



COUNCIL FOR OPERATIONAL ISSUES

Meeting Minutes for December 17, 2020, [Zoom Meeting](#), at 9:00-10:30 a.m.

Zoom link:<https://zoom.us/j/92171704816>

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

I. Call to Order 9:02

II. Establishment of Quorum / Approval of Alternates Guest - Erin Wilburn

III. Adoption of Agenda

IV. Approval of Minutes (12/3/2020) -

DLSC Shells would be created 12/22 & 12/23 blackboard update

Coursera - Spelled wrong

Motion to adopt minutes with changes

Motion passed

V. Chairperson Report/Updates

A. Shared Governance Chairpersons

- Last meeting spent preparing to present your voice matters findings to EC then be shared with the Shared Governance bodies.

B. College Assembly Update

- Budget report update
- Email forwarded to CA from Chancellor Malatras
- CA minutes are available for you to review on the shared governance website

C. Student Assembly Update

- Ricky Oundo - Happy to announce that all position have been filled in student assembly
- Toys for Tots drive was a success
- Food Vouchers program continues to be helpful to students

D. Executive Council Update

- Parking program decided employee/student lots working on enforcing this program
- Pick up genda committee
- Amy Zieziula will be leaving SUNY Broome and going to BU
 - Beginning planing on how to move forward with the housing program

E. FCCC Update

VI. Reports from Committees/Working Groups

A. Technology Committee (Fermin Romero)

- Discussing what Tech Committee does and what they should handle to redefine it with the intention to be more effective than in the past

- Goal to make sure the members reach out to their constituents
- Any questions please reach out to Fermin
 - Laptops should be returned the last day before classes
 - Emails have been sent out requesting return of the laptops
 - Students who have registered for Spring can keep the laptops - reply to the email requesting an extension into Spring 2021
- B. Distance Learning Steering Committee (Carine Surdey)
 - Carine - has not met since the last report
 - Blackboard update will be made on early morning 12/23 midnite
 - This will include bug fixes
 - Moving forward on the DL strategic plan
 - Messaging to faculty will be sent out about blackboard orientation and how to implement it into their planning and preparation for spring
 - Marty - does the update impact fall grading?
 - No it will not impact grades
 - Full access to blackboard will be available by 7am
- C. CPAC Update (David Ligeikis)
 - Not present/ no update

VII. Ongoing Business

- A. SG Assessment- Chair Term Limits
 - No updates
- B. Chair Election
 - A poll has been opened to cast vote for Chair Elect COI 2021
 - Interoffice Communication of New Hires- EC Memo
 - A draft for memo has been sent to CA CAI then will be sent to EC
 - Once the memos have been collected they will be available for review by COI

VIII. New Business

- A. Middle States Self Study
 - Guest Kim and Andrew to present on the self study
 - Thanking the campus for their efforts and support in conducting the self study.
 - Review of the seven standards and how we meet the criteria and review of the opportunities for improvement
 - Review of this information or questions contact Kim Mclain or Andrew Haggerty
 - The chair will be responding with feedback in January and February
 - Site visit from the site team will occur in March
 - Information on what that will look like will be sent out to campus and will include what will be asked of you in preparation for the visit.
 - This year has included an addendum on how the campus is handling providing services through the pandemic.

IX. Additional Items of Business

- **Rich Griffis** - Power outages have made it difficult to work remotely and can't log into accounts resulting in slowing down the processes.
 - Remote desktop is not available when the power goes out
 - Admissions cannot access desktop - they may have to wait until tomorrow (12.17) to

- access some information
- Registrar cannot access desktop but can utilize the remote apps through citrix
- Carine - IT is aware of the issue and they are currently working on fixing this. If your physical campus PC is not on these will not work.
- Shelli - ITS techs cannot get on campus to turn on the campus computer desktops
- Dr. Ross - Asked for a campus update about the power outage and what they can expect.

X. Adjournment - Thank you from COI and enjoy your curtailment and Holiday 9:57

Next Meeting: January 28, 2021



COUNCIL FOR OPERATIONAL ISSUES

Council for Operational Issues Membership/Attendance (12 = quorum)			
Enrollment & Retention Working Group (COI Chair):	Brittney Richardson	(Votes)	
Distance Learning Steering Committee:	Carine Surdey	(Votes)	
Technology Committee:	Fermin Romero	(Votes)	
Banner Core:	Rich Griffis	(Votes)	
Grants Planning:	Shelli Cordisco	(Votes)	
Campus Operations:	David Ligeikis	(Votes)	
Health and Safety:	Marie Finelli	(Votes)	
Processing Departments:	Marty Guzzi	(Votes)	
Budget and Finance Office:	Larry Allen	(Votes)	
Marketing and Communications:	Ashley Blackwell	(Votes)	
Human Resources:	Lynn Fedorchak	(Votes)	
Student Development & Diversity:	Brett Carter	(Votes)	
Student Assembly:	Ricky Oundo	(Votes)	

Student Assembly:	(Vacant)	(Votes)	
FSA:	Jackie Nichols	(Votes)	
Foundation:	Cathy Williams	(Votes)	
FT Instructional Faculty	Kerry Weber	(Votes)	
FT Instructional Faculty	Jason Smith	(Votes)	
FT Non-Instructional Faculty:	Ciara Cable	(Votes)	
Adjunct Faculty	Lisa Antalek	(Votes)	
Classified Service (ESPA):	Deena Price	(Votes)	
At Large:	Valerie Carnegie	(Votes)	
Dean of Inst. Effectiveness & Enrollment Planning:	Kimberly McLain	(Non-Voting)	
Parliamentarian:	(Vacant)	(Non-voting)	
VP for Student Development/CDO:	Carol Ross	(Non-voting)	
Guest:	Guest:		
Guest:	Guest:		
Guest:	Guest:		