



## MANY VOICES, ONE CALL – The Strategic Plan to 2026

### **President's Report**

September 18, 2023

#### **Promoting Diversity, Equity, and Inclusion**

On Thursday, August 3<sup>rd</sup> the ECHS office, in collaboration with LPP and EOP, had a summer fling for students to celebrate their last day of summer classes. There were over 250 students, faculty and staff in attendance. Attendees enjoyed lunch, the Kona ice truck, a bounce house, and many lawn games. This programming served to celebrate students' accomplishments in completing their 6-week summer session and promoted the connection between ECHS, LPP, and EOP students and staff to support retention and completion (1.4).

On August 9, Giovannine Matheron, Collection Development & Electronic Resources Librarian attended a webinar entitled “AI and Libraries: Enhancing Services and Engaging Communities”. Topics discussed included exploring the world of artificial intelligence and applications for libraries including AI fundamentals, its relevance to libraries of all sizes and types, and how it can enhance services and engage communities through data analysis and service development (1.1)

On August 10, Dr. Sine Rofofsky, part-time Librarian, presented “What’s in a Name?” at the SUNY Learning with Innovative Technology 2023 Virtual Conference. In the session participants explored word, example, and image choice - and the impact those choices have on learners. The recording of the session can be found [here](#) (1.1)

Catia Laird de Polanco, HR Recruitment Specialist and Chief Diversity Officer, is working with Jessica McHugh-Green, Graphic Designer III, to update the College's Diversity, Equity, and Inclusion webpage and to add additional pages that highlight the College's commitment to fostering a diverse, equitable, and inclusive working and learning environment.

Catia Laird de Polanco is working with Robyn King, Director of Wellness & Support Services, on the development of a Racial Trauma Awareness Micro-Training. The training is designed to raise awareness of racial trauma and its manifestations as well as identify support resources available to students and employees that might be experiencing racial trauma.

Catia Laird de Polanco is working with members of the DEI Professional Development Initiative and the Office of the President to plan a professional development day to be held on October 26, 2023.

On August 16, Lauren Lankau, Michelle Kraines, Dean Eileen Abrahams, Professor Renee Adamany, and Sarah Wilson-Sparrow along with Schenectady ARC and NYS Department of Labor representatives, put on a “College for Me” event for 8 prospective apprentices. In this meeting, students were supported in their registration and admissions process.

Throughout August, the WFD&CE team assisted 4 immigrant students with tuition funding, financial aid, registration, etc. All five are current students in the Fall '23 term.

On Thursday, August 17, 2023, Catia Laird de Polanco and Tanya Scime, Assistant Director of Human Resources, added a disability-related accommodations statement to new job postings. The statement makes the application process more inclusive by providing applicants who require disability-related accommodations with a clear way to contact the Office of Human Resources for accommodations during the application process. This statement will be included on all new job postings moving forward.

Michelle Ragucci, Director of Academic Services, presented academic support information to incoming EOP students to ensure a successful start to their first semester during the August EOP orientation. Mrs. Ragucci also presented academic support information to incoming students during the campus-wide New Student Orientation held on August 17<sup>th</sup> (1.4; 2.1; 2.3).

On Monday, August 21, 2023, Catia Laird de Polanco was a contributing speaker in a Fall Institute Week session that covered the Diversity, Equity, and Inclusion (DEI) Plan; Strategic Plan; ReaCH; Achieving the Dream; the Student Enrollment Management Plan; and the Retention Project. Catia Laird de Polanco addressed DEI Plan action items for the 2023-2024 academic year.

On Wednesday, August 23, 2023, Catia Laird de Polanco and Geoffrey Welch, Professor in the Division of Liberal Arts, hosted a Fall Institute Week session on inclusive language and identifying barriers to inclusion in documents and forms. Catia Laird de Polanco discussed inclusive language, the ways in which language can pose barriers to inclusion, and additional barriers to inclusion. The session was designed as an orientation for members of the ad hoc working groups that will be conducting a review of commonly used documents and forms produced by the Admissions Office, the Registrar's Office, Academic Advising, and the Office of Marketing and Public Relations, but attendees not serving on the working groups were welcomed as well.

The Schenectady College and Career Outreach Center (SCCOC) hosted its annual, ‘SCCOC Celebrates Stories of Success’ on August 3, 2023. The Center recognized over sixty participants achieving their employment and educational goals.

Christine Goss, Associate Executive Director of SCCOC, and Nneka Morgini, Participant Services Specialist of SCCOC, hosted a Youth Summit for residents of Hillside Crossings Apartments. The youth took part in an afternoon of workshops focusing on self-exploration, career exploration and educational pathways.

