department to track the number of work orders and staffing needs
 - Distribution of information -
 - What is the best platform - ?
 - Communication on campus through email notifications
 - Broader discussion of how an issue is brought to the SG body

B. Skateboarding on Campus

- Is there a policy on skateboarding? - Civility issue
 - Only states that they are not allowed in the buildings
 - Debbie -We don't want to stop them from having fun on campus
 - Potential problems with the skateboarders not watching where they are going, etc.
 - Committee - decides that at this time this is a non- issue and to not go forward with a recommendation.

C. Lot 16 Security Parking

- Should these parking spaces be reallocated since the security spots have been moved - converted to all staff parking

IX. Adjournment 10:00 a.m.

Next Meeting Date: November 17 -- 9:00 -10:30 a.m. W203B