

SUNY SCHENECTADY COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
September 18, 2023

MINUTES

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

ALSO PRESENT: Patrick Ryan, Paula Ohlhaus, President's Council, and other College faculty and staff.

ABSENT: Damonni Farley

1) WELCOME AND CALL TO ORDER

Chair Fleming Brown called the meeting to order at 5:31 p.m.

2) **APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF AUGUST 21, 2023 AND CONSENT AGENDA**

23- 103 **RESOLVED**, that the Minutes of the August 21, 2023 meeting be approved as submitted and read; and be it further

RESOLVED, that the Consent Agenda be approved.

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

3) **CONSENT AGENDA**

23-103A **APPOINTMENT/REAPPOINTMENT OF 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

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.

#23-103B **RESOLUTION TO REAPPOINT JOLLY PAZHAI AS DIRECTOR OF ENTERPRISE SYSTEMS**

WHEREAS, it has been recommended that Jolly Pazhai be reappointed as Director of Enterprise Systems for the period September 1, 2023 through August 31, 2024, and

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

RESOLVED, that Jolly Pazhai be reappointed as Director of Enterprise Systems for the period September 1, 2023 through August 31, 2024. This appointment is consistent with the terms and conditions of employment as set forth by the Chairpersons, Administrators and Directors (CADA) Agreement.

#23-103C **RESOLUTION TO APPOINT ALLYSON WIESER AS ADMISSION ADVISOR**

WHEREAS, it has been recommended that the salary of Allyson Wieser, Admission Advisor, be increased

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

RESOLVED, that Allyson Wieser be appointed as Admission Advisor at an annual salary of \$40,750, prorated for the period of July 5, 2023 through August 31, 2023. As a UFP covered position, an Admissions Advisor is granted a 2.25% salary increase as part of the collective bargaining agreement. Ms. Weiser's salary will include the 2.25% increase at an annual salary of \$41,667 for the period of September 1, 2023, to August 31, 2024. Ms. Weiser's appointment is consistent with the terms and conditions of employment as set forth in the Union of Faculty and Professionals collective bargaining agreement and the Personnel Policies of the Board of Trustees.

#23-103D **RESOLUTION TO APPROVE SPECIAL ASSIGNMENT EXTENSION FOR PAULA OHLHOUS, EXECUTIVE DIRECTOR FOR HUMAN RESOURCES**

WHEREAS, it has been recommended that Paula Ohlhous assume additional responsibilities as a result of the vacancy in the Chief of Staff position and while a search was initiated to fill the Chief of Staff position permanently; and

WHEREAS, the President of the College is recommending that Paula Ohlhous be granted a stipend to assume responsibilities associated with the Chief of Staff position as well as training the incoming Chief of Staff; and

RESOLVED, that that the Board of Trustees approves a special assignment extension for Paula Ohlhous to assume additional responsibilities in the absence of a Chief Staff as well as training the incoming Chief of Staff and be provided a stipend of \$350 per pay period effective June 19, 2023 until October 17, 2023 when the new Chief of Staff assumes the role.

#23-103E **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, Dr. David Clickner to attend the Association of Community College Trustees (ACCT) National Legislative Summit, October 9 – October 12, 2023, in Las Vegas, NV at a cost not to exceed \$2,250.00.

#23-103F **PROFESSIONAL DEVELOPMENT REQUEST – DR. MARK MEACHEM, VICE PRESIDENT FOR ACADEMIC AFFAIRS**

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 SUNY Association of Chief Academic Officers Fall 2023 Conference in Cooperstown, NY (November 1 – November 3, 2023) at a cost not to exceed \$900.00.

#23-103G **AMENDED PROFESSIONAL DEVELOPMENT REQUEST – ANN FLEMING BROWN**

RESOLVED, that the Board of Trustees hereby approves the following amended professional development request in accordance with the policies and procedures of the College:

Board of Trustees Chair, Ann Fleming Brown, to attend the New York Community College Trustees (NYCCT) Annual Conference in Saratoga Springs, New York, November 2 - November 4, 2023 at a cost not to exceed \$1,100.00 and further resolved Resolution #23-66S be rescinded.

#23-103H **PROFESSIONAL DEVELOPMENT REQUEST – TIOMBE 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, Tiombe Tatum, to attend the New York Community College Trustees (NYCCT) 69th Annual Conference, November 3 – November 4, 2023, in Saratoga Springs, NY at a cost not to exceed \$1,000.00.

#23-103I **PROFESSIONAL DEVELOPMENT REQUEST – MAUREEN MBANGA, STUDENT TRUSTEE**

RESOLVED, that the Board of Trustees hereby approves the following professional development request in accordance with the policies and procedures of the College:

Student Trustee, Maureen Mbanga, to attend the New York Community College Trustees (NYCCT) 69th Annual Conference, November 3 – November 4, 2023, in Saratoga Springs, NY at a cost not to exceed \$1,000.00.

#23-103J **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 2023 Middle States Commission on Higher Education Annual Conference in Philadelphia, PA, December 4-6, 2023 at a cost not to exceed \$1,800.00.

#23-103K **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 2023 Middle States Commission on Higher Education Annual Conference in Philadelphia, PA, December 4-6, 2023 at a cost not to exceed \$1,800.00.

#23-103L 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:

Vice President of Administration, Patrick Ryan to attend the 2023 Middle States Commission on Higher Education Annual Conference in Philadelphia, PA, December 4-6, 2023 at a cost not to exceed \$1,800.00.

#23-103M PROFESSIONAL DEVELOPMENT REQUEST – PAULA OHLHOUS

RESOLVED, that the Board of Trustees hereby approves the following professional development request in accordance with the policies and procedures of the College:

Executive Director for Human Resources, Paula Ohlhaus to attend the 2023 Middle States Commission on Higher Education Annual Conference in Philadelphia, PA, December 4-6, 2023 at a cost not to exceed \$1,800.00.

