

SUNY SCHENECTADY COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
OCTOBER 18, 2021 at 5:30 pm
VAN CURLER ROOM
&
VIA TELECONFERENCE

MINUTES

TRUSTEES PRESENT: Ray Gillen, Gary Hughes, Michael Karl, Margaret King, Tina Chericoni Versaci, Renee Bradley, and Dravid Seecharran

TRUSTEES VIRTUAL: Ann Fleming Brown and Damonni Farley

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

1) WELCOME AND CALL TO ORDER

Vice Chair Versaci called the meeting to order at 5:30

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

**APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF
SEPTEMBER 20, 2021**

#21-110 **RESOLVED**, that the Minutes of the September 20, 2021 meeting be approved as submitted and read.

3) REPORT OF THE CHAIR

Student Trustee Dravid Seecharran provided an update on Student Life and Governance. Currently there are 37 clubs on campus for students to become involved with, and 26 of them are officially chartered. For the first time in two years, Student Government Association (SGA) is at full capacity with Senators. SGA is striving for more Community Engagement, where currently we are working with the Police Department every Wednesday from 12:00-1:00 pm volunteering with whatever tasks they need assistance with.

Chair Brown recognized the hard work done behind the scenes for their most recent accomplishment, which was admitting the entire (52 students) Duanesburg Senior Class to SUNY Schenectady for Fall 2022. Dr. Moono went on to thank the team, especially Dr. David Clickner, Vice President for Strategic Initiatives and Planning, Ms. Laura Sprague, Director of Admissions, and Ms. Pamela

McCall, Director of College and High School Partnerships. It was also noted that a handful of other districts have reached out.

The Foundation kicked off the Thanks-a-Latte employee campaign on Friday, September 24, by sharing updates with the Academic Senate and giving out treats to show their appreciation. With both new and existing payroll deductions and contributions, the campaign raised \$6,300 so far.

The Foundation submitted four grants this month and received \$5,500 in new scholarship donations. There also has been a lot of donations to the general scholarship fund in memory of Diane Basil, wife of our past President Gabe Basil.

The Stewardship Officer hosted two sets of generous scholarship donors to meet with School of Music Dean, Dr. Brellocks, and received a verbal commitment gift of \$25,000 from one couple to start a new Music Innovation Fund.

4) **REPORT OF THE TREASURER**

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

APPROVAL FOR THE KEY BANK N.A. WARRANTS #1 THROUGH #4

WHEREAS, the Treasurer has reviewed Key Bank N.A. Warrants #1 through #4 and recommends payment of same, it is hereby

#21-111 **RESOLVED**, that Key Bank N.A. Warrants #1 through #4 be hereby approved for payment.

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

APPROVAL OF THE REPORT OF REVENUES AND EXPENDITURES FOR THE PERIOD ENDING SEPTEMBER 30, 2021

WHEREAS, the Board has received the Report of Revenues and Expenditures for the period ending September 30, 2021, as prepared by the Office of the Vice President of Administration in advance of the meeting, it is hereby

#21-112 **RESOLVED**, that the Report of Revenues and Expenditures for the period ending September 30, 2021, be accepted as received.

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

RESOLUTION FOR THE 2022-23 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

#21-113 **RESOLVED**, that the Board of Trustees hereby approve the 2022-23 Budget Process Schedule effective immediately.

5) **REPORT OF THE PRESIDENT**

Dr. Moono congratulated Dr. Cheryl Gooch, Vice President for Academic Affairs, and the Deans for their hard work in the re-engagement and reactivation of Supply Chain Management.

In addition to hearing the President's Report, Mr. Mark Bessette, Assistant Dean for Financial Aid and Access, presented on the Fiscal Year 2018 Official 3-Year Cohort Default Rate (CDR). The CDR represents the percentage of a schools' borrowers who enter repayment during a specified period of time and default on their federally held student loan within the three-year monitoring period.

Through the Title III Grant, SUNY Schenectady has an individual in the position of Financial Literacy Counselor to help steer students in the right direction of how to utilize the funds wisely.

Additionally, Dr. David Clickner, Vice President for Strategic Initiatives and Planning, provided a brief Strategic Plan Update. There have been meetings with President's Council members and we are moving forward with the Strategic Plan co-captains who will "own" their respective parts of the Plan to ensure it is carried out throughout their daily tasks.

