

SUNY SCHENECTADY COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
AUGUST 22, 2022 at 5:30 pm

VIA TELECONFERENCE

MINUTES

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

TRUSTEE ABSENT: Damonni Farley, Renee Bradley, Michael Karl

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 Chericoni Versaci, the resolution was unanimously approved.

**APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JUNE 27, 2022 AND CONSENT AGENDA**

**RESOLVED**, that the Minutes of the June 27, 2022 meeting be approved as submitted and read; and be it further

**#22-89** **RESOLVED**, that the Consent Agenda be approved.

3) CONSENT AGENDA

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

**CORRECTION TO RESOLUTION # 22-17E APPOINTMENT OF PROFESSIONAL STAFF ELIGIBLE FOR REAPPOINTMENT**

**WHEREAS**, at the February 21<sup>st</sup> Board meeting, the Board passed resolution # 22-17E incorrectly reappointing the members listed below as instructors and should have reappointed them as Assistant Professors; it is hereby

**# 22-89A** **RESOLVED**, that resolution # 22-17 be corrected and the individuals of the professional staff listed below be reappointed for a one-year term appointment for the academic year beginning September 1, 2022, as Assistant Professor's pursuant

to the Agreements between the County of Schenectady and the SUNY Schenectady Union of the Faculty and Professionals (UFP).

<u>NAME/DEPARTMENT</u>	<u>TITLE</u>	<u>INCREASE</u>
Daniel Holz MSTH	Assistant Professor	\$1,000
Dr. Claire Parham BCJL	Assistant Professor	\$1,000
Michelle Garretson Liberal Arts	Assistant Professor	\$1,000

**RESOLUTION TO EXTEND SPECIAL ASSIGNMENT FOR DEBORAH SPASS**

**WHEREAS**, Deborah Spass serves as the Confidential Secretary and is being asked to oversee and coordinate Campus Events; and

**WHEREAS**, Deborah Spass 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

**#22-89B** **RESOLVED**, that the Board of Trustees approves Deborah Spass for the special assignment to oversee and coordinate Campus Events and be provided a stipend of \$250 per pay period effective September 1, 2022 through August 31, 2023.

**RESOLUTION FOR GUIDED PATHWAYS/ACADEMIC INITIATIVE COORDINATOR**

**WHEREAS**, Dr. Syeda Munaim has agreed to serve as the Guided Pathways (GP)/Academic Initiative Coordinator for Fall 2022, and

**WHEREAS**, the College President has approved a Memorandum of Understanding, outlining the assignment for Dr. Syeda Munaim to serve as Guided Pathways/Academic Initiative Coordinator from August 29, 2022 until December 19, 2022; and be it further

**#22-89C** **RESOLVED**, that Dr. Syeda Munaim will receive a stipend of \$1,000 to be paid upon successful completion of these duties, and Dr. Munaim will submit a report of this activity in December.

**PROFESSIONAL DEVELOPMENT REQUEST – ANN FLEMING BROWN**

**#22-89D**     **RESOLVED**, that the Board of Trustees hereby approves the following professional development request in accordance with the policies and procedures of the College:

Board Chair, Ann Fleming Brown, to attend the Association of Community College Trustees (ACCT) Leadership Congress October 26-29, 2022 in New York, NY at a cost not to exceed \$3,000.00.

**PROFESSIONAL DEVELOPMENT REQUEST – DR. HAMIN SHABAZZ**

**#22-89E**     **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 Association of Community College Trustees (ACCT) Leadership Congress October 26-29, 2022 in New York, NY at a cost not to exceed \$3,000.00.

**GRANTING OF EMERITUS STATUS**

**WHEREAS**, the Faculty of SUNY Schenectady had requested that the Board of Trustees consider granting Emeritus Status to retiring Faculty members with 12 or more years of service to the College, and

**WHEREAS**, the Board of Trustees approved the recommendation to consider retiring Faculty members for such designation, per Resolution #11-155, dated October 24, 2011, which was amended June 16, 2014, in accordance with Resolution #14-116; and

**WHEREAS**, a listing of eligible retirees has been developed and a review of their service and accomplishments during their employment at SUNY Schenectady has been conducted, and

**WHEREAS**, recommendations have been made by members of the Faculty and the President of the College to grant individuals Emeritus Status, it is hereby

**#22-89F**     **RESOLVED**, that the Board of Trustees hereby grants Gary Perkins, Division of Business, Criminal Justice and Law, Emeritus Status, in accordance with procedures adopted by the Board of Trustees, per Resolution #14-116.