Nneka Morgini attended the Back to School BBQ at Hillside Crossing Apartments to provide families with access to the Center's services.

Jaimee King, Executive Director of SCCOC, attended the Capital District's Refugee Roundtable to discuss support services for asylum seekers resettling in the Capital District.

Nneka Morgini and Christine Goss presented college going workshops to high school age campers at Clover Patch Summer Camp. The campers attended interactive workshops that focused on self-exploration, career-exploration and educational pathways.

On August 24, 2023, SCCOC, in partnership with Schenectady County Connects and Department of Labor, hosted a community job fair at Center City. Over one hundred job seekers attended the fair and had the opportunity to meet in person with over forty employers to discuss employment opportunities.

On August 24, Dr. Laurie L. Lacey, Professor of Mathematics, presented "My Course My Way" as part of the Fall 2023 Institute Week session "Open Educational Resources (OER) and Teaching YOUR Course" and she also remixed three OER texts that now reside on the SUNY Schenectady bookshelf: [SUNY Schenectady County Community College - Mathematics LibreTexts](#). They are available to anyone using the LibreTexts website. Jacquie Keleher, Director of Library Services, cohosted the session with Professors Dan Holz and Cayla Gaworecki (1.1, 1.5).

The Liberal Arts division is pleased to welcome Lawrence Mullen as an Instructor of English for AY 2023-24. On August 26 & 27, they completed the following DEI trainings offered via the HR Portal: Engagement with Diversity; The Influence of Unconscious Bias: Communication for Inclusion; Building Antiracist Culture in Your Organization; and Diversity Competent Mentoring parts 1, 2, and 3 (Gen P1).

On August 30, 2023, SCCOC, in partnership with the City of Schenectady's Office of Affirmative Action, hosted a Networking and Hiring Event for the Construction Industry. This event provided the construction program's trainees the opportunity to meet with various employers within the construction industry to discuss employment opportunities.

Jaimee King met with the SUNY ATTAIN Program Coordinator to formulate a partnership with the Albany ATTAIN Lab. SCCOC participants can enroll with the

Albany ATTAIN (Advanced Technology Training and Information Networking) Lab and take their courses online in the SCCOC's computer room.

Christine Goss and Jaimee King provided training sessions to the Schenectady City School District's Parent Liaison staff during their annual professional development. The workshops focused on digital literacy and partnering with the SCCOC.

Jaimee King met with staff from Healthy Capital District to formulate a partnership for their training programs. The SCCOC will provide intake support and wrap around services for their CPS-P and CRPA training programs.

SCCOC is partnering with CWI to offer a free online Cannabis Career Exploration and Worker's Rights Certificate program to participants seeking a career in the Cannabis Industry. This course will serve as a first step in their pathway into the field.

This August, Dr. Lorena Harris, CSTEP Director, was invited to a national convention on equity in STEAM learning. *The Girls Build Solutions* Conference brought together a statewide team to represent the NYSNFYS. She was also invited to join a group of practitioners at a conference entitled "Advancing the Conversation on Scaling National Informal STEM Programs" which will bring together key stakeholders in informal STEM education to examine what scale looks like across informal learning settings (1.1, 1.4).

This August, Dr. Christopher Brelochs, Dean of the School of Music, and adjunct faculty member Ann-Marie Barker Schwartz were interviewed by multiple news outlets including WAMC, WMHT, WSKG, the Cooperstown newspaper, the *Daily Gazette*, and the *Times Union* about the upcoming Zoellner Quartet Project, featuring the Honorable Alexandra Foley reading excerpts from her book about her ancestors and their experiences in a trailblazing string quartet founded in 1904 that featured the first female violinist to perform music that incorporated Native American and indigenous Polynesian melodies (Gen P1).

David Wolf, the Director of Instructional Design and Online Learning, is still redesigning the training to work within the new LMS (Brightspace D2L). The new training will provide self-paced modules with certification automation. A DEI module unit has been added (1.1, 1.3).

The Director of Instructional Design and Online Learning is participating in a cross-institutional collaboration on DEI and online course design. He has also released a brief training reviewing the second criterion of the second guideline of the Principle of Engagement in the Theory of Universal Design for Learning (1.1, 1.3, 1.4).

Michelle Ragucci, Director of Academic Services and a member of the ReaCH committee, along with Pamela McCall, Interim Dean of Academic Affairs, presented

data and best practices regarding Student Success Initiatives and faculty/staff contributions during the Fall 2023 Institute Week (1.1; 3.3).

