

SUNY SCHENECTADY COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
October 21, 2024

MINUTES

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

ALSO PRESENT: Dr. Steady Moono, Patrick Ryan, Tiombé Tatum, President's Council, and other College faculty and staff

ABSENT: Ray Gillen, Damonni Farley, Imani Romain-Barthley

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 SEPTEMBER 16, 2024 AND CONSENT AGENDA**

RESOLVED, that the Minutes of the of September 16, 2024 meeting and consent agenda be approved as submitted and read; and be it further

#24-142 RESOLVED, that the personnel items listed in the Consent Agenda be approved.

Upon motion by Trustee Versaci and seconded by Trustee Hughes, the minutes and consent agenda were unanimously approved.

3) **CONSENT AGENDA**

#24-143A APPROVAL FOR A TRAVEL REQUEST FOR DR. DAVID CLICKNER

WHEREAS, the Schenectady County Community College Foundation Finance Committee voted in support of funding expenses associated with travel to the Republic of Zambia for representatives of SUNY Schenectady from November 2, 2024 – November 9, 2024, and

WHEREAS, Dr. Steady Moono has received outreach directly from senior officials at the National Institute of Public Administration (NIPA) in Zambia, requesting his support of continued partnership between SUNY Schenectady and NIPA; and

WHEREAS, as part of the progression in our aligned goals, this travel will involve formal meetings with members of NIPA leadership teams, Board of Trustees, attendance of the NIPA 27th Commencement Exercises of which Dr. Steady Moono is the Keynote Speaker, and with engagement with the President of the Republic of Zambia, His Excellency Mr. Hakainde Hichilema; and it is hereby,

RESOLVED, that the Board of Trustees hereby approves Dr. David Clickner to travel to the Republic of Zambia from November 2, 2024 – November 9, 2024.

#24-143B

APPROVAL FOR A TRAVEL REQUEST FOR DR. MARK MEACHEM

WHEREAS, the Schenectady County Community College Foundation Finance Committee voted in support of funding expenses associated with travel to the Republic of Zambia for representatives of SUNY Schenectady from November 2, 2024 – November 9, 2024, and

WHEREAS, Dr. Steady Moono has received outreach directly from senior officials at the National Institute of Public Administration (NIPA) in Zambia, requesting his support of continued partnership between SUNY Schenectady and NIPA; and

WHEREAS, as part of the progression in our aligned goals, this travel will involve formal meetings with members of NIPA leadership teams, Board of Trustees, attendance of the NIPA 27th Commencement Exercises of which Dr. Steady Moono is the Keynote Speaker, and with engagement with the President of the Republic of Zambia, His Excellency Mr. Hakainde Hichilema; and it is hereby,

RESOLVED, that the Board of Trustees hereby approves Dr. Mark Meachem to travel to the Republic of Zambia from November 2, 2024 – November 9, 2024.

#24-143C

RESOLUTION FOR SPECIAL ASSIGNMENT FOR TANYA L. SCIME

WHEREAS, Tanya L. Scime serves as the Director of Human Resources and is being asked to temporarily oversee and coordinate Campus Events; and

WHEREAS, Tanya L. Scime will schedule and coordinate public seminars, conferences, and event activities for campus and community organizations. This coordination has the responsibility for managing various aspects of events such as facility scheduling, set-up, technical and AV equipment requirements, security, parking and event follow-up; it is hereby

RESOLVED, that the Board of Trustees approves Tanya L. Scime for the special interim assignment to oversee and coordinate Campus Events and be provided a

stipend of \$400 per pay period effective October 15, 2024 until a permanent hire is on board.

#24-143D PROFESSIONAL DEVELOPMENT REQUEST – SARAH WILSON-SPARROW

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 Workforce Development & Community Education, Sarah Wilson-Sparrow, to attend the Continuing Education Association of New York (CEANY) Conference in Saratoga Springs, NY November 13-15, 2024 at a cost not to exceed \$750.00

#24-143E 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 the Middle States Commission on Higher Education (MSCHE) Annual Conference in Philadelphia, PA December 11-13, 2024 at a cost not to exceed \$2,000.00

#24-143F 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:

Executive Vice President for Administration and Finance, Patrick Ryan, to attend the Middle States Commission on Higher Education (MSCHE) Annual Conference in Philadelphia, PA December 11-13, 2024 at a cost not to exceed \$2,000.00

#24-143G PROFESSIONAL DEVELOPMENT REQUEST – DR. DAVID CLICKNER

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 Middle States Commission on Higher Education (MSCHE) Annual Conference in Philadelphia, PA December 11-13, 2024 at a cost not to exceed \$2,000.00

#24-132H PROFESSIONAL DEVELOPMENT REQUEST – DR. MARK MEACHEM

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 Academic Affairs, Dr. Mark Meachem, to attend the Middle States Commission on Higher Education (MSCHE) Annual Conference in Philadelphia, PA December 11-13, 2024 at a cost not to exceed \$2,000.00

#24-142I PROFESSIONAL DEVELOPMENT REQUEST – TIOMBÉ TATUM

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, Tiombé Tatum, to attend the Middle States Commission on Higher Education (MSCHE) Annual Conference in Philadelphia, PA December 11-13, 2024 at a cost not to exceed \$2,100.00

4) REPORT OF THE CHAIR

Presented by Vice Chair Tina Chericoni Versaci:

REPORT FROM THE FOUNDATION

The 2024 NYS Tax Incentive is closed. Application requests from eight donors totaled \$288,000. This was a record year for participation, with 637 individuals across 44 campuses applying to take part. Because the amount requested exceeded the \$10 million cap, all requests were pro-rated. In February, instead of \$288,000, the Foundation will receive a little over \$149,000 in donations.

