

SUNY SCHENECTADY COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
May 15, 2023

MINUTES

TRUSTEES PRESENT: Ann Fleming Brown, Renee Bradley, Gary Hughes, Michael Karl, Margaret King, Rondacia McPherson and Ray Gillen

ALSO PRESENT: Steady Moono, Patrick Ryan, Hamin Shabazz, Paula Ohlhaus, President's Council, and other College faculty and staff.

ABSENT: Tina Chericoni Versaci, Damonni Farley

1) WELCOME AND CALL TO ORDER

Chair Fleming Brown called the meeting to order at 5:30 pm.

2) **APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF APRIL 17, 2023 AND CONSENT AGENDA**

23-48 **RESOLVED**, that the Minutes of the April 17, 2023 meeting be approved as submitted and read; and be it further

RESOLVED, that the Consent Agenda be approved.

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

3) CONSENT AGENDA

23-48A Resolution for the approval of a request for Dr. David Clickner to travel to the Republic of Zambia (June 18, 2023 – June 24, 2023)**
****Funded by a Foundation Grant**

23-48B Resolution for the approval of a request for Dr. Steady Moono to travel to the Republic of Zambia (June 18, 2023 – June 24, 2023)**
****Funded by a Foundation Grant**

UNREPRESENTED ADMINISTRATIVE STAFF APPOINTMENTS

WHEREAS, the Board of Trustees adopted a personnel policy which provides for initial, regular and career administrative appointments for members of the unrepresented administrative staff: and

WHEREAS, the President has recommended appointments for eligible individuals, it is hereby,

#23-48C

RESOLVED, that the Board of Trustees hereby approves the following appointments, as listed below, in accordance with the policy on the unrepresented administrative staff for:

INITIAL CAREER ADMINISTRATIVE: September 1, 2023 through August 31, 2025 (This is an initial two-year career appointment as a result of five successful one-year consecutive appointments.)

Patrick Ryan, Vice President of Administration

CAREER ADMINISTRATIVE: September 1, 2023 through August 31, 2025

(This is an annual extension of the current appointment into a continuing two-year career appointment.)

Dr. David Brough, Dean of School of Hotel, Culinary Arts & Tourism

Linda Czub, Confidential Secretary

Marisa Daigle, Bursar

Dale Miller, Director of Institutional Research

Paula Ohlhous, Executive Director for Human Resources

Anthony Schwartz, Director of Facilities

Amiee Warfield, Controller

INITIAL REGULAR APPOINTMENT: September 1, 2023 through August 31,

2024 (An initial appointment may be for a period of up to one year commencing on September 1 and continuing through to August 31 of the next following year. A shorter initial appointment may be made at the discretion of the President.)

None

FIRST REGULAR APPOINTMENT: September 1, 2023 through August 31, 2024

(A regular administrative appointment may be a one-year appointment for a period from September 1 through August 31 made by the Board of Trustees upon the recommendation of the President. A shorter regular appointment may be made in the discretion of the President.)

Eric Fluty, Director of Campus Safety

Tanya Scime, Assistant Director of Human Resources

SECOND REGULAR APPOINTMENT: September 1, 2023 through August 31, 2024

(A second regular administrative appointment may be a one-year appointment for a period from September 1 through August 31 made by the Board of Trustees upon the recommendation of the President. A shorter regular appointment may be made in the discretion of the President.)

Eileen Abrahams, Dean of Liberal Arts
Dr. Christopher Brellochs, Dean of School of Music
Dr. David Clickner, Vice President for Strategic Initiatives and Planning
Stephen Fragale, Dean of Student Affairs
Brian Kasler, Assistant Vice President of Administration
Leah Rye, Human Resources Specialist
Jeff Snow, Chief Information Officer
Karen Tanski, Executive Director of Marketing and Public Relations

THIRD REGULAR APPOINTMENT: September 1, 2023 through August 31, 2024

(A third regular administrative appointment may be a one-year appointment for a period from September 1 through August 31 made by the Board of Trustees upon the recommendation of the President. A shorter regular appointment may be made in the discretion of the President.)

