

SUNY SCHENECTADY COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
January 25, 2024

MINUTES

TRUSTEES PRESENT: Ann Fleming Brown, Tina Chericoni Versaci, Renee Bradley, Ray Gillen, Gary Hughes, Michael Karl, Margaret King, Maureen Mbanga

ALSO PRESENT: Patrick Ryan, Paula Ohlhaus, President's Council, and other College faculty and staff

ABSENT: Damonni Farley

1) WELCOME AND CALL TO ORDER

Ann Fleming Brown called the meeting to order at 5:34 p.m.

2) **APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JANUARY 22, 2024 AND CONSENT AGENDA**

#23-154 **RESOLVED**, that the Minutes of the of December 18, 2023 meeting be approved as submitted and read; and be it further

RESOLVED, that the personnel items listed in the Consent Agenda be approved.

Upon motion by Trustee King and seconded by Trustee Gillen, the resolution was unanimously approved.

3) **CONSENT AGENDA**

#23-155 **PROFESSIONAL DEVELOPMENT REQUEST – DR. STEADY MOONO**

RESOLVED, that the Board of Trustees hereby approves the following professional development request in accordance with the policies and procedures of the College:

President, Dr. Steady Moono, to attend American Association of Community College's Annual Conference in Louisville, KY April 04 - 09, 2024, at a cost not to exceed \$3,500.00.

#23-156 **PROFESSIONAL DEVELOPMENT REQUEST – PATRICK RYAN**

RESOLVED, that the Board of Trustees hereby approves the following professional development request in accordance with the policies and procedures of the College:

Vice President Patrick Ryan, to attend American Association of Community College’s Annual Conference in Louisville, KY April 04 - 09, 2024, at a cost not to exceed \$3,500.00.

#23-157 **PROFESSIONAL DEVELOPMENT REQUEST – PAULA OHLHOUS**

RESOLVED, that the Board of Trustees hereby approves the following professional development request in accordance with the policies and procedures of the College:

Executive Director of Human Resources, Paula Ohlhous to attend the College and University Professional Association for Human Resources (CUPA-HR) in Minneapolis, Minnesota April 20 – 23, 2024 at a cost not to exceed \$2,500.

#23-158 **PROFESSIONAL DEVELOPMENT REQUEST – DR. STEADY MOONO**

RESOLVED, that the Board of Trustees hereby approves the following professional development request in accordance with the policies and procedures of the College:

President, Dr. Steady Moono, to attend American Association of Community College’s Presidents Academy Summer Institute in Washington, D.C. July 13-16, 2024, at a cost not to exceed \$2,500.00.

#23-159 **RESOLUTION TO APPROVE SPECIAL ASSIGNMENT EXTENSION FOR MICHELLE RAGUCCI, DIRECTOR OF ACADEMIC SERVICES OF THE TESTING CENTER**

WHEREAS, Michelle Ragucci be authorized to continue her temporary supervision of the daily operations of the testing Center;

WHEREAS, Michelle Ragucci has successfully taken on the added responsibilities of overseeing the Testing Center including but not limited to administration and proctoring of tests offered by the Center, Communicate with IT support staff as needed to ensure all technology needs are met, coordinate with the ADA Transition Services staff regarding the scheduling students with disabilities and liase with faculty regarding make up testing, maintain security of tests and ensure any incidents occurring during testing, including irregularities, facilities problems, examinee or staff concerns are recorded and communicated to other College staff members as needed, maintain the Center in a professional

manner, maintain the Center’s webpage by ensuring that any needed updates are completed, supervise Testing Center staff and maintain the schedule to ensure staff coverage of the Center, ensure adherence to FERPA guidelines; therefore, be it

RESOLVED, that Michelle Ragucci be compensated for additional work and to receive a biweekly stipend of \$150 per pay period starting January 1, 2024 through June 30, 2024.

