

SUNY Broome Community College
COUNCIL FOR OPERATIONAL ISSUES

August 31, 2017 -- Minutes

W 203B – 9:00 a.m.

Attended: Mike Dunham, Carine Surdey, John Petkash, Shelli Cordisco, Dave Ligeikis, John Ruck, Larry Allen, Lynn Fedorchak, Terri Fadden, Sa’Nae Cotman, Cheryl Smith, Andrea Roma, Julianne Klepfer, Jesse Katen, Laura Hodel, Scott Kavulich, Carol Ross, Stephanie Malmberg

Alternates: JoEllen Hartman (Thomas Jahn), Jen Micale (Ashley Blackwell), Silvia Briga (Ciara Cable)

Absent/Excused: Sesime Adanu, Marty Guzzi, Chris Kushner, John Richardson

Guests: Michael Sullivan

- I. **Call to Order** – Meeting called to order at 9:03
- II. **Establishment of Quorum/ Approval of Alternates** – Quorum established, alternates approved
- III. **Adoption of Agenda** – Agenda approved
- IV. **Approval of Minutes (5/18/17)** – Approved
- V. **Chairperson Report/Updates**
 - a. **Shared Governance Chairpersons**

Shared governance met and planned their kickoff on Aug. 30
 - b. **College Assembly Update**

College Assembly: The changes that we’ve implemented regarding right-sizing student schedules went more smoothly this year

Assessment of shared governance will be a huge thing this year. College Assembly will take the lead on that.
 - c. **Student Assembly Update**

Met once. No real updates yet.
 - d. **Executive Council Update**

Not much to report. Have discussed special projects such as the incubator and Carnegie, the budget, grants
- VI. **Reports from Committees/Working Groups**
 - a. **Technology Committee (John Petkash)**

Draft in place for ADA compliance within the Technology Plan. There are other components that go into it, such as input from the Distance Learning Steering Committee.

Separate group on campus is meeting to create a holistic review and compliance process. Includes representatives from Technology Committee, Distance Learning Steering Committee, MarCom, Accessibility Resources Office, Learning Assistance Department, and the Teaching Resource Center. Group is led by Amy Brandt.
 - b. **Distance Learning Steering Committee (Carine Surdey)**

Blackboard itself is ADA compliant. Task is to make sure content is ADA compliant.

SUNY Broome is part of a SUNY ITEC pilot to test SUNY Ensemble platform’s new captioning abilities for videos.

MarCom may have to close-caption all their videos on YouTube, but right now the process is focused on instructional materials.

No complaints to the federal government at this time concerning whether online course content is ADA compliant.

Also signed an agreement for remote proctoring services so students taking tests at home can be proctored. The hope is to have a pilot by this spring for 4 to 5 courses.

c. CPAC Update (David Ligeikis)

The tennis courts are undergoing emergency repairs so they will be playable. They've had significant cracks.

Mechanical will be renamed the Paul & Mary Calice and Mildred Barton Advanced Manufacturing Center in light of the gift from Emil Calice's estate.

36 geothermal wells are being drilled in the Quad for the Calice Center project. Drilling process expected to end Sept. 1, but then contractors will need to lay pipe, which will require horizontal excavation, particularly between Mechanical and Business.

Mechanical and Business will be connected via an atrium that will encompass the current walkway as part of the Calice project.

The Mechanical/Calice project will be highlighted on its own website. The site will include the building's amenities as well as updates on the work.

The Old Science Building underwent \$250,000 in significant rehabilitation. Three-quarters of the building has been largely closed since the Natural Science Center went on line. Rehab project recreated five classrooms, as well as offices and lab space. Project also included asbestos mitigation.

Working to schedule a special Board of Trustees meeting to update trustees on the Carnegie project. The cost of the project has increased, raising concerns regarding additional funding. Due to the historic nature of the building, the interior will be rehabilitated while an addition would be constructed on the back. If the redesign goes well, the project may be under contract by next spring.

Asbestos abatement starts in Mechanical and will last three weeks to a month. After that, interior renovations will begin.

Concrete has been replaced in front of the BC Center.

