

SUNY BROOME

COUNCIL FOR OPERATIONAL ISSUES

Minutes for November 17, 2022, Wales 203B and Zoom, 9:00-10:30 a.m.

College Vision: Learning today, transforming tomorrow.

College Mission: SUNY Broome Community College supports all members of the learning community by creating access to inclusive, diverse educational experiences. Success is achieved through the provision of innovative academics, transformative student support, and meaningful civic and community engagement.

Values: INQUIRY, RESPECT, INTEGRITY, TRUST, EQUITY

Attendance: David Ligeikis, Stephanie Malmberg, Conal Larkin, Rich Griffis, Silvia Briga, Jackie Nichols, Susan Wellington, Cathy Williams, Tairi Mead, Laura Hodel, David Zeggart, Howard Streby, Marty Guzzi, Deena Price, Kim McLain, Colleen Cashman, Brittney Richardson, Larry Allen, Jordan Ramsey-student representative, Carol Ross-Scott

Guest:

Alternate: Danielle Tierno/Shelli Reals

Absent/Excused: Shelli Reals, Marie Finelli

Call to Order – 9:03 AM

Establishment of Quorum / Approval of Alternates:

Adoption of Agenda

Motion by Laura Second by Marty

Approval of Minutes

(11/03/2022) Howard motion, Cathay, second

Chairperson Report/Updates

Shared Governance Chairpersons – Brittney Richardson

- SG Chairs working on restructuring of Chancellor Awards
- Ciara Cable left, leaving a vacant position for a full-time non-instructional faculty/staff open - in COI
 - There is an opening in CAI as well - will send out job descriptions for both at the same time.

College Assembly Update – (Erin Marulli):

- Dr. Drumm, reported all three (3) union contracts in place and pending BOT approval
 - Faculty Association
 - Guild
 - ESPA
- Binghamton University collaboration has been sent onto SUNY for input and approval
 - Personnel will be dealt with through attrition
 - Upper Administration will stay the same
 - Open access to remain at Broome
 - Direct any questions to Dr. Drumm

- Mike Sullivan 2021/22 budget approved by county
 - Annual audit to take place
- Dr. Kelly - Registration is open - let students know whenever you see them - remind them to register if they have not
- One on one with Student Assembly representative
- Collaboration with Student Assembly members
- Health Sciences advising hours in Decker
 - Students can go for assistance
- General Education transition
- Windsor College Express Day
 - 82 students accepted - was a great turnout
- Fast Forward programs being updated
- Fall schedule out earlier
 - Prefer a year long schedule for better preparation

Student Assembly Update – Jordan Ramsey

- Academic programs discussed with Vice President of Academic Affairs
- Change convocation to have more student involvement
 - Went to CAI for discussion - several students attended
 - Working on resolution to endorse for expansion
 - Several students attended
- Small demonstration for Liberal Arts students expressing their disappointment for more classes moving online
- Students at Student Village Center are frustrated
 - Maintenance requests are taking forever
 - They feel they are not being taken seriously
 - Spoke with Evan, Director of Residence Life
 - Some appliances are not working
- Evan should be getting back to Jordan soon

- Carol stated that student maintenance requests go through Steve
 - If nothing happens the student is guided to meet with Kalis

Executive Council Update – Carol Ross-Scott

- Notification with BU
 - Email from President later today or early tomorrow
- Efforts to change the Giving of the Toys-Christmas to Giving of the Toys Holiday Celebration - all three holidays
 - Hanukkah
 - Kwanzaa
 - Christmas
- All are to be celebrated - Drop Off Toys memo coming out later
- Home games tonight
 - Womens Basketball 6pm
 - Mens Basketball 8pm

FCCC Update – Brittney Richardson:

- Sent Follow-up document with agenda
- College Assemble endorsement for “Please Give community colleges more funding” and make it consistent year to year
 - Counties don’t necessarily have funding nor does the state
- Brittney is the representative - all vote in favor of endorsement

Reports from Committees/Working Groups –

Technology: Conal Larkin

- No updates
- Cathy brought up digital signage situation - funded by alums; they are wondering why it went dark; very distressing
 - A part needed to be replaced Vendors Tech on site- additional problems
 - The line from the Student Village Center doesn’t work casing over wire is not there
 - Additional scan card has failed but has been ordered

Distance Learning Steering Committee – Stephanie Malmberg:

- **A reminder: December 11 at 11:59pm is the last opportunity for faculty to request a course conversion**
 - This will allow enough time for courses to be sent to SUNY and then to D2L for conversion. This process may take up to 2-3 weeks. It is therefore imperative to have this deadline. **Course conversions are taking longer than usual.** We just had a batch that took more than two full weeks.
- **YuJa faculty will be receiving a communication today that indicates their need to relink all videos for the winter and spring semesters.** SUNY ITEC thought they would be able to perform this function; we received an email late last week indicating this is no longer the case. The TRC will continue to host office hours to support faculty in this process and we will be fully operational post curtailment.
- **The TRC is open to serve you.** We have Saturday Office hours this weekend from 1:30pm-4pm; we did have two folks attend our evening hours last week, and our virtual office hours saw some traffic yesterday; our TRC hours are seeing an uptick in traffic. We are increasing our office hours to meet the anticipated needs of the campus community; we have office hours next Monday 11/21 from 8-4 and 4:30-6:30 and from 9-12:30 and 1-4 on Tuesday 11/22.
- **3rd Party Integrations:** These can take 6 weeks to complete. If faculty use a 3rd party integration and have not completed the integration form, they **MUST DO THIS IMMEDIATELY.** We no longer have local control over this process, and they must work directly with their publishing/account managers to obtain the SUNY required documentation.
- **The Migration Process Demystified:** We have this handy webpage: [The Brightspace Migration Process Demystified](#), which has all of our forms, as well. The migration process has been clearly outlined and communicated. We are asking that faculty review it and think about what they still need to complete in order to be ready for our full

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production cutover to Brightspace for the WINTER semester.

- **We are also reminding faculty** that if they have requested course conversions but are not yet trained, we are holding them until they submit evidence of their training completion.

CPAC Update – Dave Ligeikis: same news as last week

- P & J Employees doing the HVAC work- prep work with Wales
 - Major work to be done during Curtailment and it starts next week.
- Bids on 12/7 ultimately go to BOT with bids
- Ongoing projects:
 - Decker work in review contracts to go in a couple of weeks
- Maintenance working hard on preparing for Open House
 - Putting Marcom signs up
- Pavilion complete between Student Services and the bus stop
 - Contact Justine .Dadamio for use
- Contact Dave with any questions

Ongoing Business

- Two more meetings this semester
- Shared Governance work group
 - committee members working on survey
- Your Voice Matters - mid December
 - Use that to go over survey
 -

New Business

- None
- Please remind faculty members to get attendance submitted for financial aid disbursements

Additional Items

Athletics:

Home games

TONIGHT

Womens Basketball tonight 6pm- OCC

Mens Basketball tonight 8pm - OCC

SATURDAY

Womens Basketball 1pm - against Cayuga

Men's Basketball 3pm - against Cayuga

Adjournment

Next Meeting December 1, 2022



Respectfully submitted,

Susan L. Wellington