Leanna Liuzzi, Academic Advisor/Foundations Scholarships Coordinator completed processing for scholarship awards to new and returning students for Fall 2023 and coordinated with the Financial Aid Office apply the funds to recipients' tuition and fee billing accounts (1.3, 1.5, 2.3, 3.1, 3.4, 3.5).

Laura Sprague, Director of Admissions, Allyson Wieser, Admissions Advisor, David Gonzalez, Admissions Advisor, along with Amy Student and Ian Farmer hosted Liberty Partnerships Program from the University at Albany for a campus tour and information session.(1.4)

Mitzi Espinola, Assistant Director of Academic Advisement and Retention, created the curriculum scribe for DegreeWorks for the 24-hour program (1.3, 1.4, 1.5, 2.1, 2.2, 3.1, 3.5).

Anna Westerman, Academic Advisor II/ VA Certifying Official, worked with 30 students to assist them in accessing their VA benefits and ensured that the students were registered for the correct number of in-person courses to receive their full monthly BAH (housing allowance) (1.3, 1.5, 2.3, 3.1, 3.4, 3.5).

Dawn Jones, Assistant Director of Career Services, met with DEI Initiative team members and College President, Dr. Steady Moono, to discuss and plan Initiative activities for the Fall semester (Gen. P. 1).

The Community Resource Hub will start off the semester with 6 community partners to include the Affordable Connectivity Program, the Alliance for Positive Health, National Grid, Veteran's Peer Network, Planned Parenthood, and SAFE, Inc.

Director of Wellness, Robyn King, visited SUNY Dutchess and Mohawk Valley Community College's Basic Needs Hubs to learn how they were developed and how they're sustained, and received suggestions for designing the health clinic in The Royals Care Center. She also recently completed her 36 hours of continuing education units to satisfy the NYS LMHC renewal.

Members of the Wellness unit gave a presentation during Faculty Institute Week called "Stress, Distress, or Crisis: How to Best Respond to Upset or Difficult Students." Robyn explained the differences between these three emotional states, Sean explained how to refer students to Counseling, and Karen gave a brief overview of the Food Pantry's services and how to encourage students to use the service. Approximately 25 faculty and staff were in attendance, and they unanimously ranked the presentation as "Excellent."

## **Delivering a Meaningful Student Experience**

Student Success Coaches participated in three New Student Registration days with incoming students. Coaches assisted new students with logging into the SUNY portal, brief overview of Brightspace and engaged them in a conversation regarding supports available through the Student Success Center. Students also completed the *My Survey to Success* assessment used to understand the needs of our incoming students.

On Wednesday, August 2nd, 2023, 70 summer ECHS students and staff participated in the ropes course Wild Play at Thatcher Park. Students learned how to work together to accomplish finishing the three courses of various levels as a way to promote connection, collaboration, teambuilding and *grit* in our students (2.4).

Thursday, August 3<sup>rd</sup>, 2023, was the completion of the ECHS 6-week summer session. More than 300 high school students in the Schenectady Smart Transfer Early College High School Program and the Schenectady Smart Scholars Early College High School Program took college courses on campus and online this summer. Courses included First Year Success Seminar, Programming Fundamentals, History of Art II, Public Speaking, College Composition, Western Civilization to 1650, Statistics, College Algebra/Trigonometry, Precalculus, U.S. Government & Politics, Introduction to Psychology, and Sociology (2.4).

Dave Wolf, Director of Instructional Design and Online Learning is currently working on a development area for our TRIO division, College in the High School, and Title IX training for D2L. Learning spaces have been created and those in charge of the respective areas now have access to develop in them (Gen 2, 2.3, 2.4).

This month, Dr. Babette Faehmel, Professor of History, created two videos (as part of an ongoing series) for The Begley Learning Center. They are entitled "SUNY Schenectady's Student Success Resources" and "Intro to "Doing History" Part 3: Why Cite."

For three weeks in August, Dr. Lorena Harris, CSTEP Director coordinated Brite program outreach to 22 middle and high school students. The students and the CSTEP mentors' network learned from role models in the Computer Science, Engineering and Invention fields and had the opportunity to meet Dr. Marshall Jones 2017 Hall of Fame Innovator. They also went to the MiSci museum for a field trip (2.3, 2.4).

In August, eleven CSTEP students participated in summer internships, and many plan to participate in a variety of community-building workshops listed on the CSTEP calendar found on the College website (1.1-1.5).