4)           REPORT OF THE CHAIR

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

## **NEW SLATE OF OFFICERS**

**#22-90**

**RESOLVED**, that the nominations for the offices of Chair, Vice Chair, and Secretary of the Board of Trustees of SUNY Schenectady County Community College, to commence immediately on August 22, 2022 and continuing through June 30, 2023, are hereby closed and the Secretary instructed to cast ballots for the election of the following officers:

Ann Fleming Brown, Chair

Tina Chericoni Versaci, Vice Chair

Renee Bradley, Secretary

Foundation Report was provided by Trustee Chericoni Versaci

- Several weeks ago, the Foundation received word that we are being awarded a \$5,000 grant from the Schenectady Foundation for two new food pantry freezers to help increase our capacity to serve students throughout the year with frozen fruits, vegetables, meat and pasta.
- The Foundation received \$10,000 in renewed support for the Fenimore Asset Management for scholarships.
- We held a great orientation for new Foundation Board members on August 9, to get everyone up to speed on the many wonderful things happening at the College.
- Plans for a Founder's Week phone-a-thon in mid-September are underway. This will be a big push to encourage monthly donations to the Foundation and is being underwritten by our generous friends at Marshall & Sterling.

5)

### REPORT OF THE TREASURER

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

### **APPROVAL FOR THE KEY BANK N.A. WARRANTS #41 THROUGH #50**

**WHEREAS**, the Treasurer has reviewed Key Bank N.A. Warrants #41 through #50 and recommends payment of same, it is hereby

**# 22-91**

**RESOLVED**, that Key Bank N.A. Warrants #41 through #50 be hereby approved for payment.

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

**APPROVAL OF THE REPORT OF REVENUES AND EXPENDITURES FOR THE PERIOD ENDING JULY 31, 2022**

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

**#22-92**      **RESOLVED**, that the Report of Revenues and Expenditures for the period ending July 31, 2022, be accepted as received.

6)            **PRESIDENT’S REPORT**

In addition to hearing the president’s report, an International Students update was presented by Dr. David Clickner, Vice President for Strategic Initiatives and Planning and Stacy McIlduff, Vice President of Development and External Affairs.

Additionally, Dr. David Clickner presented a wrap up to the ReaCH Initiative for 2021-2022. ReaCH is a Student Success Initiative.

Click on link for full report:  
[President’s Report – August 2022 \(sunysccc.edu\)](https://sunysccc.edu)

7)            **POLICIES**

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

**RESOLUTION FOR APPROVAL OF THE REVISION TO POLICY (2.12) THE NON-DISCRIMINATION STATEMENT**

**WHEREAS**, the Human Resource office conducted a review of this policy in compliance with the Middle States Accreditation Review Schedule approve by the Board of Trustees; and

**WHEREAS**, the non-discrimination statement policy was updated to move from one that communicates tolerance and legal obligation, to one that communicates value and appreciation; and

**WHEREAS**, the statement was updated to show SUNY Schenectady as a more inclusive workplace that celebrates diversity and prioritizes inclusion; and

**NOW THEREFORE BE IT**

**#22-93**      **RESOLVED**, that the Board of Trustees hereby approves the revisions to the Non-Discrimination Statement Policy 2.12, as reflected in the copy attached hereto, effective immediately.

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

**RESOLUTION FOR THE APPROVAL OF UPDATED POLICY AND ANNUAL STATEMENT PURSUANT TO THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

**WHEREAS**, SUNY Schenectady is governed by the State University of New York (SUNY) Family Educational Rights and Privacy Act (FERPA) policy #6600 (SUNY FERPA Policy), which expressly applies to community colleges; and

**WHEREAS**, SUNY Schenectady adopted its FERPA Policy pursuant to the SUNY FERPA Policy on August 2, 1976, and updated its FERPA Policy on April 18, 2016; and

**WHEREAS**, pursuant to both the SUNY FERPA Policy and the SUNY Schenectady FERPA Policy, SUNY Schenectady is required to notify students, on an annual basis, of their rights under FERPA, which is accomplished through an Annual Statement; and

**WHEREAS**, SUNY Schenectady is revising its FERPA Policy to ensure that students review the Annual Statement for updated information regarding FERPA; and

**WHEREAS**, SUNY Schenectady is revising the Annual Statement to remove “local and permanent address and phone number” and to add “photograph” to the definition of directory information; it is hereby

**#22-94**      **RESOLVED**, by the Board of Trustees of SUNY Schenectady that the revised FERPA Policy and Annual Statement are adopted and approved effective immediately.