Theresa Fay, Confidential Secretary
Sarah Wilson-Sparrow, Vice President of Workforce Development and Community Education

FOURTH REGULAR APPOINTMENT: September 1, 2023 through August 31, 2024

(A fourth regular administrative appointment may be a one-year appointment for a period from September 1 through August 31 made by the Board of Trustees upon the recommendation of the President. A shorter regular appointment may be made in the discretion of the President.)

None

FIFTH REGULAR APPOINTMENT: September 1, 2023 through August 31, 2024

(A fifth regular administrative appointment may be a one-year appointment for a period from September 1 through August 31 made by the Board of Trustees upon the recommendation of the President. A shorter regular appointment may be made in the discretion of the President.)

Mark Bessette, Assistant Dean for Financial Aid and Access

GRANTING OF EMERITUS STATUS

WHEREAS, the Faculty of SUNY Schenectady had requested that the Board of Trustees consider granting Emeritus Status to retiring Faculty members with 12 or more years of service to the College, and

WHEREAS, the Board of Trustees approved the recommendation to consider retiring Faculty members for such designation, per Resolution #11-155, dated October 24, 2011, which was amended June 16, 2014, in accordance with Resolution #14-116; and

WHEREAS, a listing of eligible retirees has been developed and a review of their service and accomplishments during their employment at SUNY Schenectady has been conducted, and

WHEREAS, recommendations have been made by members of the Faculty and the President of the College to grant individuals Emeritus Status, it is hereby

#23-49

RESOLVED, that the Board of Trustees hereby grants the following individuals Emeritus Status, in accordance with procedures adopted by the Board of Trustees, per Resolution #14-116:

- Dr. Tammy Gummersheimer, Professor, Division of Math, Science, Technology and Health
- Donald Riggs, Associate Professor, Division of Math, Science, Technology and Health
- Ralf Schauer, Professor, Division of Math, Science, Technology and Health
- Dr Yipping Wu, Professor, School of Music
- Cynthia Zielaskowski, Special Appointment, Registrar's Office

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

APPOINTMENT OF PROFESSIONAL STAFF ELIGIBLE FOR REAPPOINTMENT

WHEREAS, the President has recommended a one-year term appointment, for professional staff members eligible for reappointment; it is hereby

#23-50

RESOLVED, that individual of the professional staff listed below be reappointed for a one-year term appointment for the academic year beginning September 1, 2023, pursuant to the Agreements between the County of Schenectady and the SUNY Schenectady Union of the Faculty and Professionals (UFP).

CONSIDER FOR REAPPOINTMENT EFFECTIVE SEPTEMBER 1, 2023 THROUGH AUGUST 31, 2024

MATH, SCIENCE, TECHNOLOGY AND HEALTH

Shalini Varma, Math, Science, Technology and Health Assistant Professor

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

PROMOTIONS EFFECTIVE SEPTEMBER 1, 2023

WHEREAS, the President has assured the Board that the policies of the Board of Trustees and the stipulations of the Agreements with the SUNY Schenectady Union of Faculty and Professionals (UFP) have been met in considering promotions, and

WHEREAS, the Board of Trustees has considered the recommendation of the President for the following promotion and promotional recognition, it is hereby

#23-51

RESOLVED, that the following person be promoted to the rank indicated, with a stipend to be added to their 2023-24 salary base, effective September 1, 2023:

NAME/DEPARTMENT

PROMOTED TO

Shalini Varma
Math, Science, Technology, and Health

Assistant Professor

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

4)

REPORT OF THE CHAIR

RESOLUTION OF CONGRATULATIONS FOR NIKO NYMAN AND DAVIE PENID

WHEREAS, Niko Nyman and Davie Penid were selected as recipients of the Chancellor's Award for Student Excellence for the academic year 2023; and

WHEREAS, this award's rigorous selection criteria ensure that only those students who have best demonstrated and recognized for their integration of academic excellence with other aspects of their lives including leadership, campus involvement, community service, arts (creative or performing), athletics, and/or career achievement; and

WHEREAS, Niko Nyman has maintained a 3.78 GPA and is a Peer Tutor, been named to the Dean's List, will graduate in May at the age of 17 and plans to attend William Paterson University this fall to pursue his bachelor's degree in Music-Sound Engineering Arts.; and