Throughout the month, Richard Simons, Ph.D. continued his mentoring of eight students working on the Vale Park Project as they study its soils and ecology. Work on the redesign of the College's website continues. A survey was sent to students on August 8, to obtain feedback on students' experiences with the current site, as well as share their perceptions of the College and experience here. Surveys are anonymous and provide valuable insights as the design agency begins to develop the new content framework. Marketing staff conducted a tabling event on August 31, during the Welcome Week event, to obtain additional survey data. Focus groups with internal stakeholders will begin in September to further inform the process.

On August 8, Dr. Christopher Brelochs, Dean of the School of Music, Sten Isachsen, Associate Professor, and adjunct faculty Dylan Canterbury, Brian Patneau, David Gleason, and Bobby Kendall participated in a recording session for the first-place winner of the inaugural SUNY Schenectady School of Music High School Jazz Competition last semester. The Competition was a rousing success, open to the community and effectively functioning as a recruitment initiative (2.4).

TRIO held its TRIO Kickstart Orientation (TKO) on August 10, 2023. During TKO 15 new and returning students meet for lunch and were able to get to know each other, learn more about TRIO, time management, engagement and campus life (2.1).

Doug Macdonald and Carolyn Fielder, TRIO Academic Specialists, have been meeting with incoming and current students to assist in academic coaching, tutoring, assistance in registering for classes, financial literacy counseling, and continuous recruitment for TRIO (2.1).

On August 10, Dr. Sine Rofofsky, part-time Librarian, presented "Acknowledging the Awkward Artifact" at the SUNY Learning with Innovative Technology 2023 Virtual Conference. The session explored when to cite, how to cite, and when something is considered "common knowledge". The link to the recording can be found [here](#) (Gen P2).

From August 14<sup>th</sup> – 17<sup>th</sup>, Jacquie Keleher, Director of Library Services, worked with the EOP summer orientation both in-person and online (2.1).

The College hosted 2 large events to promote student engagement for the fall 2023 semester. Stephen Fragale, Associate Vice President of Student Affairs, Laura Sprague, Director of Admissions, Pamela McCall, Interim Dean of Academic Affairs, Mary Silvestri, Interim Director of TRIO held the in-person orientation, The Royal Experience on Thursday, August 17<sup>th</sup> with 291 students attending and over 400 total guests. The event assisted students with the onboarding process, connecting them with their deans, learning more about student success, and engaging with other incoming students (2.1). Additionally, the College provided our annual 'Welcome Week' supporting new and continuing students in the first week with directions, snacks, promotional gear, and guidance to support services.

Student Success Coaches delivered two *Tools for Success* sessions during the Royal Experience in person orientation on Thursday, August 17<sup>th</sup>. Coaches were also available during the Student Involvement Fair to assist students with campus resources, logging in difficulties, and answering basic start of the semester questions (Gen. P 2). The Admissions Office hosted Instant Admit Week the week of August 14<sup>th</sup> – August 18<sup>th</sup> with in-person, virtual, and walk-in appointments. (2.1)

On August 17 & 18, Eric Savage, Director of Aviation attended a 2-day NYS Public Safety UAS Summit held in Rome, NY.

On August 23, David Wolf, Director of Instructional Design and Online Learning and the FACT2 AI Task Group submitted a set of draft recommendations for the Senior Vice Chancellor for Research, Innovation & Economic Development & Interim Provost, so that a unified set of procedures will be promoted across the SUNY Colleges regarding how to treat Artificial Intelligence in education (2.3, 2.4).

Michelle Ragucci, Director of Academic Services, provided academic support information to new and continuing students during the Student Resource Fair hosted on August 31<sup>st</sup>. Numerous members of the SI&P Team were involved in the planning and implementation of the event (2.3).

Tiombé Tatum, Director of EOP, and Michael Henderson, EOP Success Coach successfully conducted a four-week Summer Orientation Program for new incoming EOP students. Programming consisted of robust academic enrichment, connection to student support services, student educational field trips and workshops. Additionally, they successfully conducted a one-week Abridged Summer Orientation Program for new incoming students who could not attend the four-week program. The one-week program provided in depth content on student support services and academic enrichment both in person and online in the evenings and supported the College's and SUNY's enrollment focus, resulting in 74 new students enrolling in EOP (Gen. P1; Gen. P2).