**RESOLUTION FOR APPROVAL OF THE REVISIONS TO THE ACADEMIC CODE POLICY (1.10)**

**WHEREAS**, the Academic Senate voted to approve changes to Academic Code Policy to further clarify and align with best practices; and

**WHEREAS**, the Academic Senate recommended changes to the following sections of the Academic Code Policy (1.10); Section 3.5 Limitation on Course

Loads, Section 7.1 Grading System, Section 7.7 Readmission and Section 8.6 Attendance at Graduation; and

**NOW THEREFORE BE IT**

**#22-95**      **RESOLVED**, that the Board of Trustees hereby approves the revisions to the Academic Code Policy, as reflected in the copy attached hereto, effective immediately.

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

**RESOLUTION TO AWARD CONTRACT FOR IT NETWORK  
INFRASTRUCTURE – ELECTRICAL POWER UPGRADE**

**WHEREAS**, SUNY Schenectady (“College”) seeks a qualified vendor to provide IT Network Infrastructure – Electrical Power Upgrade; and

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

**WHEREAS**, SUNY Schenectady (“College”) received one viable bid, and three (3) no-bids in response to the RFB and carefully reviewed and evaluated it against the criteria established in the RFB, including verifying references in writing;

**NOW THEREFORE BE IT**

**#22-96**      **RESOLVED**, that the Board of Trustees hereby authorizes the award of a contract to LaCorte Companies, Inc., 630 7<sup>th</sup> Avenue Troy, New York 12182 for IT Network Infrastructure – Electrical Power Upgrade to start on September 1, 2022 and end on October 30, 2022 at a cost not to exceed \$16,371.00.

**RESOLUTION TO AWARD CONTRACT FOR TRASH REMOVAL &  
RECYCLING**

**WHEREAS**, SUNY Schenectady (“College”) seeks a qualified vendor to provide Trash Removal & Recycling Services; and

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

**WHEREAS**, SUNY Schenectady (“College”) received three viable bids in response to the RFQ and carefully reviewed and evaluated it against the established criteria;

**NOW THEREFORE BE IT**

**#22-97**

**RESOLVED**, that the Board of Trustees hereby authorizes the negotiation and award of a contract to Twin Bridges Waste & Recycling, LLC to provide trash removal and recycling services for a term of three (3) years beginning on September 1, 2022, with two (2) one year options to renew, at a cost to the college not to exceed \$30,493.56 for the first year, \$31,499.85 for the second year, \$32,444.84 for the third year, \$33,515.52 for an optional fourth year, and \$34,621.53 for a subsequent optional fifth year.

**RESOLUTION TO AWARD CONTRACT FOR 40 LENOVO THINKBOOKS & CASES**

**WHEREAS**, SUNY Schenectady (“College”) seeks a qualified vendor to provide 40 Lenovo ThinkBooks and Cases for the Institutional Resilience and Expanded Postsecondary Opportunity Program (IREPO); and

**WHEREAS**, SUNY Schenectady (“College”) posted a Request for Quotations (RFQ) on the NY State Office of General Services – Comet Portal to solicit quotes from firms interested in providing these products to the college; and

**WHEREAS**, SUNY Schenectady (“College”) received four viable quotes in response to the RFQ and carefully reviewed and evaluated them against the criteria established in the RFQ;

**NOW THEREFORE BE IT**

**#22-98**

**RESOLVED**, that the Board of Trustees hereby authorizes a Purchase Order be issued to Y & S Technologies 283 Kingston Avenue Suite 357 Brooklyn, New York 11213 for 40 Lenovo ThinkBooks, Cases and a two-year extended warranty for immediate purchase at a cost not to exceed \$34,351.60.