WHEREAS, Davie Penid graduated with his A.S. in Computer Science in December 2022, was President of the eSports & Gaming Club, a Senator on the Student Government Association, President of the International/English Language Learners Club, Chair of the Student Activities Board, Treasurer for SkillsUSA, and a member of the Meeting Professionals Club and Intercultural Affairs Committee; and

WHEREAS, Niko and Davie created a very inclusive environment and encouraged students to join and become engaged in our campus community during their tenure as students at SUNY Schenectady; now, therefore be it

RESOLVED; that the Board of Trustees hereby recognizes Niko Nyman and Davie Penid for their continuing exemplary commitment as student leaders at SUNY Schenectady; and be it further

#23-52

RESOLVED, that the Board of Trustees congratulates Niko Nyman and Davie Penid for being selected as recipients of the Chancellor's Award for Student Excellence for the academic year 2023.

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

RESOLUTION OF CONGRATULATIONS FOR PARMESH THAKOORDIAL

WHEREAS, Parmesh Thakoordial was selected as a recipient of the All USA Team Scholars and Coca-Cola New Century Transfer Scholar Awards for the academic year 2022-2023; and

WHEREAS, The All-USA Academic Team recognizes high achieving college students who demonstrate academic excellence and intellectual rigor combined with leadership and service that extends their education beyond the classroom to benefit society; and

WHEREAS, The Coca-Cola Academic Team recognizes high achieving college students who demonstrate academic excellence and intellectual rigor combined with leadership and service that extends their education beyond the classroom to benefit society; and

23-53 **RESOLVED**, that the Board of Trustees congratulates Parmesh Thakoordial for being selected as a recipient of the 2023 All USA Academic Team Scholars & Coca-Cola New Century Transfer Scholar Awards for the academic year 2022-2023.

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

REPORT OF THE FOUNDATION

The Foundation Report was provided by Board Chair Brown. The highlighted Foundation updates included:

- The Foundation received a \$25,000 from an anonymous donor for an endowed scholarship in honor of retired paralegal professor Jerry Evans.
- Personal care items were donated to the Food Pantry.

5) REPORT OF THE TREASURER

APPROVAL FOR THE KEY BANK N.A. WARRANTS #34 THROUGH #37

WHEREAS, the Treasurer has reviewed Key Bank N.A. Warrants #34 through #37 and recommends payment of same, it is hereby

23-54 **RESOLVED**, that Key Bank N.A. Warrants #34 through #37 be hereby approved for payment.

Upon motion by Trustee Karl and second by Student Trustee McPherson, the resolution was unanimously approved.

APPROVAL OF THE REPORT OF REVENUES AND EXPENDITURES FOR THE PERIOD ENDING April 30, 2023

WHEREAS, the Board has received the Report of Revenues and Expenditures for the period ending April 30, 2023, as prepared by the Office of the Vice President of Administration in advance of the meeting, it is hereby

23-55 **RESOLVED**, that the Report of Revenues and Expenditures for the period April 30, 2023, be accepted as received.

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

Patrick Ryan, Vice President of Administration provided a power point presentation explaining the Operating Budget.

OPERATING BUDGET FOR FISCAL YEAR BEGINNING SEPTEMBER 1, 2023 AND ENDING AUGUST 31, 2024

WHEREAS, the President of the College has presented an Operating Budget for Fiscal Year 2023-2024, along with appropriate background information for the items contained in the budget; and

WHEREAS, The College's Board of Trustees, at their meeting of May 15, 2023 will consider the 2023-24 operating budget for SUNY Schenectady for the period September 1, 2023 to August 31, 2024 totaling \$27,034,857; and

WHEREAS, \$1,612,736 will be used out of the College's fund balance to balance the 2023-24 operating budget; and

WHEREAS, the Board of Trustees has reviewed the budget and found it to be satisfactory; it is hereby

RESOLVED, that the operating budget for fiscal year 2023-2024, beginning September 1, 2023 and ending August 31, 2024, be approved in the amount of \$27,034,857; and be it further

#23-56 **RESOLVED**, that the President shall be directed to submit the budget, together with appropriate documents, to Schenectady County and the State University of New York, in that order, for approval.

Upon motion by Student Trustee McPherson and seconded by Trustee Karl, the resolution was unanimously approved.