#23-160

PROFESSIONAL DEVELOPMENT REQUEST – ANN FLEMING BROWN

RESOLVED, that the Board of Trustees hereby approves the following amended professional development request in accordance with the policies and procedures of the College:

Board of Trustees Chair, Ann Fleming Brown, to attend the 2024 Achieving the Dream Conference (AtD) in Orlando, FL, February 19-22, 2024 at a cost not to exceed \$1600.00.

4)

REPORT OF THE CHAIR

Vice Chair Tina Versaci provided the Foundation report.

The Foundation had a good first quarter, raising nearly half of our \$576,000 annual goal.

- Year-end solicitations have brought in \$21,000 to date – that is a 34% increase over last year with donations still coming in. It’s never too late to send in your annual gift!
- Bequest intentions collected via the *Free Will* program now total \$47,500. (these are **not** counted in our goals)
- To date, Food for Thought sponsorships total \$12,500. Thank you to Marshall & Sterling for stepping up to be our presenting sponsor this year.
- You should have received a letter from our Honorary Chair, Ellen Sax, asking you to join the Honorary Committee. We do hope that you decide to join and attend the **event on April 2nd** this year.

Campaign preparations continue. The *Case for Support* is in the design stage and we have scheduled the first of four trainings for the Foundation Board to help build their confidence in fundraising.

Because this is a comprehensive campaign, which includes **all** gifts coming in since the day the campaign was approved by our Foundation Board, we can report that **as of January 12, we have raised \$800,000** toward the campaign goal.

Student Trustee Maureen Mbanga provided a report.

- NYCCT meeting, Maureen, Charles, Baker and Christina will be attending.
- Admission Committee is being formed and the Constitution is being revised currently by Constitution committee. The purpose of this committee is to help the admission staff boost student enrollment.
- Club Carnival will be happening on January 25th.

5) **REPORT OF THE TREASURER**

#23-161 **APPROVAL FOR THE KEY BANK N.A. WARRANTS #15 THROUGH #19**

WHEREAS, the Treasurer has reviewed Key Bank N.A. Warrants #15 through #19 and recommends payment of same, it is hereby

RESOLVED, that Key Bank N.A. Warrants #15 through #19 be hereby approved for payment.

Upon motion by Vice Chair Chericoni Versaci and seconded by Trustee Karl, the resolution was unanimously approved.

#23-162 **APPROVAL OF THE REPORT OF REVENUES AND EXPENDITURES FOR THE PERIOD ENDING DECEMBER 31, 2023**

WHEREAS, the Board has received the Report of Revenues and Expenditures for the period ending December 31, 2023, as prepared by the Office of the Vice President of Administration in advance of the meeting, it is hereby

RESOLVED, that the Report of Revenues and Expenditures for the period ending December 31, 2023, be accepted as received.

Upon motion by Trustee Hughes and seconded by Vice Chair Chericoni Versaci, the resolution was unanimously approved.

6) **PRESIDENT'S REPORT** - January 2024

Dr. Mark Meachem provided a report on Faculty Institute Week. Dr. Mark Meachem and Sarah Wilson Sparrow provided an update on the Police Academy Partnership.

7) **PERSONNEL**

#23-163 **RESOLUTION OF RECOMMENDATIONS FOR TENURE APPOINTMENT**

WHEREAS, the Vice President for Academic Affairs received and reviewed the recommendation that was submitted by the Tenure Committee chaired by Associate Professor, Megan Hall; and

WHEREAS, the members of the Board of Trustees considered the recommendation made on behalf of the professional faculty member listed below, it is hereby

RESOLVED, that the following person be granted a tenure appointment, as listed below:

Tenure Appointment
Keion Clinton, Associate Professor

Upon motion by Trustee King and seconded by Trustee Hughes, the resolution was unanimously approved.

