

SUNY SCHENECTADY COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
NOVEMBER 15, 2021 at 5:30 pm
VAN CURLER ROOM
&
VIA TELECONFERENCE

MINUTES

TRUSTEES PRESENT: Ann Fleming Brown, Ray Gillen, Gary Hughes, Michael Karl, Margaret King, Tina Chericoni Versaci, Renee Bradley, Damonni Farley and Dravid Seecharan

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

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

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

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF OCTOBER 18, 2021 AND CONSENT AGENDA

#21-119 **RESOLVED**, that the Minutes of the October 18, 2021 meeting be approved as submitted and read; and be it further

#21-120 **RESOLVED**, that the Consent Agenda be approved.

3) CONSENT AGENDA

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

PROFESSIONAL DEVELOPMENT REQUEST – MS. STACY MCILDUFF

WHEREAS, the Schenectady County Community College Foundation Finance Committee voted in support of funding expenses associated with travel to Cincinnati, Ohio for representatives of SUNY Schenectady from December 21-22, 2021, and

WHEREAS, the goals of this trip is to steward Mr. Goldhoff, President of Hard Rock, develop internship opportunities with the Hard Rock Cincinnati for students in our School of Hotel, Culinary Arts and Tourism, and continue to build

the relationship to strengthen and garner future financial support.

- #21-120A** **RESOLVED**, that the Board of Trustees hereby approves Ms. Stacy McIlduff, Vice President of Development and External Affairs, to travel to Ohio from December 21, 2021-December 22, 2021, at a cost not to exceed \$1,000, funded by the Foundation.

PROFESSIONAL DEVELOPMENT REQUEST – MS. ANN FLEMING BROWN

- #21-120B** **RESOLVED**, that the Board of Trustees hereby approves the following professional development request in accordance with the policies and procedures of the College:

Trustee, Ms. Ann Fleming Brown to attend the Association of Community College Trustees (ACCT) National Legislative Summit, February 6 – February 9, 2022, in Washington, DC at a cost not to exceed \$2,400.00.

PROFESSIONAL DEVELOPMENT REQUEST – MR. MICHAEL KARL

- #21-120C** **RESOLVED**, that the Board of Trustees hereby approves the following professional development request in accordance with the policies and procedures of the College:

Trustee, Mr. Michael Karl to attend the Association of Community College Trustees (ACCT) National Legislative Summit, February 6 – February 9, 2022, in Washington, DC at a cost not to exceed \$2,400.00.

PROFESSIONAL DEVELOPMENT REQUEST – MS. PAULA OHLHOUS

- #21-120D** **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, Ms. Paula Ohlhaus to attend the Association of Community College Trustees (ACCT) National Legislative Summit, February 6 – February 9, 2022, in Washington, DC at a cost not to exceed \$2,425.00.

PROFESSIONAL DEVELOPMENT REQUEST – DR. STEADY MOONO

- #21-120E** **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 Association of Community College Trustees (ACCT) National Legislative Summit, February 6 – February 9, 2022, in

Washington, DC at a cost not to exceed \$2,400.00.

4) **REPORT OF THE CHAIR**

Trustee Versaci provided a report on the Foundation.

- The Foundation will be assisting the Food Pantry in providing Thanksgiving meals to students. Our thanks to Sunmark Charitable Community Foundation and alumna Joan Dembinski for sponsoring the effort, which will help us to prepare (200) meal kits for students.
- A new scholarship was set up this month called the “Super Mom Scholarship.” It was a \$7,500 multi-year commitment that will support a single mom with her studies at SUNY Schenectady each year for the next five years.
- The Foundation submitted five (5) grants this month and we anticipate hearing back about several of these in the coming weeks.
- Foundation is gearing up for end of the year fundraising!

As part of the annual process, it is time for the President’s Evaluation. Each Trustee was provided an evaluation form, the 2020-2021 President’s Annual Evaluation, as a guide, and the 2020-2021 Annual Report. These are due back to Chair Brown by January 17th.

