

SUNY SCHENECTADY COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
NOVEMBER 21, 2022

MINUTES

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

TRUSTEE ABSENT: Damonni Farley

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 5:31 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
OCTOBER 17, 2022 AND THE CONSENT AGENDA**

#22-134 **RESOLVED**, that the Minutes of the October 17, 2022 meeting be approved as submitted and read; and be it further

#22-135 **RESOLVED**, that the Consent Agenda be approved.

3) CONSENT AGENDA

**RESOLUTION TO APPOINT/REAPPOINT MEMBERS TO ADVISORY
COMMITTEES**

WHEREAS, the College Board of Trustees makes appointments/reappointments of members to Advisory Committees to serve as an important link between the College and the professional, industrial and business communities, and

WHEREAS, the advisory committee membership represents a diverse group of professionals that bring a specialized knowledge to the particular committee(s) to which the appointment/reappointment is being made, and

WHEREAS, each advisory committee has a specific purpose and responsibilities to support and enhance the continued growth and success of the institution, therefore be it

#22-135A **RESOLVED**, that the individuals listed in each advisory committee be approved for appointment or reappointment as recommended for each Advisory Committee and listed on each Advisory Committee appointment/reappointment form.

PROFESSIONAL DEVELOPMENT REQUEST – DR. DAVID CLICKNER

#22-135B **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 2023 Achieving the Dream Conference (AtD) in Chicago, IL, February 13-17, 2023 at a cost not to exceed \$2,085.00

PROFESSIONAL DEVELOPMENT REQUEST – DR. CHERYL RENÉE GOOCH

#22-135C **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. Cheryl Renée Gooch, to attend the 2023 Achieving the Dream Conference (AtD) in Chicago, IL, February 13-17, 2023 at a cost not to exceed \$2,085.00.

PROFESSIONAL DEVELOPMENT REQUEST – DR. STEADY MOONO

#22-135D **RESOLVED**, that the Board of Trustees hereby approves the following professional development request in accordance with the policies and procedures of the College:

Dr. Steady Moono, President, to attend the 2023 Achieving the Dream Conference (AtD) in Chicago, IL, February 13-17, 2023 at a cost not to exceed \$2,085.00.

PROFESSIONAL DEVELOPMENT REQUEST – ALICIA RICHARDSON

#22-135E **RESOLVED**, that the Board of Trustees hereby approves the following professional development request in accordance with the policies and procedures of the College:

Chief Diversity Officer, Alicia Richardson, to attend the 2023 Achieving the Dream Conference (AtD) in Chicago, IL, February 13-17, 2023 at a cost not to exceed of \$2,085.00.

PROFESSIONAL DEVELOPMENT REQUEST – PATRICK RYAN

#22-135F **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 2023 Achieving the Dream Conference (AtD) in Chicago, IL, February 13-17, 2023 at a cost not to exceed \$2,085.00.

PROFESSIONAL DEVELOPMENT REQUEST – DR. HAMIN SHABAZZ

#22-135G **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 2023 Achieving the Dream Conference (AtD) in Chicago, IL, February 13-17, 2023 at a cost not to exceed \$2,085.00.

TRAVEL REQUEST – DR. HAMIN SHABAZZ, CHIEF OF STAFF

#22-135H **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 a Middle States Pre-Applicant Visit to Erie County Community College, Erie, Pennsylvania with Dr. Steady Moono, President, November 6-7, 2022, at a cost not to exceed \$1,800.00.

PROFESSIONAL DEVELOPMENT REQUEST – SARAH WILSON-SPARROW, VICE PRESIDENT OF WORKFORCE DEVELOPMENT AND COMMUNITY EDUCATION

#22-135I **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 and Community Education Sarah Wilson - Sparrow, to attend the Continuing Education Association of New York (CEANY) Annual Conference November 9 - 11, 2022, at a cost not to exceed \$800.00.

4) **REPORT OF THE CHAIR**

Foundation Report was provided by Vice Chair Chericoni Versaci:

- The Foundation has garnered support from several Corporate Champions through active engagement this month, including \$7,500 from Community Bank, N.A. for the presenting sponsorship of the 31st Annual *Food for Thought & All That Jazz*. Last week the Foundation team delivered “gratitude boxes” to our most dedicated corporate supporters as our way of saying “thanks” for their commitment to our students.
- We are also blessed to have the support of Price Chopper’s Golub Foundation, who donated 125 turkeys in support of Thanksgiving meal kits for our students. Price Chopper, along with several other individual donors, are making it possible for 150 Thanksgiving meals to be available for students and employees who need a little extra help. Tomorrow evening the Foundation Board will assemble the meal kits for distribution on Wednesday.
- During November, the Foundation also received a \$25,000 gift to the Food Pantry endowment, and a \$30,000 grant to support the new mobile skills labs for Workforce Development and Community Education.

