

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

**April 13, 2017**

**W 203B – 9:00 a.m.**

**Agenda**

**Attended:** Carine Surdey, John Petkash, Tom Jahn, Shelli Cordisco, John Ruck, Marty Guzzi, Larry Allen, Ashley Blackwell, Terri Fadden, Rasheed Mclean, Heather Coggin, Cheryl Smith, Andrea Roma, Chris Kushner, Silvia Briga, John Richardson, Howard Streby, Larry Allen, Tom Reid, Ciara Cable, Scott Kavulich

**Alternates:** Karan Drum (for Lynn Fedorchak)

**Excused:** Mike Dunham, Sesime Adanu, Phil Testa, Debbie Morello

- I. Call to Order- 9:03
- II. Establishment of Quorum/ Approval of Alternates
  - a. - John Richardson (representing Susan George for the rest of the semester)
- III. Adoption of Agenda - Approved
- IV. Approval of Minutes (3/30) - Financial Aid having to wait at least 5-6 weeks
- V. Chairperson Report/Updates
  - A. Shared Governance Chairpersons
    - i. Upcoming elections - call for nominations have gone out
      1. Elections page for nomination
        - a. Elections will be extended one week
    - ii. Assessing shared governance
      1. SUNY voice conference at the end of April
  - B. College Assembly Update
    - i. Budget
    - ii. Excelsior Scholarship
      1. Campus wide email with link to more information on the program
  - C. Student Assembly Update
    - i. Grand Opening for the food pantry 12 - 2pm
    - ii. Financial Aid disbursement
    - iii. Sleep Out Awareness
    - iv. Parking Appeals - up to date
    - v. Student Activities budget survey
  - D. Executive Council Update
    - i. Announcement for free tuition and discussion of questions
    - ii. Wellness Committee -
      1. Proposal for a "fall walking committee"
- VI. Reports from Committees/Working Groups
  - A. Technology Committee
    - a. Agenda to create a ADA section
    - b. Potential changes to student open lab policy
  - B. Distance Learning Steering Committee

- a. Discussion of bylaws
    - b. Compliance to remote proctoring - two vendors slated to choose vendor
  - C. CPAC
    - a. No update
- VII. Old Business
  - A. Shared Governance Nominations
- VIII. New Business
  - A. Campus Room Reservations
    - a. Reservation issue: "is there a process? Does anyone know how it works?"
      - i. Rooms that are reserved have been double booked
      - ii. Classrooms or spaces are being used when they haven't been booked
        - 1. Larger issue is that policy is not being enforced or followed
      - iii. Decentralized space reservations
        - 1. Registrars - general purpose classroom and meeting spaces
        - 2. Athletics - Gyms
        - 3. Student Activities - Lobbies
        - 4. Health Science Offices - D 215
        - 5. Ice Center - Events Room
      - iv. Promotion of the process - "how to book a space"
  - B. Campus Wide Email
    - a. Campus wide emails that don't apply to them
      - i. There is a vetting process to determine what goes campus wide
        - 1. MARCOM does not have the authority to send communications campus wide
        - 2. MARCOM needs VP authorization to send things campus wide
        - 3. Other areas have ability to send communication campus wide
        - 4. Title of email - intended recipients
  - C. Achieving Success Report
    - a. Larry Allen & John Petkash - Data Packets to inform shared governance groups about updates
      - i. Developing action plan
      - ii. ICAT Survey - perception on campus is that decisions are made on campus without the use of data, statistics for recommendation for improvement
- IX. Adjournment - 9:49

**Next Meeting Date: May 4 -- 9:00 -10:30 a.m. W203B**