A drainage pipe burst outside of Decker, heaving the concrete; this will need to be replaced.

Campus operations is going to try to hold a retreat for facilities staff. A questionnaire will also be sent campus-wide to give input into the performance of campus operations staff.

Additional signage on campus appears to be working, as students are finding their way around even with the construction.

There are issues with a reportedly noisy air circulation system disrupting instruction in the NSC. Dave will look into that. Carine will forward to CAI for discussion.

Facilities master plan is on hold until Carnegie plans are finalized.

VII. Old Business

a. Detailed Maps/Building Directory

Is it feasible to have signs on the front of each building listing the offices inside? This may need to wait until some of the disruptions from campus projects are settled. COI will discuss at next meeting.

b. Streamlined Events Planning Process/Site (Silvia Briga)

Continued discussion of the streamlined events planning process and website. Silvia Briga has some folks she needs to follow up with and hopes to start rolling out the changes after that. The intent is to make sure all pieces are done for an event because no campus department is solely dedicated to the events process.

c. Feasibility of Gender-neutral restrooms campus-wide

There are currently three: one each in Student Services, Old Science and the NSC. They are labeled as gender neutral. Dave will look into the feasibility of having one in each building, which would be ideal.

VIII. New Business

a. College Car for College Business Travel Procedure – Michael Sullivan

Special report from VP Michael Sullivan on college cars used for Business travel procedures:

- Proposing a revision to the current use of rental vehicles.
- Did an analysis. From the college's perspective, it's not prudent to rent a vehicle if the mileage is low. The recommended threshold is 75 miles, or 25 to 35 mile radius of Broome County. After 75 miles, it's probably a little more economical to rent the vehicle.
- The average cost to rent a vehicle is \$30 per day. If you're driving 75 miles in your own car, chances are you'll pay \$5 to \$7 in gas; \$0.535 is the current IRS reimbursement rate.
- There will be exceptions given personal circumstances, but these exceptions should not be the rule.
- SUNY Broome spends 20 to 25 grand a year on rental vehicles, about 2 to 3 a day on a calendar basis.

COI members will take this recommended policy change back to their constituents and will vote on it at the next COI meeting.

b. By-Laws Regarding Standing Committees and COI Membership

Bylaws were reviewed with respect to CPAC purpose and membership – No changes needed at this time.

c. Election of Secretary

COI needs to elect a secretary -- tabled until Ashley's return.

d. Nomination Process for Chair-Elect

SG chairs are looking at a nomination process for chair-elects for each SG Body. The bylaws state that a chair-elect should be in place in December. Carine agreed to stay on as chair for this year. Plans are to make an electronic nomination process for all three bodies.

e. Assessment of Shared Governance

Will involve all three SG Bodies. College Assembly taking the lead on this. Will remain an on-going agenda item.

IX. Additional Items of Business

Dr. Ross brought up an issue: the other day, she wanted to send a message to All Students. Turns out that the message also goes to former students whose addresses are retained in the system. At her previous institution, she had a policy where a student wasn't enrolled for six months, they were eliminated from the email list. Do we have a purge policy? John Petkash said he would discuss this matter with Dr. Ross.

Lynn Fedorchak gave an update on the Employee Wellness Committee, which is going to run a fall Wellness Challenge. This would go back to the previous format, in which teams of four compete in steps, water consumption, fruit and vegetable consumption and activities. Weigh-ins won't be part of it; nor will campus events. If you participated in spring and bring in a member new to the wellness challenge, you can get "two for one" pricing. Kickoff meeting scheduled for Sept. 12 in D-201, with start date of Sept. 18 and end date of Nov. 12. The committee is also working on the popular noontime yoga class, but needs to cut Fitness Fusion.

Dave Ligeikis noted that Verizon has an ongoing project on campus to improve their service. He'd like to get feedback once they're done in a few weeks, especially regarding reception in building basements. Also, if you see water spots on ceilings, let facilities know and they will paint or replace the ceiling tile.

Laura Hodel asked what the replacement plan was for aging water fountains. Dave said he'd look into the issue.

X. **Adjournment** – Meeting Adjourned