**RESOLUTION TO AWARD CONTRACT FOR 50 LENOVO THINKBOOKS & CASES**

**WHEREAS**, SUNY Schenectady (“College”) seeks a qualified vendor to provide Lenovo ThinkBooks, Cases and a two-additional year warranty for the Early College in the High School Program (ECHS); and

**WHEREAS**, SUNY Schenectady (“College”) posted a Request for Quotations (RFQ) on the NY State Office of General Services – Comet Portal to solicit quotes from firms interested in providing these products to the college; and

**WHEREAS**, SUNY Schenectady (“College”) received two (2) quotes in response to the solicitation and carefully reviewed and evaluated them against the criteria established in the RFQ,

**NOW THEREFORE BE IT**

**#22-99**        **RESOLVED**, that the Board of Trustees hereby authorizes a Purchase Order be issued to Distributed Technology Group LLC, 499 South Warren Street, Suite 501 Syracuse, New York 13202 to purchase 50 Lenovo ThinkBooks, Cases and a two-year extended warranty at a cost not to exceed \$47,749.50.

9)            **PERSONNEL**

Upon motion by Trustee King and seconded by Trustee Gillen, the resolution has been unanimously approved.

**RESOLUTION TO APPOINT DR. KRISTY BERG AS REGISTRAR**

**WHEREAS**, it has been recommended that Dr. Kristy Berg be appointed as Registrar for the Academic Year 2022-2023, and

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

**#22-100**        **RESOLVED**, that Dr. Kristy Berg be awarded an appointment as Registrar at an annual salary of \$71,250 for the period September 19, 2022 through August 31, 2023. This appointment is consistent with the terms and conditions of employment as set forth by the SUNY Schenectady Chairpersons, Administrators & Directors Association (CADA) Agreement.

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

**RESOLUTION TO APPOINT GABRIEL CRUZ-ALLEN AS OUTREACH ADVISOR**

**WHEREAS**, it has been recommended that Gabriel Cruz-Allen be appointed as Outreach Advisor; and

**WHEREAS**, Gabriel has worked as an Employer Engagement and Career Design Fellow at Northeastern University, and has experience working with youth and adults in various Human Services settings; and

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

**#22-101**        **RESOLVED**, that Gabriel Cruz-Allen be appointed as Outreach Advisor at a pro-rated salary of \$40,000 for the period of August 23, 2022-June 30, 2023. This

grant supported position is fully funded by the Schenectady College and Career Outreach Center and is governed by the terms and conditions of the Personnel Policies of the Board of Trustees and Policy 2.2-Temporary, Grant-Supported Staff Positions and Temporary Assignments.

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

**RESOLUTION TO APPOINT ABDUL SAMASSA AS ASSISTANT DIRECTOR FOR LIBERTY PARTNERSHIPS PROGRAM (LPP)**

**WHEREAS**, it has been recommended that Abdul Samassa be appointed as Assistant Director of LPP for the period August 23, 2022 through August 31, 2023, and

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

**#22-102**

**RESOLVED**, that Abdul Samassa be awarded an appointment as Assistant Director of LPP at a prorated salary of \$50,000 for the period August 23, 2022 through August 31, 2022, and \$50,000 from September 1, 2022 through August 31, 2023. This appointment is consistent with the terms and conditions of employment as set forth in the Personnel Policies (2.1) 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 unanimously approved.

**RESOLUTION TO APPOINT DR. SYEDA MUNAIM AS INTERIM DEAN OF MATH, SCIENCE, TECHNOLOGY AND HEALTH**

**WHEREAS**, the former Dean of Math, Science, Technology and Health Division resigned, which is an excluded administrative position, and is currently vacant; and

**WHEREAS**, there is a need to designate a full-time administrator to perform the duties and functions of the role of Dean; and

**WHEREAS**, Dr. Syeda Munaim is qualified to perform these duties and has indicated that she is willing to do so; therefore, be it

**#22-103**

**RESOLVED**, that Dr. Syeda Munaim be appointed as interim Dean of Math, Science, Technology and Health for the period commencing August 1, 2022 and continuing through August 31, 2023, or upon completion of a successful search, subject to the terms and conditions as set forth in the Personnel Policies of the Board of Trustees at an annual salary of \$76,000.