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

APPROVAL OF 2021-2022 GOALS - OFFICE OF THE PRESIDENT

WHEREAS, the Guidelines for the College Presidential Reappointment Review Process states that "the President will outline in writing his/her goals and objectives for the College for the ensuing school year and submit same to the Board for its approval"; and

WHEREAS, the President of the College has submitted his goals to the Board of Trustees in accordance with the aforesaid Guidelines; and

WHEREAS, the Board of Trustees has reviewed and concurs with these goals; it is hereby

#21-121 RESOLVED, that the Board of Trustees hereby approves the 2020-2021 Goals submitted by the President of the College, as listed in the copy attached hereto.

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

APPROVAL FOR THE KEY BANK N.A. WARRANTS #5 THROUGH #10

WHEREAS, the Treasurer has reviewed Key Bank N.A. Warrants #5 through #10 and recommends payment of same, it is hereby

- #21-122** **RESOLVED**, that Key Bank N.A. Warrants #5 through #10 be hereby approved for payment.

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

APPROVAL OF THE REPORT OF REVENUES AND EXPENDITURES FOR THE PERIOD ENDING OCTOBER 31, 2021

WHEREAS, the Board has received the Report of Revenues and Expenditures for the period ending October 31, 2021, as prepared by the Office of the Vice President of Administration in advance of the meeting, it is hereby

- #21-123** **RESOLVED**, that the Report of Revenues and Expenditures for the period ending October 31, 2021, be accepted as received.

- 6) In addition to hearing the President's Report, Dr. David Clickner, Vice President for Strategic Initiatives and Planning, provided an enrollment update. Total enrollment is at 3,811 which includes FT and PT students. With the constant outreach to students by Advisors, Success Coaches, Admissions and Financial Aid, our enrollment efforts are in place and are continuing to improve. For example, Duanesburg High School seniors receive instant admission to SUNY Schenectady, and plan to reach out to other schools as well.

We are reaching out internationally to provide international students the opportunity to study at SUNY Schenectady.

Additionally, Dr. Clickner provided a Strategic Plan update.

See attached full report:

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

- 7) Upon motion by Trustee Versaci and seconded by Trustee King, the resolution was unanimously approved.

APPROVAL OF A 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

#21-124 **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.

Executive Director of Marketing and Public Relations

8) PERSONNEL

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

RESOLUTION TO APPOINT MS. KAREN TANSKI AS EXECUTIVE DIRECTOR OF MARKETING AND PUBLIC RELATIONS

WHEREAS, it has been recommended that Karen Tanski be appointed as Executive Director of Marketing and Public Relations, for the period December 20, 2021 through August 31, 2022; and

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

#21-125 **RESOLVED**, that Ms. Karen Tanski be awarded an appointment as Executive Director of Marketing and Public Relations at a prorated annual salary of \$85,000 for the period December 20, 2021 through August 31, 2022. This appointment is consistent with the terms and conditions of employment set forth in the Personnel Policies of the Board of Trustees.

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

RESOLUTION TO APPOINT MS. SARAH BOINK AS STEWARDSHIP OFFICER

WHEREAS, it has been recommended that Ms. Sarah Boink be appointed as Stewardship Officer, for the period November 16, 2021 through August 31, 2022; and

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

#21-126 **RESOLVED**, that Ms. Sarah Boink be awarded an appointment as Stewardship Officer at a prorated annual salary of \$55,000 for the period November 16, 2021 through August 31, 2022. This appointment is funded by the Foundation and is consistent with the terms and conditions of employment set forth in the Personnel

Policies of the Board of Trustees and 2.2 Temporary, Grant-Supported Staff Positions and Temporary Assignments.

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

RESOLUTION TO APPOINT MS. JAIMEE KING AS ASSOCIATE EXECUTIVE DIRECTOR OF SCHENECTADY COLLEGE AND CAREER OUTREACH CENTER (SCCOC)

WHEREAS, it has been recommended that Ms. Jaimee King be appointed as Associate Executive Director of SCCOC, for the period November 16, 2021 through June 30, 2022; and

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

#21-127

RESOLVED, that Ms. Jaimee King be awarded an appointment as Associate Executive Director of SCCOC at a prorated annual salary of \$60,000 for the period November 16, 2021 through June 30, 2022. This is a grant funded appointment and is consistent with the terms and conditions of employment set forth in the Personnel Policies of the Board of Trustees and 2.2 Temporary, Grant-Supported Staff Positions and Temporary Assignments.

