

SUNY Broome Community College
COUNCIL FOR OPERATIONAL ISSUES

February 2, 2017

W 203B – 9:00 a.m.

Minutes

Attended: Carine Surdey, John Petkash, Tom Jahn, Shelli Cordisco, John Ruck, Marty Guzzi, Larry Allen, Ashley Blackwell, Terri Fadden, Rasheed Mclean, Cheryl Smith, Chris Kushner, Tom Reid, Silvia Briga, Ciara Cable, Susan George, Howard Streby, Scott Kavulich, Debra Morello

Alternates: Terry Nunn, (for Phil Testa), Karan Drum (for Lynn Fedorchak)

Guest: Rachael Hagerman

Absent: Sesime Adanu

Excused: Mike Dunham, Heather Coggin, Andrea Roma

- I. Call to Order: 9:03 am
- II. Establishment of Quorum/ Approval of Alternates: Karan Drum & Terry Nunn
- III. Adoption of Agenda: Approval
- IV. Approval of Minutes (12/15): Approval with attendance added; no edits
- V. Chairperson Report/Updates
 - A. Shared Governance Chairpersons:
 - i. Met last week
 - ii. Announcements and requests from Penny:
 1. Any members that need name tags: Rasheed, Chris Kushner, Karan Drum
 2. Democratic rules of Order - Available to read and review (available in the TRC upon request)
 3. Your voice matters events coming up
 - B. College Assembly Update:
 - i. Jesse Wells presentation on Spring to Fall demographics survey of why students did not return.
 1. Data available on request from Carine
 - ii. Wording of Campus delays messaging edits approved
 - iii. Reconvene College website group to work on edits (wording)
 - iv. Budget discussion - Michael Sullivan
 - C. Student Assembly Update:
 - i. Rasheed- Continued review and revision of Student Assembly Charter by members.
 - D. Executive Council Update:

- i. Debbie Morello:
- ii. Budget discussion about cost of running a course vs. students needs
- iii. Why do students leave - Discussion of on campus job opportunity for students, helping students learn how to have a job
 - 1. Ciara - review pathway to communicating job opportunities to students via the website and focus/buzz articles
 - 2. Karan Drum - suggests a form be created on how to locate jobs
 - 3. How do students initially find a job on campus
 - a. Financial Aid should be communicating job opportunities (financial aid may impact job opportunity)
 - b. Website
 - c. Visit offices directly
 - 4. Rasheed (student assembly rep.)- Advises that students don't check e-mail and using it wouldn't be useful
 - a. Ciara Cable acknowledges the advices as an ongoing problem (students not using email)
- iv. Budget - looking at divisions to balance out the budget
 - 1. Contracted areas
- v. Open search for Child Care Center opening and VP for Student Affairs & Economic Development
 - 1. FSA and Diversity will not be part of the VP job
 - a. Looking at the future of FSA and its roles at the college
- vi. Discussion of job retraining opportunities for community members and unemployed
 - 1. Discussion about including space options for entrepreneurs in the community
 - 2. RFP - When released Broome plans to apply for One stop grant funding for workforce development

VI. Reports from Committees/Working Groups

A. Technology Committee:

- a. John Petkash - has not met this semester
- b. Plan to continue discussions on recommendations for upgrades
- c. Faculty staff recommendation survey plans for the Fall semester
- d. Current Security awareness survey -
 - i. Mandated by state of New York as an annual training (no hard deadline) compliance based on those who participate, staff is encouraged to participate

B. Distance Learning Steering Committee

- a. Carine Surdey - have not met yet
 - i. Plans to continue discussions on Online usability certification
 - 1. Faculty can sign up to have their courses reviewed for usability
 - 2. # 1 complaint from users is inconsistency from one online course to another
 - ii. Teaching squares - a plan that will include instructors reviewing each other's courses and provide feedback for improvement
 - iii. Review of course size and best practices
 - iv. Review of SUNY Broome's current compliance for reciprocity

agreement

C. CPAC -

a. Terry Nunn -

- i. Culinary projects will be going out to bid mid February
- ii. Mechanical Building - going out to bid mid march
- iii. Test well for geothermal has been dug: continuing on schedule

VII. Old Business

VIII. New Business

1. FCCC Resolutions – Rachael Hagerman:

- a. Seeking campus endorsement of documents by all four shared governance bodies
 - i. Choose to endorse or not endorse by next meeting 2/16 (for march 1st deadline)
 - ii. Any questions please email Rachael Hagerman
- b. Diversity & Inclusion plans: Community colleges need to uphold and maintain inclusivity of diverse student populations on campus
- c. Maintenance of Effort Funding - ask legislation for funding based on rational tuition plan. Highlighting the differences between funding of k-12, 4 year vs community college
- d. Child Care funding - Highlighting Teach New York to include more trained student teachers to teach at them. Many community college students who are also parents that need to work and also need child care options.

2. Closing/Delay Announcements:

- a. Thomas Jahn: Bringing discussion of the time the message for delay or closing goes out to the college/public
 - i. Debbie Morello: also received concerns about the time the message being sent out. Discussions between Public Safety and Michael Sullivan - request that message be sent by 6 am.
 1. John Petkash - there is a statement that lays out the determinations made about the time the messages need to be sent out.
 - b. committee will take this topic to other SG bodies for ideas on resolution

3. Chancellor's award- moving forward with nominations

- a. Feb 10th determination to the president
- b. Feb 14 to SUNY central

4. Karan Drum - Asks for process of notifying HR about who is in the place of Chairperson in shared governance bodies or when there are changes.

- a. Currently not aware of any process or procedure for changes that are made.
- b. Howard Streby - recommends that notifications of change go through Penny
- c. Carine Surdey will bring this up at SG Chairs meeting for discussion to come up with a formal policy or procedure documentation.

IX. Adjournment: 9:50

Next Meeting Date: February 16 -- 9:00 -10:30 a.m. W203B