

**Broome Community College
Council for Operational Issues
September 29 2016
W203B – 9:00 AM
Meeting Minutes**

Call to Order: 9:06 AM

Attended: Sesime Adanu, Carine Surdey, Tom Jahn, Shelli Cordisco, John Ruck, Marty Guzzi, Larry Allen, Terri Fadden, Joseph Seif, Heather Coggin, Cheryl Smith, Tom Reid, Susan George, Howard Streby, Scott Kavulich

Alternates: Karan Drum (for Lynn Fedorchak), David Brown (for Ciara Cable), Donna Rehak (for Silvia Briga), Chris Kushner (for Melanie Williams)

Excused: Mike Dunham, Phil Testa, John Petkash, Ashley Blackwell, Andrea Roma, Debra Morello

Guests: None

Establishment of Quorum - Yes

Agenda Approval – Approved with change to Next Meeting Date: October 6, 2016

Approval of Minutes – Approved with changes

- College Assembly – Michael Sullivan reported on “FA”, not “FSA” contracts
- Student Assembly – remove “Cosponsoring a Red Carpet Fundraising Dance”

Chairperson Report/Updates

Shared Governance Chairpersons:

- Your Voice Matters dates set 11/1 and 11/8; one for faculty/staff; one for students
- Chancellor’s Award for Adjunct nominations have been received, orientation held and will be announced shortly
- President Drumm received student email requesting a college policy covering personal technology use in the classroom. Referred to CAI, with determination that faculty are responsible for expectations within the classroom and can’t be campus-wide policy.

College Assembly

- Nominations will be out soon for Chancellor’s awards in Professional, Classified Service, and Teaching COI will be responsible for Professional and Classified Service.
- COI recommendation for renaming of the Science Building was accepted
- Textbook issue was assumed by CAI and its Textbook Subcommittee
- Workplace Violence training expanded to include Bullying is being planned for this year
- Funding for Wellness training has been received and offerings will soon be announced

Student Assembly

- Student Assembly did not meet since last COI meeting
- Vacant Vice President for Student Concerns has been filled

- H. Coggin requested assistance from COI members for updated Food Pantry request form distribution
- Bins are being set up for coat drive and food pantry collection
- A significant number of parking ticket appeals have been reviewed; mostly for parking on the grass
 - o Public Safety posted signs prohibiting parking on the grass

Executive Council

- No Report

Reports from Committees/Work Groups

Technology Committee

- C. Surdey reported that
 - o Tech Fee request forms are out
 - o Multi-media committee has been formed
 - o New campus standard is Office 2016 – new computers and labs for now. If faculty or staff want Office 2016 -- csr

Distance Learning

- Two sub-groups have been formed
 - o Online course Quality – volunteer course review / refresh for faculty
 - o Online proctoring and id verification to follow a charge from Middle States
 - Proctoring – committee will review 4 vendor demos for online proctoring
 - ID verification – follows a charge from Middle States that a plan to develop a stronger process to ensure student authenticity is needed

CPAC

- Loss of 225 parking spaces near the student village due to the new building development. Many of those spots will be recouped, so the net loss will only be about 100.
- Basketball court will be open soon with no fence and no pathways

Shared Governance Website Workgroup

- C. Surdey reported that committee has not met, however, changes and updates are in process

Old Business

Strategic Planning Data Collection

- S Adanu reported that there will be an on-line survey sent to the entire campus soliciting input on the college's vision and mission
- C. Surdey will forward the link to committee members who are asked to encourage their constituencies to respond
- Responses to the online form will go to Sesime

- A draft will be created based on the input and will be presented to COI for discussion

Announcements

- Reminder: There will be a scheduled power shutdown over the weekend of mid-semester break October 10, 11 from 7 pm Sunday night (October 9) to 3 am Monday morning (October 10)
- Banner systems are expected to be available at 6 am on Monday, October 10
- Campus community is advised to remove perishables from refrigerators and shut down all computers prior to leaving for the weekend.
- Blackboard will continue to be available throughout via the website broome.open.suny.edu
- C Surdey will send the information from the TRC since Blackboard will not be able to be accessed through MyCollege. Users will still be able to access Blackboard directly through broome.open.suny.edu.

Adjournment: 9:40 AM