

**Broome Community College  
Council for Operational Issues  
October 20, 2016  
W203B – 9:00 AM  
Meeting Minutes**

**Attended:** Mike Dunham, Carine Surdey, John Petkash, Shelli Cordisco, Phil Testa, John Ruck, Marty Guzzi, Ashley Blackwell, Lynn Fedorchak, Joseph Seif, Heather Coggin, Cheryl Smith, Chris Kushner, Tom Reid, Silvia Briga, Ciara Cable, Susan George, Howard Streby, Scott Kavulich, Debra Morello

**Alternates:** JoEllen Hartman (for Tom Jahn), Tamara Salton (for Larry Allen)

**Absent:** Sesime Adanu

**Excused:** Terri Fadden, Andrea Roma

**Guests:** None

I. Call to Order - Quorum - 9:03

II. Establishment of Quorum/ Approval of Alternates - Approved

III. Adoption of Agenda - Motion to approve agenda - approved

IV. Approval of Minutes - Motion approve minutes - approved

V. Chairperson Report/Updates

**A. Shared Governance Chairpersons -**

- Your Voice Matters Meetings set for 11/1 students, 11/8 Faculty 11am -12 in decker 201 advertisements to follow
- Adjunct awards - packets due -
- Professional services & classified service nominations due 10/26 - Packets from nominees due mid-January

**B. College Assembly Update -**

- Met Monday - Gio Scaringi talked about calendar development.
- SUNY Applied Learning - Campus need to decide if they want to bring Applied Learning into graduation or not to include a campus wide curriculum requirement.
- Laura Hodel - Broome Spirit Day - Encourages faculty & staff to wear Broome Logo attire on Fridays
- Achieving Success - Two groups moving forward - Dr. Drum talked about the next year's reorganizations - Debbie Morello will be retiring in the next coming year - how the college will move forward in her absence.
- Jason Boring - Diversity Taskforce website demonstration - Hunger Banquet platform want to incorporate this into the learning curriculum in the classroom

**C. Student Assembly Update -**

- Heather Coggin- Coat drive & food pantry donations - Working on inventory and advertisements
- Looking to update the constitution, to go into effect for next year.
- Peer to peer marketplace - Safe Zone Training on 11/7 certificate based
  - if you are interested please contact Heather
- Co-advisor nomination for Doug Garner was voted on and passed.
- Joseph Seif - coordinating a fundraiser to benefit refugees, more information/ want to get involved please contact Joseph

#### **D. Executive Council Update -**

- Debbie Morello - Enrollment down 2.2 % - Looking to decrease the momentum of this. Michael Sullivan - Initiative to take the top five priorities and fit them into the structure of master plan to mitigate “burnout” - (Incubator, Student Housing, Greenhouse as examples.)
- Lynn- Gives perspective “what does SUNY Broome want to present to the community in order to attain goals” This is a work in progress and concerns the fact that often priorities of the college change all the time and how do we compensate for this change and attain our goals and how does this fit into the overall strategic plan.
- Ideas brought forth to open up communication on campus - having representatives that communicate what is going on in the CA and administrative initiatives to make everyone aware.
- Achieving Success - There is confusion on campus about what this is and what it means for our campus.
  - What it means - “How do we retain students and achieve equity”
  - John Petkash - making informed decisions based on data - looking at best practice and what the campus is doing well and communicating these strategies to demonstrate the successes to the campus community.
- Lynn - Spoke about Open Enrollment 11/3 for employee benefits fair in the AT 11-1 - vendors will be available to answer questions -
  - Enrollment will be through 11/18 - this is the time you can change your health insurance - all forms available online -
  - Please share this with everyone on campus. Any questions please contact HR.