TUITION AND FEE SCHEDULE: 2023-24

WHEREAS, SUNY Schenectady County Community College developed and confirmed a Tuition and Fee Schedule for the 2023-24 academic year, it is hereby

RESOLVED, that the 2023-24 Tuition and Fee Schedule be approved, and it further be

#23-57 **RESOLVED**, that the President and/or his designee be hereby directed to submit the attached Tuition and Fee Schedule to the State University of New York for consideration and approval.

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

2024-2025 CAPITAL BUDGET REQUEST

WHEREAS, the President proposes a 2024-25 Capital Budget Request to be submitted to Schenectady County and the State University of New York, and

WHEREAS, the Board of Trustees has reviewed the list of projects to be submitted for funding and found them to be acceptable, it is hereby

#23-58 **RESOLVED**, that the President and his designee is hereby authorized to submit the 2024-2025 Capital Budget Request, as listed below, to Schenectady County and the State University of New York:

2024	<u>Amount</u>	<u>Project</u>
	\$ 800,000	CST Building Restrooms & Common Areas
	\$ 400,000	College-wide Phone System Replacement
	\$ 300,000	Safety & Facilities Systems
	\$ 60,000	HVAC Metasys System Upgrade
	\$ 150,000	Chemistry Laboratory Equipment
	\$1,000,000	Lower State Street Property Stabilization
	\$ 500,000	Aviation Program Simulators
	\$ 500,000	Aviation Program Hanger/Classroom
Construction	\$ 60,000	Facilities Equipment
	<u>\$1,000,000</u>	Elston Hall Capital Repairs
	\$4,770,000	TOTAL 2024 Project Request
2025	<u>Amount</u>	<u>Project</u>
	\$2,500,000	Data Center Consolidation
	\$1,600,000	Testing Center Expansion & Renovation
	<u>\$ 250,000</u>	Classroom Furniture Replacement
	\$4,350,000	TOTAL 2025 Project Request

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

6) **PRESIDENT’S REPORT**

Stephen Fragale, Associate Vice President of Student Affairs introduced the newly elected SGA Officers.

Dr. Moono congratulated the newly elected officers and had a photo taken.

7) **AUTHORIZATION TO CONFER DEGREES AND CERTIFICATES FOR MAY 2023**

WHEREAS, the Academic Senate will be voting on May 12, 2023 to recommend that each of the candidates listed on the graduation list provided by the Registrar’s Office be granted a degree or certificate as indicated therein, it is hereby

#23-59 RESOLVED, that the President be authorized to confer at the Commencement Exercises scheduled for May 18, 2023, the degrees and certificates listed on the graduation list, as recommended by the Academic Senate.

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

Click on the link for full report:

[President's Report](#) – May 2023

8) POLICIES

RESOLUTION TO ADOPT A NEW POLICY: AWARDING POSTHUMOUS DEGREES

WHEREAS, this policy provides the process for the recognition and awarding of a degree to an eligible student who was enrolled at SUNY Schenectady County Community College at, or prior to, their death; and

WHEREAS, Posthumous degrees are provided to the family of the deceased student as meaningful acknowledgement of the student's accomplishments while attending SUNY Schenectady; and

WHEREAS, development of this policy was informed by researching numerous other higher education institutions who currently have a posthumous policy in place, and

WHEREAS, the President has concurred with said recommendation, it is hereby

#23-60 RESOLVED, that the Board of Trustees hereby adopts the Awarding of Posthumous Degrees Policy, to become effective immediately.

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

RESOLUTION TO APPROVE A WORKPLACE VIOLENCE PREVENTION PLAN

WHEREAS, the College has learned that it needs to implement the NYS Department of Labor Public Safety and Health (PESH) program requirements; and

WHEREAS, PESH regulations requires the College have a current Workplace Violence Program plan and three years' worth of data on

workplace violence incidents in a format for review by the Workplace Violence Program Committee; and

WHEREAS, the first component for this compliance is the Workplace Violence Prevention Plan; and

WHEREAS, the attached draft of the Workplace Violence Prevention Plan was reviewed and approved by the Workplace Violence Committee consisting of the College's four Union heads; CADA, CSEA, SEIU and UFP, the Director of Campus Safety, Director of Facilities, Associate Vice President of Student Affairs, Vice President of Administration and the Executive Director of Human Resources; and

WHEREAS, the President has concurred with said recommendation, it is hereby

#23-61 **RESOLVED**, that the Board of Trustees hereby approves the Workplace Violence Plan, as reflected in the copy attached hereto, effective immediately.

