

SUNY SCHENECTADY COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
OCTOBER 17, 2022

MINUTES

TRUSTEES PRESENT: Ann Fleming Brown, Gary Hughes, Michael Karl, Renee Bradley, Margaret King, Tina Chericoni Versaci and Rondacia McPherson

TRUSTEE ABSENT: Damonni Farley, Ray Gillen

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

1) WELCOME AND CALL TO ORDER

Chair Fleming Brown called the meeting to order at 5:34 pm.

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

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF SEPTEMBER 19, 2022 AND THE CONSENT AGENDA

#22-120 **RESOLVED**, that the Minutes of the September 19, 2022 meeting be approved as submitted and read; and be it further

#22-121 **RESOLVED**, that the Consent Agenda be approved.

3) CONSENT AGENDA

Upon motion by Trustee Hughes and seconded by Trustee King, the resolutions were unanimously approved.

PROFESSIONAL DEVELOPMENT REQUEST – DR. DAVID CLICKNER

#22-121A **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 for Strategic Initiatives and Planning, Dr. David Clickner to attend the 2022 Middle States Commission on Higher Education Annual Conference in Philadelphia, PA, December 7-9, 2022 at a cost not to exceed \$1,800.00.

PROFESSIONAL DEVELOPMENT REQUEST – DR. CHERYL RENÉE GOOCH

#22-121B **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 of Academic Affairs, Dr. Cheryl Renée Gooch to attend the 2022 Middle States Commission on Higher Education Annual Conference in Philadelphia, PA, December 7-9, 2022 at a cost not to exceed \$1,800.00.

PROFESSIONAL DEVELOPMENT REQUEST – DR. STEADY MOONO

#22-121C **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 the 2022 Middle States Commission on Higher Education Annual Conference in Philadelphia, PA, December 7-9, 2022 at a cost not to exceed \$1,800.00.

PROFESSIONAL DEVELOPMENT REQUEST – ALICIA RICHARDSON

#22-121D **RESOLVED**, that the Board of Trustees hereby approves the following professional development request in accordance with the policies and procedures of the College:

Interim Chief Diversity Officer, Alicia Richardson to attend the 2022 Middle States Commission on Higher Education Annual Conference in Philadelphia, PA, December 7-9, 2022 at a cost not to exceed \$1,800.00.

PROFESSIONAL DEVELOPMENT REQUEST – PATRICK RYAN

#22-121E **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 of Administration, Patrick Ryan to attend the 2022 Middle States Commission on Higher Education Annual Conference in Philadelphia, PA, December 7-9, 2022 at a cost not to exceed \$1,800.00.

PROFESSIONAL DEVELOPMENT REQUEST – PATRICK RYAN

#22-121F **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 of Administration, Patrick Ryan to attend the Community College Business Officers Association (CCBOA) Conference in Saratoga Springs, NY, November 9-11, 2022 at a cost not to exceed \$750.00.

PROFESSIONAL DEVELOPMENT REQUEST – DR. HAMIN SHABAZZ

#22-121G **RESOLVED**, that the Board of Trustees hereby approves the following professional development request in accordance with the policies and procedures of the College:

Chief of Staff, Dr. Hamin Shabazz to attend the 2022 Middle States Commission on Higher Education Annual Conference in Philadelphia, PA, December 7-9, 2022 at a cost not to exceed \$1,800.00.

4) **REPORT OF THE CHAIR**

Foundation Report was provided by Vice Chair Chericoni Versaci:

- On September 28 and 29 the Foundation Board attended two virtual trainings conducted by Jim Langley with a focus on **campaign readiness**. The planning study is set to begin in January and a contract was awarded to begin work on that with Convergent Nonprofit Solutions.
- Also in preparation for our upcoming campaign, Dr. Moono hosted (2) dinners with donors at his home to cultivate and strengthen relationships with supporters.
- The Foundation is actively seeking support for the Health Care and Advanced Manufacturing **Mobile Skills Labs** for Workforce Development and Community Education. The team is focused on outreach to corporate prospects as well as submitting grants.
- **Founder’s Week** presented by Marshall & Sterling was celebrated with a mailing to alumni, daily calls to alumni by students and Foundation staff, a Constant Contact email, and a follow up mailing, cultivating several new monthly supporters and one-time gifts.