The College has received 2,387 FAFSA applications for the fall 2023 semester. 77% of our fall 2023 matriculated students have completed FAFSA and 56% are Pell eligible (as of August 31, 2023). The financial aid staff will continue to work with our Session I and II students to increase participation in financial programs as we continue through the term. We have 35 new Excelsior students this fall. We received our Aid for Part-Time Study allocation from New York State three weeks ago (\$67,095) and have begun collecting applications from students.

As was mandated by SUNY Chancellor John King, Robyn King was chosen to be the Campus Homeless Liaison for SUNY Schenectady.

The Information Technology Department completed the New Banner Self Service which is live with links that meet the requirements of NYS Governor's mandate for gender, pronoun, and first name preferences by August 31, 2023. In progress are the additional Banner Self Service modules in the works. Specifically, there are approximately six other modules that also need to be migrated to allow continued use of items such as payroll, faculty, and student use of grades, as well as other functions currently used and expected by faculty, staff, and students.

Information Technology upgraded 19 classroom instructional technology configurations. They now have all new connections and instructor interfaces. The new configuration includes a new teacher station, faster updated computers, new document cameras, and a high resolution 86" display panel.

### **Building Organizational Effectiveness**

On August 3, Professor Ingrid O'Connell completed training offered by the NYS Hospitality and Tourism Association partnered with the global organization ECPAT International to offer training on how to prevent the sexual exploitation of children in the travel and tourism industry. ECPAT International is a global network of civil society organizations dedicated to ending sexual exploitation of children online, the trafficking of children for sexual purposes, child prostitution and child marriages (Gen P3).

On Monday, August 7, Giovannine Matheron, Electronic Resources & Collection Development Librarian and Anna Fidler, Principal Library Clerk, received training from the SUNY Office of Library and Information Services on a new technology for bringing catalog records in from OCLC called Record Manager (Gen P3).

On August 16, Giovannine Matheron, Electronic Resources & Collection Development Librarian attended a webinar entitled "Departures and Arrivals: Succession Planning for Libraries". (Gen P 3).

On August 24, Dr. David Brough attended the Discover Schenectady Board of Directors meeting at the O'Brien Center at Union College in Schenectady, NY. Topics generally include financial, marketing and current events in Schenectady (Gen P3). In conjunction with Professors Keion Clinton and Babette Faehmel, Jacquie Keleher, Director of Library Services, presented how the College looks at, uses and moves forward with Large Language Model Artificial Intelligence such as ChatGPT (3.3).

The Director of Instruction Design and Online Learning discussed issues with the Turnitin representative and gave tips that it may be able to get the company to broker a SUNY systemwide contract that may reduce our costs for next year while also offering a tool for detecting content generated by AI tools, such as ChatGPT. SUNY Schenectady has access to Turnitin with AI Detection for no extra costs for the rest of its contract.

This will assist instructors and can act as a learning aid for students. The cost is expected to rise in 2024 and options are being assessed (3.3, 3.4).

D2L Brightspace is offering *Content+* to SUNY Online for Brightspace. This package will increase the ability of faculty to create engaging content and learning activities for students utilizing the latest HTML5 technology to increase accessibility and student engagement. Unfortunately, this comes at a cost. The Director of Instructional Design and Online Learning has regularly advocated for equitable access to this technology as well as renegotiating the cost to reduce the burden on community colleges and provide their students with the same quality online learning experiences as the more affluent SUNY Universities (Gen P3).

On August 24, the Workforce Development and Community Education division held a lunch presentation of our programs to internal leaders to include Vice President's and Admissions staff.

On August 24, 2023, Paula Ohlhous, Executive Director for Human Resources provided training on the College's Workplace Violence Prevention Program. The session highlighted the purpose of the Workplace Violence Prevention Program Plan by providing direction to SUNY Schenectady personnel in preventing and/or responding to incidents of workplace violence or a perceived threat of violence in the workplace. The session was open for all employees.

The HR Office put on a very successful and well-attended Retiree Recognition and Service Awards event on 8/25/23. We received a lot of positive feedback from attendees and award recipients.

On August 25, 2023, Paula Ohlhous presented on Title IX and Sexual Harassment Prevention Training which highlighted what is sexual harassment and the College's obligations and associated College policies. The training was designed for all employees.

The RFP for an HRIS (human resources information system) has been issued by the Office of Administration. We look forward to receiving and reviewing proposals. The HR Office is working with the VP for Academic Affairs and the VP of Strategic Initiatives & Planning to add some new components to the student course registration form so that it can be better utilized by employees that wish to audit a course.