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

### **A. Technology Committee -**

- 1.) John Petkash information security program - education users on cyber security - purchased a security awareness program - anyone on campus can use the modules with a SUNY Broome ID - Phishing Scams - CC Fraud - Send him an email if you are interested.
- 2.) Using a network control - to lock computer when the computer is left open or forget to logout it would automatically logout. Vetted - going to recommend this to EC - 30 Minutes of nonuse will lock out.
- 3.) Student Technology Survey -  $\frac{3}{4}$  through data - many potential recommendations - Subtle changes - Overwhelming response from students - Potential summary documents

of recommendations - "We heard you" document letting the campus know their survey recommendations are being considered

#### **B. Distance Learning Steering Committee -**

- Workgroups have noticed students concerned with a lack of consistency in course structure - the group is working on a "user friendliness check"
  - User friendly certified by a rep making suggestions to instructors on how to make the courses more user friendly and consistent.
- New FA contract in place for Online course materials - addresses - "work for hire" - coming together in an agreement for the college to purchase the intellectual property from these courses

#### **C. CPAC -**

- Phil - 400K approval of campus spending - total of 37 projects - cannot take on any more additional projects due to the number of capital projects in current progress
- 150K taken out to put into a "safe" fund - which is contingent upon enrollment -
  - 250 K to spend in the 1st semester
- Phil will be able to report in detail about the specifics after implementation of the new process and approval of all total 13 projects. Actions at this time:
  - 1.) list of projects to the Executive team
  - 2.) Ex. Team talks about what will be approved
- Carnegie - Moving forward
- Mechanical Building - 10/25 meeting
- 3rd floor of the incubator - Meeting weekly - challenges to communicate needs desires and wants to make sure Broome gets what they need
- CEA - Hydroponics building - meeting this week to discuss moving forward

#### **D. Shared Governance Website Workgroup -**

- Website progress demo - Carine. Taken the information from Mycollege (same content) organized in a friendlier manner.
  - This is not launched yet. More in depth information on what each governing body does.
  - This will include Links to bylaws and the current membership of each group. (Middle States requirement to have full length constitution and bylaws in a PDF document printable document. (Penny) )
  - Creation of user friendly agenda & minutes - linked to mycollege- anyone wishing to see them will need the password to open the protected folder for each of the groups
    - They posted as attachments - starting with the 2016 minutes back to 2015 year
    - Decided to go back only one year and archive the past minutes in the O: drive to keep the new site uncluttered.
- **Student of Concern -**
  - How to submit an issue or concern - reaching out to the shared governance bodies

- When your voice matters invites go out - they will include a note about “**if you cannot attend - submit this anonymous form via the shared governance website**”
- Shared governance as its own email address - [sharedgovernance@sunybroome.edu](mailto:sharedgovernance@sunybroome.edu)
  - Howard Streby - make recommendation to change **College Assembly** at the top of **Submit An Issue** - to make it more generic phrasing to include all governing bodies
  - How to Find Shared Governance through the website - Hit the **About** “button” on the suny broome home page.
    - FAQ - nothing to do with shared governance and it is from the old webpage - needs to be updated
- **Current Web Page format** - Need to talk to college assembly on what to do with the current web page format -
  - Examples: Getting rid of **or** reissuing the site the non-used buttons and information.

Purpose intended to have all of the committees and documents in one place - however some of the listed committees are NOT part of shared governance.

Howard Streby - would like the executive council - minutes listed - people want to see trustee & EC minutes - focusing on what people want to see and limiting what people don't want to see.

JP - Template had been designed, adherence by users not implemented.

## VII. Old Business

### A. Shared Governance Website Progress – Demo (Carine)

## VIII. New Business

### A. Bike racks on campus and bike rental program (SA)

- Student of Concern that came through - there are 5 on main campus - no bike rack near the student center - possibility to indicate on the campus map - however it may then be cluttered
  - \*\*Heather Coggin did not see the student of concern before Amanda submitted them to Carine – and they did not survey the area before they submitted the form.

### B. Parking Concerns (SA)

- Heather does communicate with the student of concerns submissions

### C. Larger desks update (SA)

- Phil had been looking into the cost of this 26K - the implementation of this will depend on enrollment in the coming year

### D. Lounge Areas vs. areas to study (SA) -

- Concerned about location of study areas and they don't know where the quiet spaces are - creating signs for the quiet spaces -

- Phil mentioned increase study carrels - Carine also reaffirms that the library is quite loud
- E. Dark Rooms are not ADA compliant (SA) -
  - Disabilities non accessible -
    - Phil - we are in the process of updating mechanical building and the plan is to renovate the dark room space once the SB moves back into mechanical summer of 2018 -
      - Date to be addressed in late summer of 2018

IX. Adjournment 10:03 pm motion to adjourn - passes

- next meeting will be November 3 -- 9:00 -10:30 a.m. W203B