5) **REPORT OF THE TREASURER**

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

APPROVAL FOR THE KEY BANK N.A. WARRANTS #1 THROUGH #5

WHEREAS, the Treasurer has reviewed Key Bank N.A. Warrants #1 through #5 and recommends payment of same, it is hereby

#22-122 **RESOLVED**, that Key Bank N.A. Warrants #1 through #5 be hereby approved for payment.

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

APPROVAL OF THE REPORT OF REVENUES AND EXPENDITURES FOR THE PERIOD ENDING SEPTEMBER 30, 2022

WHEREAS, the Board has received the Report of Revenues and Expenditures for the period ending September 30, 2022, as prepared by the Office of the Vice President of Administration in advance of the meeting, it is hereby

#22-123 **RESOLVED**, that the Report of Revenues and Expenditures for the period ending September 30, 2022, be accepted as received.

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

RESOLUTION FOR THE 2023-24 BUDGET SCHEDULE

WHEREAS, the budget process policy is developed as a management tool to be implemented at the College as a well as to ensure that the budget is aligned with the strategic goals; and

WHEREAS, the policy outlines the process for developing the annual budget in collaboration with the President's Council, the College Community and the Board of Trustees; and

WHEREAS, a budget process schedule of actions and dates is developed to facilitate the budget process activities with the President's Council, College community and the Board of Trustees; it is hereby

#22-124 **RESOLVED**, that the Board of Trustees hereby approve the 2023-24 Budget Process Schedule effective immediately.

6) **PRESIDENT'S REPORT**

As noted on the agenda, the academic calendars for the next three years were included for your information.

There are several Diversity, Equity and Inclusion (DEI) initiatives taking place on campus and it's great to see the increasing attendance at these. Thanks to the collaborative work of the DEI Team.

Click on link for full report:

[President's Report – October 2022 \(sunysccc.edu\)](https://sunysccc.edu)

7) POLICIES

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

**RESOLUTION FOR THE APPROVAL OF REVISION TO POLICY 2.6
RETIREE, CONTINUATION HEALTH COVERAGE**

WHEREAS, in order to follow the Middle States Accreditation Review Schedule, Human Resources conducted a review of this policy, and

WHEREAS, the updates that were made provide clarity as to whether a retiree's years of service are to be counted cumulatively or consecutively for the purpose of determining eligibility for continuation of healthcare coverage; and

WHEREAS, the language has been added to acknowledge and affirm the current practice, for retirees with more than 10 but less than 20 years of service, of allowing the surviving dependent of a deceased retiree to continue to purchase health insurance coverage after the retiree's death therefore, be it

#22-125 **RESOLVED**, by the Board of Trustees of SUNY Schenectady approves the revision to Retiree, Continuation Health Coverage Policy effective immediately.

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

**RESOLUTION FOR THE APPROVAL OF RECORDS RETENTION AND
DISPOSITION SCHEDULE**

WHEREAS, in order to identify the legal guidelines required by New York State on the retention of records and disposition schedule, and

WHEREAS, SUNY Schenectady will follow the *Records Retention and Disposition Schedule LGS-1*, issued pursuant to Article 57-A of the Arts and Cultural Affairs Law that contains legal minimum retention periods for local government records and is hereby adopted for all use by all officers in legally disposing of valueless records listed therein; therefore, be it

#22-126 **RESOLVED**, by the Board of Trustees of SUNY Schenectady approves the Records and Disposition Schedule Policy effective immediately.

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

RESOLUTION FOR THE APPROVAL OF CREDIT CARD POLICY

WHEREAS, the Office of Administration and Finance reviewed and updated the College’s policy on Credit Card usage, and

WHEREAS, the policy was revised to eliminate references to “SCCC” which was replaced with “SUNY Schenectady” and the former quarterly review of expenditures by the Treasurer were replaced by review upon payment of the credit card invoice; therefore, be it

#22-127 **RESOLVED**, by the Board of Trustees of SUNY Schenectady approves the updated Credit Card Policy effective immediately.

8) Upon motion by Trustee McPherson and seconded by Trustee King, the resolution was unanimously approved.