The Campaign is in full swing as we continue to seek funding for Workforce Innovation and the SUNY Schenectady Fund. As of October 14, we have received \$7,051,926 in support.

We have received significant new commitments from:

\$15,000 from Seymour Fox Foundation for new Food Pantry freezers

\$12,500 from Gleason, Dunn, Walsh and O'Shea
\$5,000 from Plug Power, with the help of former Board member, Don Rohr.

Presented by Chair Ann Fleming Brown:

Acknowledgement of Heather Peterson for receiving the *Distinguished Alumnus Award for Civic Contribution* from New York Community College Trustees.

Acknowledgement of the Workforce Development & Community Education team for receiving the *NYCCT Community College Innovation Award* for mobile classrooms from New York Community College Trustees.

#24-144 APPROVAL FOR SERVICE ON ACCT COMMITTEE FOR ANN FLEMING BROWN

WHEREAS, Board of Trustees Chair, Ann Fleming Brown seeks support to serve on ACCT Committees committee(s) “Diversity, Equity, and Inclusion Committee”, “Member Communications and Education Committee”, “Public Policy and Advocacy Committee”, and

WHEREAS, the nomination to be forwarded to be the New York Coordinator for ACCT; and it is hereby,

RESOLVED, that the Board of Trustees hereby approves Ann Fleming Brown’s service and nomination on an ACCT Committee.

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

5) REPORT OF THE TREASURER

#24-145 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

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.

#24-146 **APPROVAL OF THE REPORT OF REVENUES AND EXPENDITURES
FOR THE PERIOD ENDING SEPTEMBER 30, 2024**

WHEREAS, the Board has received the Report of Revenues and Expenditures for the period ending September 30, 2024, 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 September 30, 2024, be accepted as received.

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

#24-147 **RESOLUTION FOR THE 2025-26 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

RESOLVED, that the Board of Trustees hereby approve the 2025-26 Budget Process Schedule effective immediately.

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

6) **PRESIDENT’S REPORT - October 2024**

President Moono announced that SUNY Schenectady was named, for the fifth consecutive year, “Best Local College” in the Daily Gazette of Schenectady Official 2024 People’s Choice Awards.

President Moono reviewed the Annual Goals – 2024-25.

Upon motion by Trustee Hughes and seconded by Trustee Karl, the President's Annual Goals – 2024-25 was unanimously approved.

President Moono reviewed the Annual Report – 2023-24.

Upon motion by Trustee King and seconded by Trustee Versaci, the President's Annual Report – 2023-24 was unanimously approved.

7) **RESOLUTION TO APPROVE NEW JOB TITLES AND DESCRIPTIONS**

#24-148 & **APPROVAL OF TITLES TO BE ADDED TO THE COLLEGE'S**
#24-149 **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

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.

- Assistant Controller
- C-STEP Director

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

8) **PERSONNEL**

#24-150 **RESOLUTION TO APPOINT NIKEYA SLAUGHTER AS THE LPP**
PROGRAM ASSISTANT

WHEREAS, it has been recommended that Nikeya Slaughter be appointed as the LPP Program Assistant; and

WHEREAS, Nikeya Slaughter 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

RESOLVED, that Nikeya Slaughter be appointed as the LPP Program

Assistant from October 22, 2024 through August 31, 2025 at a pro-rated salary amount of \$41,000. This appointment is consistent with the Personnel Policies of the Board of Trustees and the terms and conditions of employment as set forth in Board Policy 2.2 Temporary, Grant-Supported Staff Positions and Temporary Assignments; and be it

FURTHER RESOLVED, the grant-funded reappointment may be terminated prior to the end of the 2024-2025 academic year, upon expiration of grant funding. Should the funding source end, the salary and benefits will be reduced accordingly.

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

9) **RESOLUTION TO AWARD CONTRACT**

#24-151 **RESOLUTION TO AWARD CONTRACT FOR CONTENT MANAGEMENT SYSTEM (CMS)**

WHEREAS, SUNY Schenectady (“College”) sought a qualified vendor to provide a Content Management System (CMS), and

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

WHEREAS, SUNY Schenectady (“College”) received proposals in response to the RFP and determined only the incumbent service provider could provide these services within budget and scope due to the nature of the services provided, and

WHEREAS, SUNY Schenectady (“College”) determined this procurement with the incumbent contractor is necessary as a single-source provider due to their ability to provide the service without the costs of installation, implementation and import configuration; which when added to the costs make procurement with another vendor cost prohibitive, and

NOW THEREFORE BE IT

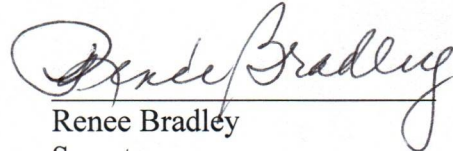
RESOLVED, that the Board of Trustees hereby authorizes the award of a three year agreement with two one-year renewal options to Modern Campus, 1320 Flynn Road, Suite 100, Camarillo, CA January 1, 2025 at a cost not to exceed \$177,067.17 over the five-year period.

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

10) **INFORMATIONAL – UPCOMING IMPORTANT DATES**

Upon motion by Trustee Hughes and Trustee Karl, the meeting was adjourned at 6:00 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Renee Bradley". The signature is written in black ink and is positioned above a horizontal line.

Renee Bradley
Secretary
Board of Trustees

Recorded by:
Tiombé Tatum
Chief of Staff