

**Broome Community College
Council for Operational Issues
September 15 2016
W203B – 9:00 AM
Meeting Minutes**

I. Call to Order: 9:02 AM

Attended: Sesime Adanu, Carine Surdey, Tom Jahn, John Ruck, Marty Guzzi, Larry Allen, Ashley Blackwell, Amanda Soto, Heather Coggin, Cheryl Smith, Tom Reid, Silvia Briga, Susan George, Howard Streby, Scott Kavulich,

Alternates: Karan Drum (for Lynn Fedorchak)

Excused: Mike Dunham, John Petkash, Terri Faden, Andrea Roma, Ciara Cable, Debra Morello,

Absent: Shelli Cordisco, Phil Testa, Melanie Williams,

Guests:

II. Establishment of Quorum - Yes

III. Agenda Approval – Approved

IV. Approval of Minutes – Approved with correction Debra Morello was present for Move-in Day on 8/29/16

V. Chairperson Report/Updates

a. Shared Governance Chairpersons:

- Issue shortage of textbooks is being addressed by the committee

b. College Assembly

- Debbie Morello updates on foodservice initiatives

- Advisory board meetings on the 2nd Tuesdays at 2pm

- Michael Sullivan updates to the FA contracts, salaries will update starting this paycheck. Retro pay will come later in October.

- Jason Boring updates to student handbook, he is looking for volunteers to assist

c. Student Assembly

- Current shortage of senator representation, circulating petitions for senator candidates

- Food Pantry web form is being updated

- Concerns brought to them about the smoking gazebos signs have been taken down and need to be replaced, Donna Rehak & Carine Surdey will forward this concern

d. Executive Council

-Tabled until next meeting

VI. Reports from Committees/Work Groups

A. Technology Committee

- Not Present (excused for work at the BU incubator site)
- Larry Allen – Tech Fee update – Same timeline, tech committee will review.

B. Distance Learning

- Agreement allowing SUNY to market online programs in other states – vote has passed
- This may impact student conduct appeals process and Fully Online enrollment

C. CPAC

- No Updates
- Last meeting was cancelled

D. Shared Governance

- Website storage, looking for options on where to keep old information archived
- Working to update and make website current
- S/A needs to be updated
- Minutes will not be public (visible to campus only)

VII. Old Business

a. Your Voice Matters Referrals to Col

- Tabled until next meeting – Phil not present.

VIII. New Business

A. Strategic Planning Data Collection (Sesime Adanu and Meghan McGuiness)

- Sesime cochairman of strategic Planning putting together a 5 year plan for review
- Mission statement, goals, middle states broad view across campus
- Larry Allen calls for volunteers from each group to submit their information - Heather Coggin makes a motion to vote to have Col set aside 15 minutes for discussion of to discuss strengths, weaknesses and goals for the 5 year plan (SWOT) to continue until completed. Carine Surdey will bring this to the other governing bodies to do the same. Vote passes 12 -1. (15 minutes will be dedicated to SWOT analysis during the Col Meetings until finished)

B. Name of “Old Science Building” (Referred from College Assembly)

- Confusion between Natural Science Center and Old Science Building making students late as a result
- Recommendation to place temporary sandwich board signs with the information clearly stated in front of each building and between mechanical and business building
 - Heather Coggin makes motion to vote to hold off on renaming the building until building is repurposed and to have temporary sandwich boards placed in front of NSC, SB, MB & BB. Seconded by Carine Surdey. Vote passes 13 – 0

IX. Adjournment: 9:50 AM