HR has had a representative attending (and will continue to attend) all of the BAUG (Banner Access User Group) meetings, organized by IT, so that the College can adequately discuss and prepare for the changes associated with the new self-service components of Banner that are soon to be implemented.

The HR Office has released the 12 mandatory trainings for the 2023-24 academic year to all staff. The due date for training completion has been set as 10/6/2023.

The ED for HR and the HR Specialist recently had the opportunity to meet the College's relationship manager for Broadview in person (the College is a member agency of Broadview), and discuss complimentary resources that Broadview can provide for our staff and students in the area of financial wellness and education. HR will be demoing a financial education platform called MoneyEdu from Broadview, to determine if we would like to make the resource available to staff and students.

For the month of August, HR has conducted four new employee orientations and three search committee trainings. Currently, there are 17 open searches, which consist of 12 professional and five CSEA positions. Search Committee trainings are now all online and employees that serve on search committees complete the training individually once a year.

The Marketing team has been working on improving the communication of events on the College website. Jessica McHugh-Greene, Graphic Designer II, worked with our CMS vendor, Modern Campus, to develop the new calendaring content module that will allow events to more effectively and efficiently be tagged to relative sections of the website, in addition to being housed in the primary events container on the homepage. For example, DEI-specific events will be tagged and then will also flow to the designated DEI page. This will replace the old process of placing events across various locations on the site, which is very manual. A new filtering feature will also allow users to easily search for specific types of events. The new events calendar will go live the first week of September.

Laura Sprague, Director of Admissions, Pamela McCall, Interim Dean of Academic Affairs, Lauren Gallo, Program Administrator, Theresa Polson, Program Administrator, Jolly Pazhai, Director of Enterprise Service, Mark Bessette, Assistant Dean of Financial Aid, held a meeting with Constituo Enterprise services to streamline the College in the High School registration process (3.4, 3.5).

Mitzi Espinola, Assistant Director of Academic Advisement attended planning meetings for the Student Services Center, along with Pamela McCall, Interim Dean of Academic Affairs, Dr. David Clickner, Vice President for SI&P and Academic Affairs, April Snow, Chief Information Officer, Charles Barber, Information Services Security Officer, Patrick Ryan, Vice President of Administration on July 18<sup>th</sup> and August 1<sup>st</sup> (1.5, 3.4).

Early College staff completed their review of student summer grades and assess student progress according to grade level programmatic benchmarks, making collective decisions regarding course advisements and action steps related to individual students followed up with communications to school district and college stakeholders (3.1).

Early College and school district staff met to discuss and plan for the 2023-2024 Academic School Year at both Center City and SUNY Schenectady in relation to new school year orientations and the creation of a framework related to master course

schedules, student academic success/socio-emotional supports, programming, workshops, and tutoring service scheduling (3.1).

Lauren Gallo and Theresa Polson have continued to work to update automate, and streamline College in the High School outreach, materials, and processes to promote better access to information related to CHS policies, procedures, and practices. These include updating Slate data collection and registration forms and working on the implementation plan for the Constituo/Banner roll out for Fall registration. Additionally, they created a website Information Hub which will serve as a one stop shop for all things related to CHS, all while eliminating access barriers and promoting organizational effectiveness with easy to use forms for instructors and students. On the back end, these forms will allow as a method of data collection that can be easily shared among school district partners and college offices, resulting in increased departmental efficiency (3.1, 3.4, 3.5).

Dale Miller, Director of Institutional Research, completed and submitted one SUNY Systems report. Mr. Miller attended and presented at the annual Institutional Research conference and he and his intern finalized the predictive model of student success. Mr. Miller also provided data to the following offices: EOP data to the EOP Director; FTE data to the VP of Finance; aviation data to the new Aviation program director; student data to marketing (3.3)

Assistant Director, Dawn Jones, facilitated biweekly meetings with Career Services Staff to reinforce training principles, including Career Assessment and Career Event Planning Procedures, to ensure a consistent approach to office objectives (Gen P. 3., 3.3). Mary Silvestri, Interim Director of TRIO, attended a virtual training with the Council for Opportunity in Education (COE) on onboarding for TRIO directors. The three-day training covered grant legislation and regulations, along with the expected outcome and guidelines for TRIO directors. The intensive course created a strong onboarding experience and allowed for a strong TRIO network to be established (3.3)

Mary Silvestri, Interim Director of TRIO presented during Institute Week on Starfish and its usage with faculty. The presentation included an overview of how Starfish is used on campus, how faculty can set up their Starfish pages, and it concluded with a faculty panel. The faculty panel, made up of Cayla Gaworecki, Dan Holz, and Michelle Garretson discussed the successful ways they use Starfish and how it impacts their classroom success (3.3).