#23-164 **TEMPORARY STIPEND FOR CHRISTINE GOSS, ASSOCIATE EXECUTIVE DIRECTOR OF SCHENECTADY COLLEGE AND CAREER OUTREACH CENTER (SCCOC) – GRANT FUNDED**

WHEREAS, Christine Goss has agreed to take on additional responsibilities as Participant Services Specialist; and

WHEREAS, Christine Goss will provide case management tasks for participants, including the participant admission process, needs assessment, skill development, referral to supportive services and follow-up on participants' progress; employment assistance with the preparation of cover letters and resumes, employment information, job seeking and job placement assistance; educational assistance with identifying program opportunities and application support; conduct outreach and recruitment (i.e., facilitate presentations and workshops at various agencies; represent the Center at open houses, college and career fairs, etc.); Maintain and update participants' case records in the SUNY UCAWD Banner Student Information database; conduct participant enrichment events (i.e., career and educational fairs, career and educational preparation workshops, field trips of colleges and worksites, programmatic opportunities, etc.); support all aspects of training program run with partners; administer assessment testing;

including TABE, for academic and/or training enrollments and referrals; therefore, be it

RESOLVED, that Christine Goss be compensated for this additional work and receive a bi-weekly stipend of \$150.00 per pay period, retroactive from December 4, 2023 through February 19, 2024.

Upon motion by Trustee Hughes and seconded by Trustee King, the resolution was unanimously approved.

#23-165

RESOLUTION FOR A TEMPORARY SPECIAL ASSIGNMENT FOR CAYLA GAWORECKI TO PARTICIPATE AS TRI-CHAIR FOR THE MIDDLE STATES SELF STUDY TEAM

WHEREAS, Cayla Gaworecki, Assistant Professor has agreed to take on the additional responsibilities and duties above and beyond her current position description as Assistant Professor; and

WHEREAS, the additional duties and responsibilities as Tri-Chair for the Middle States Self Study Team in collaboration with SUNY SCCC's Middle State Leadership Team, create a semester calendar and annual calendar outlining all tasks/events/milestones for the project plan; determine the Self Study model and prepare a draft of the Self Study Design document; run at least monthly meetings with the Steering Committee; provide a charge to the Steering Committee, review and discuss the Working Group members with the Steering Committee; complete a full review of the seven standards with the Steering Committee; assign Working Groups; provide the charge and expectations of these Working Groups; meet with all the Working Groups together to develop a cadence of initial Working Group meetings this Spring and into the Fall semester; Review with the Working Groups the MSCHE principles of a good self-study practice, and the elements of evidence required for each standard; coordinate at least one campus wide forum with Self Study updates during the Spring semester; review Modules 1,2,3 of the Self-Study guide of SSI training via the Middle States site; plan a form Middle States kickoff event for Fall 2024 Faculty Institute Week; work with members of the Steering Committee to form week long Institute Week events focused on the Self Study; and

RESOLVED, that Cayla Gaworecki, Assistant Professor be compensated at a rate of \$4,725, pending successful completion of the deliverables above as Tri-Chair of the Self-Study Team. The deliverables will be completed during the period of January 21, 2024 through June 8, 2024.

Upon motion by Trustee Hughes and seconded by Vice Chair Tina Chericoni Versaci, the resolution was unanimously approved.

#23-166

RESOLUTION FOR A TEMPORARY SPECIAL ASSIGNMENT FOR MARK EVANS TO PARTICIPATE AS TRI-CHAIR FOR THE MIDDLE STATES SELF STUDY TEAM

WHEREAS, Mark Evans, Assistant Professor has agreed to take on the additional responsibilities and duties above and beyond his current position description as Assistant Professor; and