Upon motion by Trustee Hughes and second by Trustee Karl, the resolution was unanimously approved.

9) PERSONNEL

RESOLUTION TO APPOINT MARYLU ARAGOSA AS THE EXECUTIVE ASSISTANT TO THE PRESIDENT

WHEREAS, it has been recommended that Marylu Aragosa be appointed as the Executive Assistant to the President; and

WHEREAS, Marylu has indicated that she will accept the position if offered by the Board of Trustees; and

WHEREAS, the President concurs with said recommendation, it is hereby

#23-62 **RESOLVED**, that Marylu Aragosa be appointed as the Executive Assistant to President at an annual prorated salary of \$60,000 from June 5, 2023 through August 31, 2024 subject to the terms and conditions of employment as set forth in the Board of Trustees, Policy 2.1 Administrative Staff (Unrepresented).

Upon motion by Trustee Karl and second by Trustee King, the resolution was unanimously approved.

RESOLUTION TO APPOINT MICHELLE KRAINES AS ASSISTANT DIRECTOR OF WORKFORCE DEVELOPMENT AND COMMUNITY EDUCATION

WHEREAS, it has been recommended that Michelle Kraines be appointed as Assistant Director of Workforce Development and Community Education; and

WHEREAS, Michelle Kraines has indicated that she will accept the position if offered by the Board of Trustees; and

WHEREAS, the President concurs with said recommendation, it is hereby

#23-63

RESOLVED, that Michelle Kraines be appointed as Assistant Director of Workforce Development and Community Education Counselor from May 16, 2023 through August 31, 2024, at a prorated salary of \$50,000 (Grant Funded) subject to the terms and conditions of employment as set forth in the by the Union of Faculty Professionals (UFP) bargaining unit.

Upon motion by Trustee Hughes and second by Trustee Karl, the resolution was unanimously approved.

RESOLUTION TO APPOINT SEAN MULLEN AS COUNSELOR I

WHEREAS, it has been recommended that Sean Mullen be appointed as Counselor I in the Office of Student Affairs; and

WHEREAS, Sean Mullen has indicated that he will accept the position if offered by the Board of Trustees; and

WHEREAS, the President concurs with said recommendation, it is hereby

#23-64

RESOLVED, that Sean Mullen be appointed as Counselor I in the Office of Student Affairs from June 12, 2023 at an annual prorated salary of \$50,000 and an annual salary of \$51,125 from September 1, 2023 through August 31, 2024 subject to the terms and conditions of employment as set forth in the by the Union of Faculty Professionals (UFP) bargaining unit.

Upon motion by Trustee Hughes and second by Trustee Karl, the resolution was unanimously approved.

RESOLUTION TO APPOINT DR. HOPE SASWAY AS DEAN OF THE MATH, SCIENCE, TECHNOLOGY AND HEALTH DIVISION

WHEREAS, it has been recommended that Dr. Hope Sasway be appointed as Dean of the Health, Math, Science, Technology and Health (MSTH) division; and

WHEREAS, Dr. Sasway has indicated that she will accept the position if offered by the Board of Trustees; and

WHEREAS, the President concurs with said recommendation, it is hereby

#23-65

RESOLVED, that Dr. Hope Sasway be appointed as Dean of the Health, Math, Science, Technology and Health (MSTH) division at a prorated salary of \$76,000 for the period of July 10, 2023 to August 31, 2023. Her annual salary for the period of September 1, 2023, to August 31, 2024, will be \$76,000 subject to the terms and conditions of employment as set forth in the by the Board of Trustees Policy 2.1 (Unrepresented).

Upon motion by Trustee Hughes and second by Trustee Karl, the resolution was unanimously approved.

Upon motion by Trustee Hughes and Trustee Karl, the meeting was adjourned at 6:30 p.m.

Respectfully submitted,

Renee Bradley
Secretary
Board of Trustees

Recorded by:
Dr. Hamin Shabazz
Chief of Staff