Multiple members of the SI&P Team attended a *Lunch and Learn with Workforce Development* to better learn how the two areas can support each other. The session allowed for open dialogue and facilitated a deeper understanding of all that Workforce does, increasing the connection between WFD and other units on campus (3.3).

Work continues on the Elston Façade project. Cast stone replacement and brick work continues. In September/October, the façade surface is to be cleaned prior to work wrapping up in October

A majority of the IT Infrastructure project concluded over the summer. The college's internet connectivity was updated, fiber optic wiring between the switch closets and the system core was replaced and all switchgear was replaced. The final step in this project will be purchase of end user computers during the Fall of 2023 to interface with the new technology backbone.

The Request for Proposals for construction of the new Student Services Center was released in August with bids due September 14<sup>th</sup>. A contractor walk through was held the week of August 21<sup>st</sup> with multiple interested bidders present. We anticipate construction will begin in October and will be completed in February of 2024.

Renovation of CST Chemistry Laboratories 201 and 202 were completed during the summer. New ceilings, lighting, floors, hoods and cabinetry were installed in time for the start of the Fall 2023 semester. A new combi-oven in Culinary was installed during August.

The new four-bay flexpod hanger at the Schenectady County Airport was completed during the second week of September. A final construction punch list was created the week of 9/4 to address any fit and finish issues. It is anticipated the Aviation program will move into the space during the Fall of 2023.

Our architects continued progress on the updated Facilities Master Plan. Additional enrollment and facilities use data was provided. During September, the consultant will interview divisional faculty members on academic needs. Architectural design work needed to release bid documents has begun on the Elston Hall Roof Replacement project, Elston Hall Skylight and Window Replacements, repairs to the Natural Science Greenhouse, the Begley Basement Project, the Elston Hall Lobby & Community Rooms, and the Elston Hall Cafeteria/Gathering Space.

Installation of the new outdoor Emergency telephone System, the new Begley Learning Center Cooling Tower and paving of the West Lot/Loop Road were completed in September.

During the Summer, 13 State Street was outfitted for art class and gallery purposes. A new floating floor and art sink was installed together with gallery partitions and display space. During September, additional lighting and other furniture will be installed to enhance the use of this space.

Bids for architectural services to design a two-bay garage for Workforce Development's Mobile Labs were received. The college anticipates awarding an agreement in early September in anticipation of funding to start construction on this project.

The College submitted documents to the New York State Division of Criminal Justice Services for approval of a SUNY Schenectady Peace Officer. The application is pending review and approval.

The Information Technology Department completed infrastructure back-end improvements. This included with all new fiber optic runs to all on campus buildings and closets. This represents more than 15 new fiber runs that are no longer patchwork to get by; new equipment to support faster connection speeds for our internet provider; new updated more secure firewall to protect our network; the new core network connects all the individual IT closets and switches to the central “core” location, and the replacement and upgrade of 77 switches each handling 48 individual “ports” wired to classrooms, offices, printers, Wireless Access Points, wall displays etc.

Additionally, security updates were completed which included installing specialized encryption software for file transfers to the National Clearing House for Registrar, Student Business Office and Institutional Research. This included the creation of an automated policy for all faculty and staff computers that will cause them to sleep/lock after specific inactivity time which will assist with the physical security of data; creation of an automated policy and security group that strictly controls members access to the NFS01 drive, which will assist in the security of the PII data on the NFS01 server; and the creation of a new phishing campaign that out of the 371 emails delivered, only 3 users failed. This gave the college as a whole a 6.5% Phish-prone, which is well under the 19.1% average for the industry.

The Foundation continues to work to refine the scholarship program to maximize funding available to support the student experience. The Vice President met with Lori Hackathorn to plan the fundraiser for Jackie Baldwin Scholarship to be held in Van Curler in November. Additionally, Fenimore Asset Management, Inc. approved a \$10,000 grant for 2023-2024 annual scholarships

### **Ensuring Financial Sustainability and Self-Sufficiency**

This month, Dr. Hope Sasway, Dean of MUTH and Dr. Eric Savage, Director of Aviation Programs, explored the possibility of coordinating the Aviation and Gaming Design courses to enable the sharing of equipment and facilities which would save money for both programs (4.2).