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

RESOLUTION TO APPROVE THE 2022-2023 PRESIDENTIAL GOALS

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

#22-136 **RESOLVED**, that the Board of Trustees hereby approves the 2022-2023 Goals submitted by the President of the College, as listed in the copy attached hereto.

5) **REPORT OF THE TREASURER**

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

APPROVAL FOR THE KEY BANK N.A. WARRANTS #06 THROUGH #09

WHEREAS, the Treasurer has reviewed Key Bank N.A. Warrants # 6 through # 9 and recommends payment of same, it is hereby

#22-137 **RESOLVED**, that Key Bank N.A. Warrants # 6 through # 9 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 OCTOBER 31, 2022

WHEREAS, the Board has received the Report of Revenues and Expenditures for the period ending October 31, 2022, as prepared by the Office of the Vice President of Administration in advance of the meeting, it is hereby

#22-138 **RESOLVED**, that the Report of Revenues and Expenditures for the period ending October 31, 2022, be accepted as received.

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

REVISED OPERATING BUDGET FOR FISCAL YEAR BEGINNING SEPTEMBER 1, 2022 AND ENDING AUGUST 31, 2023

WHEREAS, the Board of Trustees approved a Fiscal Year 2022-23 College Operating Budget, along with appropriate background information for the items contained in the budget for the period September 1, 2022 to August 31, 2023; and

WHEREAS, the State University of New York (SUNY) requested changes to the application of Federal HEERF lost revenue funding to the College's 2022-23 Operating Budget formula; resulting in a reduction in the out of County Chargeback rate; and

WHEREAS, the change in Chargeback rate resulted in a reduction of projected revenues requiring an adjustment in projected 2022-23 Operating Budget expenditures; and

WHEREAS, the College received in July 2022 Supplemental Support under the American Rescue Plan (SSARP) and is able to apply \$1,549,528 in SSARP and HEERF funding to the 2022-23 Operating Budget; and

WHEREAS, the Operating Budget can be reduced by \$918,740 in projected Employee Benefits savings due to re-projection of costs; and

WHEREAS, planned use of the Fund Balance for 2022-23 will be reduced from \$2,473,187 to \$2,349,289; and

WHEREAS, the Board of Trustees has reviewed the revised budget and found it to be satisfactory; it is hereby

RESOLVED, that the revised operating budget for fiscal year 2022-2023, beginning September 1, 2022 and ending August 31, 2023, be approved in the amount of \$28,513,578; and be it further

#22-139 **RESOLVED**, that the President shall be directed to submit the revised budget, together with appropriate documents, to Schenectady County and the State University of New York, in that order, for approval.

6) **PRESIDENT’S REPORT**

Alicia Richardson, Interim Chief Diversity Officer, provided a presentation on Diversity, Equity and Inclusion (DEI)

Dr. David Clickner, Vice President for Strategic Initiatives and Planning, provided a brief presentation on the goals that were achieved last year, as well as a brief overview of Year 1 and 2 with the new Strategic Plan adopted.

Click on link for full report:

[President’s Report – November 2022 \(sunysccc.edu\)](https://www.sunysccc.edu/president-report-november-2022)

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

RESOLUTION FOR NAMING PROPOSAL OF ROOM 209 AT CENTER CITY

WHEREAS, the education lab at Center City will house teaching and learning functions that include offering the Medical Claim Processor and Medical Claim Customer Service courses to incumbent and new workers developed in partnership with MVP; and

WHEREAS, these courses will be articulated into the existing Certificate in Coding and Billing. In addition, the lab will provide computer literacy courses, Excel, Word, Visio training, digital literacy and citizenship, self-study and practice in the use of Sim Chart, essential skills and Personability in healthcare. It will also serve as an experiential site for Data Literacy and professional development for incumbent workers; and

WHEREAS, per the Naming of College Facilities, Areas, & Roads policy 4.3 approved by the Board of Trustees on February 22, 2016, “facility naming recognizes individuals or corporations that continuously support, through their generous gifts of time, talent and treasure, the future success” of SUNY Schenectady; and

WHEREAS, as a major stakeholder and partner in developing this programming, MVP Health Care is poised to provide grant funding to the Foundation in support of the new education lab for the cost of equipment, furnishings, technology and software for Room 209 at Center City; and

WHEREAS, it is being recommended by Stacy McIllduff, Vice President of Development and External Affairs to name Room 209 at Center City **the MVP Health Care Impact Lab** for the duration of the space lease only, based on *philanthropic support*, and

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

#22-140 **RESOLVED**, that the Board of Trustees approves to name Room 209 at Center City, the **MVP Health Care Impact Lab** for the duration of the space lease only based on philanthropic support effective immediately.