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

RESOLUTION TO APPOINT MS. TONIA THOMAS AS OUTREACH ADVISOR FOR SCHENECTADY COLLEGE AND CAREER OUTREACH CENTER (SCCOC)

WHEREAS, it has been recommended that Ms. Tonia Thomas be appointed as Outreach Advisor for SCCOC, for the period November 16, 2021 through June 30, 2022; and

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

#21-128

RESOLVED, that Ms. Tonia Thomas be awarded an appointment as Outreach Advisor for SCCOC at a prorated annual salary of \$45,000 for the period November 16, 2021 through June 30, 2022. This is a grant funded appointment and is consistent with the terms and conditions of employment set forth in the Personnel Policies of the Board of Trustees and 2.2 Temporary, Grant-Supported Staff Positions and Temporary Assignments.

Upon motion by Trustee Hughes and seconded by Trustee King, the resolution was approved, with an abstention from Damonni Farley.

APPOINTMENT OF MS. TIOMBE FARLEY AS INTERIM DIRECTOR OF EDUCATIONAL OPPORTUNITY PROGRAM (EOP)

WHEREAS, it has been recommended that Ms. Tiombe Farley be appointed as Interim Director of Educational Opportunity Program (EOP); and

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

#21-129

RESOLVED, that Ms. Tiombe Farley be appointed as Interim Director of Educational Opportunity Program (EOP) for the period commencing November 16, 2021 and continuing through February 28, 2022, or until the completion of a successful search and the appointment of a Director of EOP, subject to the terms and conditions as set forth in the Agreement between the County of Schenectady and the Chairpersons, Administrators, and Directors Association, at an annual salary of \$55,000, prorated for this period.

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

RESOLUTION TO APPOINT MS. DANIELLE SLOAN AS COORDINATOR FOR WORKFORCE DEVELOPMENT AND COMMUNITY EDUCATION

WHEREAS, it has been recommended that Danielle Sloan be appointed as Coordinator for Workforce Development and Community Education, for the period November 16, 2021 through August 31, 2022; and

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

#21-130

RESOLVED, that Ms. Danielle Sloan be awarded an appointment as Coordinator for Workforce Development and Community Education at a prorated annual salary of \$45,000 for the period November 16, 2021 through August 31, 2022. This appointment is consistent with the terms and conditions of employment set forth in the Personnel Policies of the Board of Trustees.

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

TEMPORARY STIPEND FOR MR. PATRICK RYAN, VICE PRESIDENT OF ADMINISTRATION

WHEREAS, Mr. Edmund McTernan, the previous Executive Director of Human Resources, tendered his resignation effective October 27, 2021 and a search for a new Executive Director of Human Resources is underway; and

WHEREAS, Mr. Patrick Ryan has agreed to jointly manage the

responsibilities of that office until a successful search is completed; and therefore be it

#21-131 **RESOLVED**, that Mr. Patrick Ryan be compensated for this additional work and assume a bi-monthly stipend of \$500 effective immediately until such a time that the Executive Director of Human Resources is appointed and in place.

TEMPORARY STIPEND FOR PAULA OHLHOUS, CHIEF OF STAFF

WHEREAS, Mr. Edmund McTernan, the previous Executive Director of Human Resources, tendered in his resignation effective October 27, 2021 and a search for a new Executive Director of Human Resources is underway; and

WHEREAS, Ms. Paula Ohlhous has agreed to jointly manage the responsibilities of that office until a successful search is completed; and therefore be it

#21-132 **RESOLVED**, that Ms. Paula Ohlhous be compensated for this additional work and assume a bi-monthly stipend of \$500 effective immediately until such a time that the Executive Director of Human Resources is appointed and in place.

9) Upon motion by Trustee Hughes and seconded by Trustee Farley, the resolution was unanimously approved.

