

SUNY BROOME

COUNCIL FOR OPERATIONAL ISSUES Draft Minutes November 7, 2019, in Wales 203B at 9:00 a.m.

Attendees: Brittney Richardson, Carine Surdey, John Petkash, Thomas Jahn, Shelli Coridsco, Hans Van Houten, Ashley Blackwell, Cheryl Smith, Julianne Klepfer, Ciara Cable, Laura Hodel, Kimberly McLain, Lisa Schappert, Sara Rose, Karan Drum, Nadar Ali, Nick Gilbert, Benjamin Kircher

Absent/Excused: David Ligeikis, Larry Allen, Deena Price, Scott Schuhert, Timothy Shea, Dr. Carol Ross

Guests: Peraung Burley, Andrew Haggerty

- I. **Call to Order: 9:03 a. m.**
- II. **Establishment of Quorum / Approval of Alternates**
 - A. Quorum was established.
 - B. The following alternates were approved:
 - Karan Drum for Lynn Fedorchak
 - C. The following alternates were present without need of approval:
 - Lisa Schappert for Cathy Williams
 - Sara Rose for Elizabeth McGrath
 - Nadar Ali for Marty Guzzi
- III. **Adoption of Agenda**
 - A. Agenda was adopted as presented
 - Andrew Haggerty's presentation (under New Business) on Shared Governance however the Assessment Committee discussion was moved to the first item.
- IV. **Approval of Minutes (10/24/2019)**
 - A. Minutes were approved as written
- V. **Chairperson Report/Updates**
 - A. Shared Governance Chairpersons (Thomas Jahn)
 - The YVM Faculty/Staff event occur on November 14, 2019 in AT 200.
 - Discussed how to proceed with Assessment
 - B. College Assembly Update: (Thomas Jahn)
 - Mentioned Jim McGee document and raw data was shared by President Drumm
 - VP of Finance noted that the Capital Projects Forms were due last week.
 - The 3 Initiatives from the F.C.C.C. (Stephanie Malmberg submitted for our endorsement at the last meeting) were approved by the BOT.
 - C. Student Assembly Update: (Nick Gilbert and Benjamin Kircher)
 - Benjamin introduced himself as the new VP of administration and confirmed that he would be regularly attending COI meetings.
 - Nick reported that the SA was working to decrease the prices in the café, in order to make them more affordable for the students.
 - Food Pantry Committee (discuss issue later in meeting) is up and running.

- Blue Lights Committee- security is already involved and working on the issue of increasing and improving the Blue Light access on campus.
 - a) Blue Lights are not adequate for student needs.
 - b) Investigating a phone app that if you press a button when you leave class, but do not press it again once at your destination this triggers security to investigate.
 - c) John Petkash noted that the campus is investigating a Blue Light system for the new Carnegie Center through Verizon and that the college may consider expanding this to main campus in the future.
- Laura Hodel brought up the need, especially in the older buildings on campus, for an emergency light system when the power goes out (as it did a few weeks ago).

D. Executive Council Update (Kimberly McLain)

- Discussed that the Middle States work groups were doing an amazing job.
- Middle States process is coming together nicely.
- Work groups are providing the Middle States Steering Committee with excellent presentation of work done this far.

VI. Reports from Committees/Working Groups

A. Technology Committee (John Petkash)

- John brought up the issue of students not being aware that their laptops, smartphones and tablets are often not compatible with the Distance Learning Courses they are taking.
 - a) Needs to be a better way to get the message out to them before they sign up for a Distance Learning Course and/or purchase a laptop etc. for the course they are taking.
 - b) Important to let the students know that the library and IT have laptops that can be loaned out to students on a temporary basis to meet their needs.
 - (1) Laptops in library are for library use only.
 - c) Nick Gilbert inquired about the advertisement of lab locations on campus and noted that some are underutilized.
 - (1) John noted that this information was on the website
 - (2) John also reported that K2-analysis software is currently being utilized to track hours and locations of most frequent computer lab use.
- John also noted that IT would be implementing changes based on a student opinion survey of Spring 2019, regarding faculty use of innovative technology in the classroom.
 - a) This is in response to student reporting a decrease in innovative technology use in the classroom on a previous survey.
 - b) Working on revising the survey to determine what students are looking for.

- c) Looking to roll out the survey by December 1, 2019.
 - (1) SA will assist in getting student participation on this survey.
- d) John will have final copy for COI to review at the next meeting.