WHEREAS, the additional duties and responsibilities as Tri-Chair for the Middle States Self Study Team in collaboration with SUNY SCCC’s Middle State Leadership Team, create a semester calendar and annual calendar outlining all tasks/events/milestones for the project plan; determine the Self Study model and prepare a draft of the Self Study Design document; run at least monthly meetings with the Steering Committee; provide a charge to the Steering Committee, review and discuss the Working Group members with the Steering Committee; complete a full review of the seven standards with the Steering Committee; assign Working Groups; provide the charge and expectations of these Working Groups; meet with all the Working Groups together to develop a cadence of initial Working Group meetings this Spring and into the Fall semester; Review with the Working Groups the MSCHE principles of a good self-study practice, and the elements of evidence required for each standard; coordinate at least one campus wide forum with Self Study updates during the Spring semester; review Modules 1,2,3 of the Self-Study guide of SSI training via the Middle States site; plan a form Middle States kickoff event for Fall 2024 Faculty Institute Week; work with members of the Steering Committee to form week long Institute Week events focused on the Self Study; and

RESOLVED, that Mark Evans, Assistant Professor be compensated at a rate of \$4,725, pending successful completion of the deliverables above as Tri-Chair of the Self-Study Team. The deliverables will be completed during the period of January 21, 2024 through June 8, 2024.

Upon motion by Trustee Hughes and seconded by Vice Chair Tina Chericoni Versaci, the resolution was unanimously approved.

#23-167

RESOLUTION FOR A TEMPORARY SPECIAL ASSIGNMENT FOR DR. HOPE SASWAY TO PARTICIPATE AS TRI-CHAIR FOR THE MIDDLE STATES SELF STUDY TEAM

WHEREAS, Dr. Hope Sasway, Dean of Math, Science, Technology and Health has agreed to take on the additional responsibilities and duties above and beyond her current position description as Dean of Math, Science, Technology and Health; and

WHEREAS, the additional duties and responsibilities as Tri-Chair for the Middle States Self Study Team in collaboration with SUNY SCCC’s Middle State

Leadership Team, create a semester calendar and annual calendar outlining all tasks/events/milestones for the project plan; determine the Self Study model and prepare a draft of the Self Study Design document; run at least monthly meetings with the Steering Committee; provide a charge to the Steering Committee, review and discuss the Working Group members with the Steering Committee; complete a full review of the seven standards with the Steering Committee; assign Working Groups; provide the charge and expectations of these Working Groups; meet with all the Working Groups together to develop a cadence of initial Working Group meetings this Spring and into the Fall semester; Review with the Working Groups the MSCHE principles of a good self-study practice, and the elements of evidence required for each standard; coordinate at least one campus wide forum with Self Study updates during the Spring semester; review Modules 1,2,3 of the Self-Study guide of SSI training via the Middle States site; plan a form Middle States kickoff event for Fall 2024 Faculty Institute Week; work with members of the Steering Committee to form week long Institute Week events focused on the Self Study; and

RESOLVED, that Dr. Hope Sasway, Dean of Math, Science, Technology and Health be compensated at a rate of \$4,725, pending successful completion of the deliverables above as Tri-Chair of the Self-Study Team. The deliverables will be completed during the period of January 21, 2024 through June 8, 2024.

Upon motion by Trustee Hughes and seconded by Vice Chair Tina Chericoni Versaci, the resolution was unanimously approved.

8) **APPROVAL OF TITLES TO BE ADDED TO THE COLLEGE’S PROFESSIONAL SERVICE LISTING**

#23-168 **WHEREAS**, the College President has recommended that the new title listed below be included in the College’s Professional Services Listing; and therefore, be it

RESOLVED, that the President be authorized to submit the following title to the Chancellor of the State University of New York for inclusion in the Professional Service Listing for SUNY Schenectady effective immediately.

Art Gallery Director and Curator

Tiombé Tatum
Chief of Staff

Upon motion by Trustee Karl and seconded by Vice Chair Chericoni Versaci, the resolution was unanimously approved.

Upon motion by Trustee Hughes and Trustee Karl, the meeting was adjourned at 6:07 p.m.

Respectfully submitted,

Renee Bradley
Secretary
Board of Trustees

Recorded by:
Tiombe Tatum
Chief of Staff