

**SUNY Broome Community College**  
**Council for Operational Issues**

**December 15, 2016**

**W 203B – 9:00 a.m.**

**Minutes**

Attended: Carine Surdey, Tom Jahn, Shelli Cordisco, John Ruck, Marty Guzzi, Larry Allen, Ashley Blackwell, Lynn Fedorchak, Terri Fadden, Joseph Seif, Heather Coggin, Cheryl Smith, Chris Kushner, Tom Reid, Silvia Briga, Ciara Cable, Susan George, Howard Streby, Scott Kavulich, Debra Morello, Michael Sullivan

Alternates: Terry Nunn, (for Phil Testa)

Absent: Sesime Adanu

Excused: Mike Dunham, John Petkash, Heather Coggin, Andrea Roma

- I. Call to Order - 9:02
  - II. Establishment of Quorum/ Approval of Alternates - Terry for Phil Testa - Approved
  - III. Adoption of Agenda - Michael Sullivan (New Business); Recycling and Shredding removed as it was resolved - Approved
  - IV. Approval of Minutes (both 11/17 & 12/1) - Approved
  - V. Chairperson Report/Updates
- A. Shared Governance Chairpersons -
    - Spring your voice matters scheduled being formed
  - B. College Assembly Update -
    - Weather related delay and classes - wording of message and confusion of when class begins
    - Non shreddable items being placed in the bins - not all offices have bins
      - More bins requested
    - Articulation Agreement discussions from Francis Battisti
    - Diversity Statement - has been approved and will be sent out
    - College Calendar - Committee drafted a version of the Calendar out to 2021 to be reviewed.
  - C. Student Assembly Update -
    - Tabling event for ASK event - facilitate discussion and questions regarding diversity (diversity awareness)
    - Revision of constitution
      - Voting process TBD
  - D. Executive Council Update -

- Debbie Morello - Jason Garnar attended the meeting to discuss relationship with the college and plans for the future
- Discussion about retention, demographics, budget and GPA levels for our students
- IDC Soldering Lab
- Progression of the Greenhouse - Trip to Cornell to see how a Greenhouse and hydroponics works and how to implement it on SUNY Broome campus.
- Hiring Freeze - unless ROI can be proven
- Housing staff - possible 10 hour/week position to mitigate issues in housing in addition to the partnership with BingoHousing to help students find a safe place to live.

## VI. Reports from Committees/Working Groups

- A. Technology Committee - Last meeting of the semester completed revision of the tech surveys
- B. Distance Learning Steering Committee -
  - Final meeting; State reciprocity agreement - review of the application to see if SUNY Broome is able to apply
  - Faculty contract - Work for hire where faculty could sell their courses to the college for use; ensuring continuity in program content. New contract constructed and will be submitted to Labor Council to be approved by Spring semester.
- C. CPAC -
  - No updates

## VII. Old Business

- A. Chair-Elect Nominations -
  - Email soliciting nominations - limited response, asking for volunteers. Carine Surdey nominated by committee and she has accepted
- B. Safety and Security Committee -
  - Each of the SG bodies should have a rep. on the SSC - Cheryl Smith is member from COI
- C. Recycling Bin and Shredding Memo - Removed has been resolved

## VIII. New Business

- A. Assessment of Shared Governance – Giovanni Scaringi
  - Middle States requirement - What does COI want to see in the assessment (broad view) asking for any requests from the committee.
    - No previous assessment have been run

- Possible survey from the committee - evaluating them and their constituents, reaching out to them to hear their thoughts
    - Possibly placing minutes in a more public place
      - They are linked on SUNY Broome Today
    - Ideas on how to carry out the communications to people outside of the committee - beyond the people in this room.
    - Relating back to the revision of the shared governance website (launch for spring) and the benefits of being involved.
    - Marty Guzzi - How to find follow up - information after decisions are made?
      - Maintenance of the SG spreadsheet
        - Possibly housing it with the password protected SG minutes
    - Possible - Case study approach - to ensure internal validity
    - We will continue this discussion in SG bodies and relay information as it progresses.
- B. COI Board of Trustees Update -
- Carine will give an update to BoT today
    - Talking about SG Website revision
    - Chancellor's Awards process
- C. SUNY Broome Diversity Statement
- D. Spring Meeting Dates -
- Dates have been sent out
    - All meetings have been scheduled for w203b
- E. Budget Report - Michael Sullivan
- Larry Allen - Enrollment and Financial reporting
  - Purpose - diagnostic rather than prescriptive approach, looking at the analytics to get a feel for what aspects drive the college's financial results.
  - No final decisions have been made other than suggestions for moving forward
  - Enrollment and predicting enrollment -
    - Five years of trend data to predict
    - Fall enrollment 50% of total
      - Spring 44% of total
      - Winter & Summer 6%
    - Anticipating the data helps dictate staffing patterns
      - Excluding FF - because it is taught by HS faculty
    - Decline - totaling in 6.4%
  - Analyze the labor costs and trend projection
    - Payroll - labor & Benefits 85% (significant)

- It is a labor intensive institution that needs to be managed as efficiently as possible.
  - Fringe benefits at 47%
    - How does the % to that of other institutions (public)
      - Other public institution usually have higher percentages
- Enrollment & Revenue recommendation
  - Take steps to reduce the gap - enrollment down 2 -2.5% not significantly different from last years -
    - Reasonable target option agreed not to exceed last year's budget
    - Focus on personnel and contractual services/travel
      - Loaded revised budgets - resulting in balancing the year's budget
      - PAR - (Most impacting Directors and Chairpersons level personnel) Requiring documentation and explanation as to why the position needs to be refilled.
        - Submitted to HR.
        - Disseminated by related financial type
        - VP
        - Executive Council
    - Requirement of budget reports to SUNY
      - Diagnostic results reveal that - Enrollment has been declining while revenue/costs are at an increase
    - Budget reports in SG will be given quarterly
  - Not a sustainable system -
  - Shared Governance and Shared Prudence in decision making

IX. Adjournment - 10:24

**Next Meeting Date: February 2 -- 9:00 -10:30 a.m. W203B**