B. Distance Learning Steering Committee (Carine Surdey)

- Met November 6, 2019
- Discussed the Technology Survey John mentioned.
 - a) Working on 1 or 2 questions about Blackboard use.
 - b) These questions will focus on functionality, not act as individual course evaluations.
- Carine will be attending a SUNY conference next week.
 - a) Focus will be on discussing how other colleges are containing the cost of the use of Examyty.
 - (1) Examyty has been adopted by SUNY online.
- Working on a process for introducing new online programs on campus
- Blackboard 1, 2, 3 training for supplementing in seat classroom instructor use will go live in the Spring 2020.
- Exciting news: SUNY online has recognized SUNY Broome as a pioneer in online training for Blackboard and will be giving SUNY Broome credit for this.

C. CPAC Update (David Ligeikis)

- Hans reported that CPAC has not met since last meeting.
- No update given

VII. Ongoing Business

A. Parking Committee Update

- Committee has not met since last COI meeting
- No update given

VIII. New Business

A. Shared Governance Assessment Committee update presented by Andrew Haggerty

- Seeking a minimum of two members from COI to assist in the process
- Duties may include looking at analysis, speaking with previous chairs, review of minutes to determine if missions are being met.
 - a) Andrew noted that our Middle States visit is next year
 - b) Time to assess the 8 year SG process/effectiveness
 - (1) Review of Survey of SG effectiveness
 - (2) Review of minutes/proposals to see if items/issues were acted on and resolved.
 - (3) Review structure of SG
 - (4) Etc.
 - c) Andrew is seeking volunteers from each SG body to be members of this Assessment Committee.
 - (1) Seeking to determine if there was interest from this SG body
 - d) Kim noted that she was unsure if there was, an actual committee yet

formed out of CA.

(1) Charge should come from Angie from CA

- e) Tabled until clarification regarding the formation of this committee is obtained.
- f) Brittney Richardson and Julianne Klepfer noted that they would be interested in being a part of the Assessment Committee once it was formally formed.

B. 3 Resolutions regarding the following presented by Stephanie Malmberg

- FCCC Resolution in support of the Funding Model for Community College
- FCCC Resolution in support of Child Care Center Funding
- FCCC Resolution on Gender Inclusivity on the SUNY Application
 - a) Discussed that these were already passed at the BOT
 - b) Passed at CA
 - c) Ciara Cable made a motion that COI endorse the 3 proposals brought forward from the FCC that were approved by the BOT.
 - (1) 11 approved
 - (2) 0 opposed
 - (3) 0 abstentions

C. Seeking nominations for COI Chair Elect for election on November 21, 2019

- Thomas Jahn self-nominated
- Brittney Richardson self-nominated.

D. SG Issue #46 - Broken basketball hoop lifts, leaking roof, request for additional tables

- Sent an email to David Ligeikis regarding this.
- Work orders were not getting these fixed.
- West Gym or Baldwin Gym?
- Roof is getting repaired
- Karan inquired as to where students wanted additional tables for hanging out.
 - a) Is this safe or feasible?

E. Student Assembly speaking about Blue Lights (Abby)

- Already settled, no discussion occurred.

F. Student Assembly speaking about food pantry and various amenities (Peraung Burley).

- Peraung discussed that there are many services for students in need across campus, however it is difficult to access them at the same time or efficiently
 - a) Possibility of a "Poverty Center" (will come up with a better name) for students in need to access all their needs in one place.
- Students are unaware of the services that are available on campus.
 - a) Laura discussed that there are Kiosks- "Need Help" in the Calise Center Atrium and outside the Advising Office in Student Services Building.
 - b) Laura also noted that texting; calling "211" will directly connect students to the United Way. This will connect students in need with the services that they need immediately.
 - c) Laura will work with Benjamin Kircher to get all available information

rolled out to the students and campus.

d) Brittney noted that she had students in the Presidential Scholars program that need to do volunteer hours.

(1) She would be happy to connect these 20-30 ambassadors with the "Food for Thought " pantry to assist in better distribution of food.

IX. Additional Items of Business

A. 'Your Voice Matters' event on November 14, 2019 at 11:00 am in AT 200

B. Mention Jim Magee's SIE Administrative Organizational Evaluation document.

- Distributed for review for COI

a) Distribute to your constituencies.

X. Adjournment :

A. Meeting adjourned at 10:07 a.m.

Next Meeting: Thursday November 21, 2019