Finally, Dr. Moono and Trustee Ray Gillen provided a presentation of the expansion within Downtown Schenectady. There has been a lot of development that aligns with the College, in providing a safe, comfortable atmosphere for the students, as well as the surrounding community.

See attached full report:

[President's Report – October 2021 \(sunysccc.edu\)](https://sunysccc.edu)

6) PERSONNEL

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

RESOLUTION TO APPOINT MR. BRIAN KASLER AS ASSISTANT VICE PRESIDENT OF ADMINISTRATION

WHEREAS, it has been recommended that Mr. Brian Kasler be appointed as Assistant Vice President of Administration for the period October 19, 2021 through August 31, 2022, and

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

#21-114 RESOLVED, that Mr. Brian Kasler be awarded an appointment as Assistant Vice President of Administration at a prorated annual salary of \$75,000 for the period October 19, 2021 through August 31, 2022. This appointment is consistent with the terms and conditions of employment as set forth by the personnel policies of the Board of Trustees.

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

RESOLUTION TO APPOINT MR. MARK KELLY AS ADMISSIONS ADVISOR

WHEREAS, it has been recommended that Mr. Mark Kelly be appointed as Admissions Advisor for the period October 19, 2021 through August 31, 2022, and

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

#21-115 RESOLVED, that Mr. Mark Kelly be awarded an appointment as Admissions Advisor at a prorated annual salary of \$37,000 for the period October 19, 2021 through August 31, 2022. This appointment is consistent with the terms and conditions of employment as set forth by the personnel policies of the Board of Trustees and SUNY Schenectady Union of Faculty and Professionals (UFP) Agreement.

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

RESOLUTION TO APPOINT MS. ELIZABETH HORNING AS RESEARCH ANALYST

WHEREAS, it has been recommended that Ms. Elizabeth Horning be appointed as Research Analyst for the period January 3, 2022 through August 31, 2022, and

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

#21-116

RESOLVED, that Ms. Elizabeth Horning be awarded an appointment as Research Analyst at a prorated annual salary of \$55,000 for the period January 3, 2022 through August 31, 2022. This appointment is funded by the Title III Grant and is consistent with the terms and conditions of employment as set forth by the personnel policies of the Board of Trustees and 2.2 Temporary, Grant-Supported Staff Positions and Temporary Assignments.

7)

POLICIES

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

RESOLUTION TO QUANTIFY ADJUNCT TEACHING LOAD

WHEREAS, it has been determined a policy is needed to quantify adjunct faculty work load and provide clarify on what is considered full-time versus part-time employment for purposes of the Affordable Care Act (ACA); and

WHEREAS, the policy provides guidance on procedures to follow should an adjunct faculty member's load exceeds 11 credits in a single semester; and

WHEREAS, the President concurs with said recommended policy, it is hereby

#21-117

RESOLVED, that the Board of Trustees hereby approve the proposed policy on Adjunct Teaching Load effective immediately.

8)

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

A RESOLUTION AUTHORIZING THE SALE BY PUBLIC AUCTION OR DISPOSAL OF PROPERTY OWNED BY SUNY SCHENECTADY COUNTY COMMUNITY COLLEGE

WHEREAS, the President recommends for sale or disposal of college property consisting of the following:

- One (1) 72" True White Curved Glass Refrigerated Deli Case – Model TCGC-72-LD
- One (1) Vulcan Two-Door Refrigerator – Model CRA-2
- One (1) Victory Two-Door Freezer – Model FA 20-87
- Three (3) Lang Induction Stoves with Six Burners and Oven–Model RT136-E

- One (1) 2000 Ford F350 XL 4X4 Regular Cab Pick-up Truck – VIN #1FTSF31L8YEC65622
- Seventy (70) Student Desks with Connected Arms

WHEREAS, the Board of Trustees of SUNY Schenectady County Community College (“College”) has determined that it is no longer necessary or useful to, or in the best interests of, the College to retain ownership of the property hereinafter described; and

WHEREAS, the Board of Trustees has determined it is in the best interest of the College to sell or dispose of the personal property.

NOW, THEREFORE BE IT

#21-118 **RESOLVED**, that the President and his designee is hereby authorized to sell by public auction or dispose of and retire said property from the fixed asset inventory account, as necessary.

Upon motion by Trustee Hughes and seconded by Trustee Karl, the meeting was adjourned at 6:21 pm.

Respectfully submitted,

Renee Bradley, Secretary
Board of Trustees

Recorded by:
Paula Ohlhous, Chief of Staff