RESOLUTION TO AWARD CONTRACT FOR COLLECTION SERVICES

WHEREAS, SUNY Schenectady (“College”) seeks four qualified vendors to provide Collection Services and

WHEREAS, SUNY Schenectady (“College”) published a Notice of Request for Proposals (RFP) to solicit bids from firms interested in providing these services to the college; and

WHEREAS, SUNY Schenectady (“College”) received several viable bids in response to the RFP and carefully reviewed and evaluated them against the criteria established in the RFP, including verifying references in writing;

NOW THEREFORE BE IT

#22-128 **RESOLVED**, that the Board of Trustees hereby authorizes the award of contracts, to start January 1, 2023, to each of the following four companies listed, and their percentage fee rate of first and second placement;

1. General Revenue Corporation located at 4660 Duke Drive, Suite 200 Mason, Ohio 45040, 15%, 19% respectively
2. PennCredit located at 2800 Commerce Drive, Harrisburg, Pennsylvania 17110, 15%, 19% respectively
3. National Credit Management located at 10845 Olive Boulevard, Suite 210, St. Louis, Missouri 63141, 18%, 18% respectively

4. Williams & Fudge located at 300 Chatham Avenue PO Box 11590 Rock Hill, South Carolina 29731, 20%, 20% respectively

9) PERSONNEL

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

RESOLUTION TO APPOINT CARLY DENUÉ AS LIBERTY PARTNERSHIPS PROGRAM (LPP) PROGRAM ASSISTANT

WHEREAS, it has been recommended that Carly Denué be appointed as Program Assistant for LPP for the period October 19, 2022 through August 31, 2023, and

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

#22-129 RESOLVED, that Carly Denué be awarded an appointment as Program Assistant at an annual prorated salary of \$34,000 for the period October 18, 2022 through August 31, 2023. This appointment is consistent with the terms and conditions of employment as set forth by the Board Policies 2.1, Administrative Staff (Unrepresented) and 2.2, Temporary, Grant-Supported Staff Positions and Temporary Assignments.

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

TEMPORARY STIPEND FOR JAIMEE KING, ASSOCIATE EXECUTIVE DIRECTOR OF SCHENECTADY COLLEGE AND CAREER OUTREACH CENTER (SCCOC)

WHEREAS, Jaimee King will have the added responsibility of operational oversight of SCCOC, and

WHEREAS, a search has been initiated to fill the position permanently, therefore be it

#22-130 RESOLVED, that Jaimee King be compensated for this additional work and receive a bi-weekly stipend of \$350.00 for the period beginning September 18, 2022 and ending at the hire of the Executive Director.

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

RESOLUTION TO APPOINT JOLLY PAZHAI AS DIRECTOR OF ENTERPRISE SYSTEMS

WHEREAS, it has been recommended that Jolly Pazhai be appointed as Director of Enterprise Systems for the period November 1, 2022 through August 31, 2023, and

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

#22-131 **RESOLVED**, that Jolly Pazhai be awarded an appointment as Director of Enterprise Systems at an annual prorated salary of \$85,000 for the period November 1, 2022 through August 31, 2023. This appointment is consistent with the terms and conditions of employment as set forth by the Chairpersons, Administrators and Directors (CADA) Agreement.

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

APPROVAL OF TITLE TO BE ADDED TO THE COLLEGE'S PROFESSIONAL SERVICE LISTING

WHEREAS, the College President has recommended the new title listed below be included in the College's Professional Services Listing; and therefore, be it

#22-132 **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.

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

RESOLUTION TO APPOINT DAVID WOLF AS DIRECTOR OF INSTRUCTIONAL DESIGN AND ONLINE LEARNING

WHEREAS, it has been recommended that David Wolf be appointed as Director of Instructional Design and Online Learning for the period January 25, 2022 through August 31, 2023, and

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

#22-133 **RESOLVED**, that David Wolf be awarded an appointment as Director of Instructional Design and Online Learning at an annual prorated salary of \$70,000 for the period from October 18, 2022 through August 31, 2023 pursuant to the

Agreements between the County of Schenectady and the Chairpersons,
Administrators and Directors Association (CADA).

- 10) Upon motion by Trustee King and seconded by Trustee Karl, the meeting was adjourned at 6:08 pm.

Respectfully submitted,

Renee Bradley, Secretary
Board of Trustees

Recorded by:
Dr. Hamin Shabazz, Chief of Staff