Throughout August, Dr. Christopher Brelochs, Dean of the School of Music, was busy with fund-raising efforts. He met with Marianne Seneca, Vice President of Development and External Affairs and donor George Gould to discuss School of Music initiatives and updates. He also met with representatives from *A Place for Jazz* (a community non-profit organization) to discuss the upcoming Fall Concert series and the High School Jazz Competition. This organization recently gave money to support both events (4.3, 4.5).

This month, Dr. Christopher Brelochs, Dean of the School of Music met with the Music Chair and faculty of Union College to establish opportunities for future collaboration. Additionally, he and adjunct jazz faculty members Dylan Canterbury, Brian Patneaud,

Kevin Grudecki, David Gleason, Bobby Kendall, and Bob Halek performed at Music Haven in Schenectady's Central Park. The School of Music coordinated an information table as part of their ongoing recruitment initiatives (4.3, 4.5).

On August 14, Dr. Christopher Brelochs, Dean of the School of Music met with Vice Presidents Dr. David Clickner and Dr. Mark Meachem to discuss the possibility of developing a new Professional Studies in Music Certificate for both community and international students. Dr. Joseph Han, Choral Director has met with 31 vocal students from the National Conservatory in Mexico City, Mexico who are interested in studying at SUNY Schenectady (4.3).

Michelle Ragucci, Director of Academic Services, completed the 2024 Perkins Grant Application for this coming academic year. The 2024 Perkins Grant, totaling \$279,683 dollars, will support positions within the Learning Center, the Success Center, the Advisement Center, the Admissions office, the Testing Center, and the Career Services office. Funds are also allocated to support student supplies and materials, textbooks, student memberships, software, assistive technology, and online tutoring support (4.3).

Multiple members of the SI&P Team attended the purchasing and grants trainings presented by Amiee Warfield and Patrick Ryan during institute week (Gen. P4).

Tiombé Tatum, Director of EOP, hired two part time staff via the SUNY Campus Priority Initiative funds – fully paying for their employment. The staff assisted with recruitment initiative set forth by SUNY, garnering the recruitment of 74 new EOP students as mentioned above (GEN, P4).

The Seymour Fox Foundation donated \$5,000 to the Food Pantry, and the proceeds bought several hundred pounds of toothpaste, deodorant, shampoo, body wash, and laundry pods. Additionally, Glenville Panera and Bountiful Bread will once again partner with the Food Pantry and donate unsold bread and baked goods weekly; they will be distributed in the hallway outside the Pantry for grab-n-go.

The Foundation continuously builds and draws upon the strength of the Foundation Board members as advocates for the College in its Strategic Goals:

***Empower the Foundation Board to fundraise on behalf of the College:*** Information regarding the SUNY Impact Foundation Charitable Tax Incentive was sent to the Foundation Board and Board of Trustees for their information and to share with their contacts.

Foundation Board member, Don Rohr, advocated for the Foundation to receive a \$5,000 grant from Plug Power for Workforce Development.

***Prepare the Foundation for capital campaign mode:*** A virtual meeting was held with Convergent and the internal operations team for campaign planning. Subsequently, the campaign *Executive Summary* was shared with the Trustees, Foundation Board, and various stakeholders.

The Foundation is working to increase fundraising effectiveness to grow 5% annually by engaging alumni, businesses, and the community through its Strategic Goals:

***Expand opportunities for Corporate Champions to engage in the work of the Foundation:*** The Foundation submitted several grant requests: \$5,000 through Project Grow Your Good \$5,000 from Plug Power, and a request for 100 frozen turkeys from Price Chopper.

Stewardship Officer hosted C2 Design at the MVP Fitness Court for an evening of fun fitness activities with a personal trainer.

***Institute a formal Alumni Engagement plan:*** communication through ViewSpark to Alumni achieved a 31% open rate through View Spark out of the 24,254 alumni contacts.

Vice President met with Faith Marie Famularo and her partner on campus to update on new initiatives.

The County Legislature approved the 2023-24 college Operating Budget in August of 2023. The budget was submitted to SUNY in late August and will be considered at the September meeting of the SUNY Board of Trustees.

The College received approval from SUNY on its plan to use \$1,185,000 in one-time State Transformational Investment Funds for replication of the CUNY-proven Accelerated Study in Associate Program (ASAP); which is a three-year program of enhanced student advising, examination of college operations, student incentives and scholarships to assist students to degree completion and persistence within three-years. The program's foundation is improved student retention and completion.

## **President's Outreach**



Dr. Steady Moono, College President, met with H.E. Chibamba Kanyama, the new Zambian Ambassador to the United States, during a visit to Washington, D.C., on Aug. 30.