



## COUNCIL FOR OPERATIONAL ISSUES

Agenda for December 3, 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

**Attendees:** Brittney Richardson, Carine Surdey, Richard Griffis, Shelli Cordisco, Dave Ligeikis, Marie Finelli, Marty Guzzi, Larry Allen, Ashley Blackwell, Brett Carter, Jackie Nichols, Kerry Weber, Deena Price, Valerie Carnegie, Kim McLain, Fermin Romero, Ciara Cable, Carol Ross, Ricky Oundo, Cathy Williams

**Absent/Excused:** Jason Smith, Lisa Antalek, Lynn Fedorchak

**Guests:** Claudia Beebe, Carol Church

### I. Call to Order

### II. Establishment of Quorum / Approval of Alternates - No alternates

- Guest - Carol Church

### III. Adoption of Agenda

- Kerry Weber nominated Brittney Richardson for COI Chair

### IV. Approval of Minutes (11/19/2020)

### V. Chairperson Report/Updates

#### A. Shared Governance Chairpersons

- Can a student be chair of COI?
- Technically any one who is a voting member can serve as Chair
- The student government position is only one year the student would need to be elected for two years into student council
- Spring SG meeting scheduled will be sent out with Zoom links and calendar invites

#### B. College Assembly Update

- Workgroups being developed
  - Tech workgroup - technology and how we use them
  - Jesse Wells - Enrollment Workgroup
  - Gina Chase
- HyFlex - Options webinars
- Spring schedule is being submitted to SUNY for approval
- Online Course Orientation is continued to be developed
- DeQue University training until February
- Budget report - Putting together a forecast to be presented to CA
- Mandatory testing for residential students and commuter students
- Dr. Drumm not in attendance but has sent out a campus wide email with

updates

#### C. Student Assembly Update

- Peer to peer calling for updates on food needs for students
- Giving of the toys has been on going collecting toys
- Positions have been filled and everyone continues work on projects

#### D. Executive Council Update

- Office coverage and concerns about working remotely and offices are not being covered
  - Offices needs to make sure that phones are forwarded to people if they are remote
  - Holiday break - Offices have to be covered during this time
- Parking discussions
  - Progress and implementation of employee student parking first come first serve
  - Plan for implementation for parking violations
  - Designated spaces for handicapped parking, drop off parking
  - Holding employees responsible for repeated parking violations
- Continued testing
  - Some pools have come back positive followup in regards to that continues
  - Repeat testing for students for winter break
- Part time nurse to start November 7th to assist with testing, intervention to make sure that our students are well - Grant funded position
- Family support person will start November 4th - to assist single parent students - Grant funded position
  - If anyone needs to refer as single parent student for assistance please connect with Shelly Cordisco or Daniel Tierno
  - When Gabby begins please send her email to admissions
- Toys for Tots collection Friday December 4th at noon Lot 18 12-1

#### E. FCCC Update

- President of FCCC indicated changing are to come with the new SUNY Chancellor
  - More information to come
- NY State and the Governor is partnering with CORSERA for Workforce Development options
  - Concerns how this will impact Community Colleges
  - Any questions please contact Stephanie Malmbert

### **VI. Reports from Committees/Working Groups**

#### A. Technology Committee (Fermin Romero)

- A date has been set for next wednesday
- Goals - to define what Tech Committee will focus on
- Review of forwarding phone calls internally
  - When you forward a phone to one of the cell phones when you don't pick up it will go to that cell phones personal voicemail and not the offices voicemail
  - Make sure there is a proper message if you are forwarding that to your

personal message

- Curtailment - is there a way for staff to borrow a cell phone over curtailment to remain open?
  - Contact Fermin if you have more questions about phones
- Virtual Phone on a personal phone using One Talk are available
- Instructions for using phones can be found on MyCollege in the forms section

#### B. Distance Learning Steering Committee (Carine Surdey)

- Meeting Dec 2nd -
- Blackboard shells for Winter will be created Dec 4th Spring Dec 24 one month before the semester begins one month before
  - Creating them early created issues when things needed to be changed
- Blackboard will be updated on 12/24 will fix any bugs during maintenance window 12am - 6am
- Blackboard collaborate will be updating on 12/10 during the maintenance window
- Bug Fixes and enhancements regarding formatting messages in the chat, increasing the number of participants in a room at a given time (1000 users per room)
- HyFlex - Created listing of considerations and questions for moving toward HyFlex modality
  - Interest and excitement with faculty to try out these modality
  - Presentations will continue on HyFlex workshops you are encouraged to attend
- CircleIn - System that will be implemented in spring
  - CircleIn is a platform where they can communicate with each other outside of the class. Integrated with blackboard and can connect with students
    - Form study groups
    - Flash cards
    - Tutors can be added
    - Instructors can monitor some issues they are having
    - Operates on a reward system as they engage with the platform they can turn in for prizes
  - A CircleIn Core Team is being formed to discuss implementation
  - Student driven - How to market this to our students
  - Many SUNY colleges are using this tool
- Draft list of goals for Strategic Planning to be forwarded to Dr. Haynes
- Blackboard orientation is ongoing to be completed by Spring
- All Zoom meetings should be using a passcode

#### C. CPAC Update (David Ligeikis)

- Continued work around campus Library exterior, Copy center & Music Room is almost complete - COO will be given soon
- Payroll office is being expanded
- Painted interior and exterior
- New doors on campus
- Confusion around getting around - a weekly update through marcom about

- what's going on
- Closing a number of parking lots on campus - will save efforts on snow and ice removal
  - Working with public safety to chain off these areas
- Heat will be turned down in buildings that are not being used across campus
  - Marty and Penny will develop plan for how to best control the temp

## **VII. Ongoing Business**

### A. SG Assessment- Chair Term Limits

- If anyone is interested in joining the group to discuss chair limits please let Brittney know

### B. Chair Nominations/Elections

- Submit nominations

### C. Your Voice Matters- Updates

- Chairs are in the process of outlining their notes to present findings at executive council and then the SG bodies
- Talking about shared governance vs union issues
- Any issues that pertains of identified at being related to facilities please send to Facilities/Dave Ligeikis

## **VIII. New Business**

### A. Office Coverage

- Covered in Dr. Ross report

### B. Communications on New Hires/Changes- Your Voice Matters Update

- Determined that this would be taken back to chairs and executive council
- Brought up in your voice matters again - that a notification should go out when changes are made
- COI recommended that chairs and deans should communicate about new hires and changes with in their groups
- Dr. Ross-Scott spoke about this at executive council and the value of the community knowing who is here
  - Recommend that Chairs and Deans put forth a procedure that gives the announce
  - Chairs should create a tangible action chairs and deans or HR putting in an announcement in the FOCUS
  - Recommendation for an announcement to the community should include: Who's been hired, what their position is, an announcement a post in the FOCUS
    - Executive council would determine how the process would go. Who's responsible for this HR or the VP?

## **IX. Additional Items of Business**

- Fermin - the network will be down on Dec 12th during 4 hour span email with more details will be sent
- Thursday Dec. 17th last meeting for the semester
- Cathy thanks everyone for their hard work
- Wear your ugly sweaters on Dec 17th

## **X. Adjournment**

Next Meeting: Thursday December 17, 2020

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



**COUNCIL FOR OPERATIONAL ISSUES**

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

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