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

**RESOLUTION FOR A TEMPORARY STIPEND FOR MICHELLE RAGUCCI, DIRECTOR OF ACADEMIC SERVICES**

**WHEREAS**, Michelle Ragucci will have the added responsibility of taking over the supervision of the daily operations of the Testing Center for Mary Silvestri, and

**WHEREAS**, Mary Silvestri will temporarily assume the responsibilities as the Welcome Center Triage Point; therefore, be it

**#22-104** **RESOLVED**, that Michelle Ragucci be compensated for additional work and receive a stipend of \$150 per pay period effective September 4, 2022 through December 23, 2022.

**RESOLUTION TO APPROVE A STIPEND FOR MICHELLE RAGUCCI, DIRECTOR OF ACADEMIC SERVICES**

**WHEREAS**, Michelle Ragucci who serves as the Director of Academic Services and has successfully taken on the added responsibilities of overseeing the Perkins Grant Project, and

**WHEREAS**, A recommendation has been made that Michelle Ragucci continue to assume those extra duties to support the success of the Grant and continuity in its associated operation;

**NOW THEREFORE BE IT;**

**#22-105** **RESOLVED**, that Michelle Ragucci be compensated for additional work and receive a bi-weekly stipend of \$175 effective September 4, 2022 through June 30, 2023.

**RESOLUTION TO APPROVE A STIPEND FOR LAUREN GUAGENTI**

**WHEREAS**, Lauren Guagenti will have the additional responsibilities for the College's Early College in the High School (CHS) program, and

**WHEREAS**, Lauren's stipend will be covered by the Early College High School Grant (Smart Transfer Grant); therefore, be it

**#22-106** **RESOLVED**, that Lauren Guagenti be compensated for additional work and

receive a bi-weekly stipend of \$250 effective August 23, 2022 through June 1, 2023.

**RESOLUTION TO APPROVE A STIPEND FOR MARY SILVESTRI**

**WHEREAS**, With the roll out of the Welcome Center, its implementation, oversight, and required preparation and planning, Mary Silvestri will assume additional responsibilities, and

**WHEREAS**, Mary Silvestri’s stipend for these additional responsibilities will be covered by the will be covered by Institutional Resilience and Expanded Post-Secondary Opportunity (IREPO) Grant with a percentage also covered through the 60% College line vacated by Heather Lessard’s departure; therefore, be it

**#22-107** **RESOLVED**, that Mary Silvestri be compensated for additional work and receive a bi-weekly stipend of \$350 effective August 23, 2022 through June 1, 2023.

**RESOLUTION TO APPROVE A STIPEND FOR PAMELA MCCALL DIRECTOR OF COLLEGE AND HIGH SCHOOL PARTNERSHIPS**

**WHEREAS**, With the roll out of the Welcome Center, its implementation, oversight, and required preparation and planning, Pamela McCall will assume additional duties, and

**WHEREAS**, Pamela’s stipend for these additional duties will be covered by the 60% College line vacated by Heather Lessard’s departure. Detailed elements of these added responsibilities are included in an MoU which is attached to this resolution; therefore, be it

**#22-108** **RESOLVED**, that Pamela McCall be compensated for additional work and receive a bi-weekly stipend of \$600 effective August 23, 2022 to June 1, 2023.

10) NEW BUSINESS

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

**RESOLUTION TO APPOINT NEW FOUNDATION BOARD MEMBER:**

**WHEREAS**, the Schenectady County Community College Foundation, Inc. By-Laws indicate the Foundation Board of Directors shall consist of: (a) the President of SUNY Schenectady County Community College; (b) up to three (3) members of the Trustees; and (c) up to twenty-six (26) but not less than ten (10) other persons, recommended by the Board, and

**WHEREAS**, the SUNY Schenectady Foundation Board of Directors has recommended Keven Mathes be appointed to serve on the SUNY Schenectady Foundation Board of Directors; it is hereby

**#22-109**      **RESOLVED**, that Keven Matthes be appointed to his first three-year term to the SUNY Schenectady County Community College Foundation Board of Directors, effective September 1, 2022.

11)            Upon motion by Trustee Hughes and seconded by Trustee Gillen, the meeting was adjourned at 6:29 pm.

Respectfully submitted,

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Renee Bradley, Secretary  
Board of Trustees

Recorded by:  
Dr. Hamin Shabazz, Chief of Staff