A RESOLUTION TO ACCEPT EXCLUSIVE REAL ESTATE OPTION AGREEMENT: PURCHASE OF 222 SOUTH FERRY STREET AND ASSOCIATED PROPERTIES

WHEREAS, Schenectady County is in negotiations with downtown Schenectady land and parcel owners who are interested in selling property to the County for the benefit of the College, and

WHEREAS, the County is in support of these purchases for the benefit of the College as SUNY Schenectady can only expand in this direction due to the Mohawk River flood plain and/or highways that surround the current campus; and

WHEREAS, SUNY Schenectady has already commenced expansion into the lower State St corridor with locations in the Mill Lane complex, Kindl Building and 13 State Street, and this purchase will ensure the College will have access to real estate needed for further development; and

WHEREAS, the County is purchasing the properties as trustee of SUNY Schenectady, and the College will seek capital funding from SUNY/State of New York which will be used to reimburse the County for fifty (50%) percent of the purchase price; and .

NOW, THEREFORE BE IT

#21-134 **RESOLVED**, that the Board of Trustees approve the acceptance of an exclusive real estate option agreement for the future purchase of 222 S. Ferry Street and associated properties located in the City of Schenectady.

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

RESOLUTION TO INCREASE FEDERAL WORK STUDY AND STUDENT WORKER WAGES

WHEREAS, Resolution 17-129 established Federal Work Study and Student Worker wages; however, these rates will change starting December 31, 2021, as the New York State minimum wage will be increased; and

WHEREAS, the Office of Career Services has followed the Financial Student Handbook outline on how Federal wages should be calculated and has surveyed our community based Work Study employers and is recommending that Federal Work Study and Student Worker wages be above minimum wage by between 3% and 5%, as outlined below:

- Minimum Wage plus 3% and Minimum Wage plus 5% after one full year of academic service.

WHEREAS, the Office of Administration supports the recommendation from the Office of Career Services to raise the Federal Work Study and Student Worker wages in support of the scheduled increases to minimum wages; and,

WHEREAS, the increase presents many value added benefits for the campus community that will allow the College to more effectively utilize all funding provided by the Federal Work Study Grant awarded annually to eligible students; makes work study opportunities on campus and in the community more attractive to students; makes the pay more competitive with other opportunities within the surrounding community, offers incentives to stay in the position longer and introduces a platform for additional applied learning opportunities with community partners and creates a collaborative, supportive environment for students to succeed and complete at SUNY Schenectady County Community College; therefore, be it,

#21-135 **RESOLVED**, that the Board of Trustees approve that the Federal Work Study and Student Worker wages be increased as outline above.

12) Upon motion by Trustee Hughes and seconded by Trustee Farley, the Board moved into an Executive Session at 6:16 pm.

13) Upon motion by Trustee Karl and seconded by Trustee Hughes, the regular Board

Meeting reconvened and the following resolution was unanimously approved.

**RESOLUTION FOR THE APPOINTMENT OF MS. PAULA
OHLHOUS AS EXECUTIVE DIRECTOR FOR HUMAN
RESOURCES**

WHEREAS, Ms. Ohlhous is in an unrepresented administrative staff member as Chief of Staff and holds a Career Administrative appointment through August 31, 2023 in accordance with Board Policy 2.1; and

WHEREAS, the position of Executive Director for Human Resources is vacant due to a resignation; and

WHEREAS, has an advanced degree certificate in Human Resources Management and has agreed to co-administrate the office since the departure of the previous Executive Director for Human Resources; and

WHEREAS, the President has determined that Ms. Ohlhous has the knowledge and experience to lead the Human Resources Office; and therefore

#21-136 **RESOLVED**, that Ms. Paula Ohlhous be granted an appointment as Executive Director for Human Resources for the period commencing January 17, 2022, and will continue to hold her Career Administrative appointment through August 31, 2023, subject to the terms and conditions as set forth in the Board Policy 2.1 for Unrepresented Administrative Staff, at an annual prorated salary of \$105,000; and be it further

RESOLVED, that all leave accruals standing in the name of Ms. Paula Ohlhous be carried over to the aforesaid appointment.

15) Upon motion by Trustee Hughes and seconded by Trustee Karl, the meeting was adjourned at 6:39 pm.

Respectfully submitted,

Renee Bradley, Secretary
Board of Trustees

Recorded by:
Paula Ohlhous, Chief of Staff