8) **POLICIES**

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

RESOLUTION TO ADOPT A NEW POLICY: LACTATION-FRIENDLY ENVIRONMENT POLICY

WHEREAS, as a Mamava Pod grantee worksite through the initiative, the College has ongoing access to a Community Relations Liaison for the Breastfeeding Grant at St. Peter’s Health Partners; and

WHEREAS, the engagement is intended to make policy, systems, and environmental changes that support breastfeeding employees and their families.; and

WHEREAS, SUNY Schenectady can achieve official Breastfeeding Friendly Worksite Recognition by developing a breastfeeding friendly policy for our workplace, submitting the policy to the New York State Department of Health and completing a post-assessment of policies and practices; and

WHEREAS, the benefits of being recognized as a Breastfeeding Friendly Worksite include receiving a Certificate of Recognition and Window Clings / Badge for Our Website, and

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

#22-141 **RESOLVED**, that the Board of Trustees hereby adopts the Lactation-Friendly Environment Policy as reflected in the copy attached hereto, to become effective immediately.

9) PERSONNEL

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

RESOLUTION TO APPOINT IAN FARMER AS EARLY COLLEGE HIGH SCHOOL STUDENT SUCCESS COACH (IREPO)

WHEREAS, it has been recommended that Ian Farmer be appointed as the Early College High School (ECHS) Student Success Coach, and

WHEREAS, as the ECHS Student Success Coach, Ian Farmer's duties are providing workshops, meeting with students for academic planning, mentoring and social emotional support serving our Smart Scholar and additional Early College High School students. Ian comes to us with a strong connection to the local community and experience working with diverse populations; and

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

#22-142 **RESOLVED**, that Ian Farmer be awarded an appointment as Student Success Coach at an annual prorated salary of \$45,000 (IREPO Grant Funded) for the period from December 1, 2022 through July 30, 2023 pursuant to the terms and conditions of employment as set forth in Board Policies 2.2, Temporary, Grant-Supported Staff Positions and Temporary Assignments.

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

RESOLUTION TO APPOINT JAIMEE KING AS EXECUTIVE DIRECTOR OF SUNY SCHENECTADY COLLEGE AND CAREER OUTREACH CENTER

WHEREAS, it has been recommended that Jaimee King be appointed as Executive Director of SUNY Schenectady College and Career Outreach Center (SCCOC), and

WHEREAS, Jaimee King currently serves as the Associate Executive Director of the SCCOC, a role she has held since July 2014; and

WHEREAS, three finalists were recommended by the Search Committee to be interviewed by the President and Lisa L. Jackson, SUNY Associate Provost and UCAWD Director and Jaimee King emerged as the most qualified candidate for this role; and

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

#22-143 **RESOLVED**, that Jaimee King be awarded an appointment as Executive Director of SUNY Schenectady College and Career Outreach Center (SCCOC) at an annual prorated salary of \$75,000 (Grant Funded) for the period from November 22, 2022 through June 30, 2023 pursuant to the terms and conditions of employment as set forth in Board Policies 2.2, Temporary, Grant-Supported Staff Positions and Temporary Assignments, respectively.

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

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

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

#22-144 **RESOLVED**, that the President be authorized to submit the following titles to the Chancellor of the State University of New York for inclusion in the Professional Service Listing for SUNY Schenectady effective immediately;

- Assistant Director of Workforce Development - Apprenticeship Grant
- Assistant Director of Workforce Development – Cannabis and Health CARES Grant

11) 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

#22-145 **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;

- Marketing Coordinator

12) Upon motion by Trustee Hughes and seconded by Trustee Karl, the meeting was adjourned at 6:27 pm.

Respectfully submitted,

Renee Bradley, Secretary
Board of Trustees

Recorded by:
Dr. Hamin Shabazz, Chief of Staff