#23-103N PROFESSIONAL DEVELOPMENT REQUEST – TIOMBE 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, Tiombe Tatum to attend the 2023 Middle States Commission on Higher Education Annual Conference in Philadelphia, PA, December 4-6, 2023 at a cost not to exceed \$1,800.00.

#23-103O 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 and Community Education, Sarah Wilson-Sparrow to attend the 2023 Middle States Commission on Higher Education Annual Conference in Philadelphia, PA, December 4-6, 2023 at a cost not to exceed \$1,800.00.

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

4) **REPORT OF THE CHAIR**

#23-104 **RESOLUTION TO APPROVE THE 2023-2024 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

RESOLVED, that the Board of Trustees hereby approves the 2023-2024 Goals submitted by the President of the College, as listed in the copy attached hereto.

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

Chair Brown acknowledged that the President's 2022-2023 Annual Report would be used for Dr. Moono's evaluation.

Chair Brown acknowledged trustee assignments for the advisory committees for the 2023-2034 academic year.

Upon reviewing the results of a Feasibility Study conducted in April 2023, the SUNY Schenectady Foundation voted to move into a comprehensive campaign. The Foundation hired Convergent Nonprofit Solutions to work with Dr. Moono, and Marianne Senneca, Vice President of Development and External Affairs, and Foundation Board Chair, Ken Counterline on Phase 1 of the campaign.

Work to date has consisted of reviewing and developing operations standards such as policies, procedures, prospect lists, and internal organizational materials. Extensive follow up to the feasibility study participants, past donors, and outreach to the community and business leaders will culminate with a Stakeholder Forum.

Chair Brown introduced the guest speaker, Joe April, from Convergent Nonprofit Solutions, who announced the date for the Stakeholder Forum which is to be held on November 2nd at the college. The event will open with a keynote speaker, noted economist, Hugh Johnson, then guests will participate in breakout sessions conducted by Convergent staff. The goal is to gather information that will refine the fundraising initiatives related to workforce training and student support programs. Once that information is collected and reviewed, the final case for

support will be produced, allowing follow up with event participants to talk about potential support.

5) **REPORT OF THE TREASURER**

#23-105 **APPROVAL FOR THE KEY BANK N.A. WARRANTS #42 THROUGH #50**

WHEREAS, the Treasurer has reviewed Key Bank N.A. Warrants #42 through #50 and recommends payment of same, it is hereby

RESOLVED, that Key Bank N.A. Warrants #42 through #50 be hereby approved for payment.

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

#23-106 **APPROVAL OF THE REPORT OF REVENUES AND EXPENDITURES FOR THE PERIOD ENDING AUGUST 31, 2023**

WHEREAS, the Board has received the Report of Revenues and Expenditures for the period ending August 31, 2023, 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 August 31, 2023, be accepted as received.

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

6) **PRESIDENT'S REPORT - September 2023**

Karen Tanski provided an update on the CannaBusiness Education Hub

The CannaBusiness Education Hub (CBE Hub) is a consortium of four SUNY Colleges dedicated to creating cannabis-based workforce development through high quality certificate and micro credential-level learning across many disciplines of cannabis – including cultivation, processing, distribution and business. SUNY Schenectady is the lead institution of the CBE, and joined by SUNY Fulton-Montgomery Community College, Columbia-Greene Community College and SUNY Adirondack. The CannaBusiness Education Hub was seeded in 2022 with a \$1 million grant by Governor Hochul. Through the work of the consortium, the CannaBusiness Education Hub is holding its first-ever event focused on the exploration of developments and opportunities in NY's growing cannabis industry. The event, Growing Potential: SUNY Cannabis Career and

Education Expo will be held on October 3rd, from 10am to 7pm at the Double Tree by Hilton in Downtown Schenectady.

7) **PERSONNEL**

#23-107 RESOLUTION TO APPOINT CAROLINE SWAIN AS REGISTRAR

WHEREAS, it has been recommended that Caroline Swain be appointed as Registrar for the Academic Year 2023-2024, and

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

RESOLVED, that Caroline Swain be awarded an appointment as Registrar at an annual prorated salary of \$71,250 for the period September 19, 2023 through August 31, 2024. 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 Hughes and seconded by Trustee King, the resolution was unanimously approved.

#23-108 RESOLUTION TO APPOINT ALEXIS DEYETTE AS ASSISTANT REGISTRAR

WHEREAS, it has been recommended that Alexis Deyette be appointed as Assistant Registrar for the Academic Year 2023-2024, and

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

RESOLVED, that Alexis Deyette be awarded an appointment as Assistant Registrar at an annual prorated salary of \$50,103 for the period September 19, 2023 through August 31, 2024. This appointment is consistent with the terms and conditions of employment as set forth by the SUNY Union of Faculty and Professionals (UFP) agreement.

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

#23-109 RESOLUTION TO REQUEST ADDITIONAL 2024 CAPITAL FUNDING FOR RENOVATION WORK TO THE ELSTON HALL FAÇADE

WHEREAS, in the Summer of 2023 while construction progressed on the Elston Hall Façade Project, the project engineer uncovered a structural support issue with the building's brick façade blade angle; and

WHEREAS, the County engineering department recommends the College requests \$500,000 in 2024 Capital Funding to continue this repair work on Elston Hall's East and North facade; and

WHEREAS, SUNY Schenectady will request \$250,000 in additional 2024 capital funding from the County of Schenectady and \$250,000 in matching funds from SUNY for this important project; and

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees approves a request of \$500,000 in capital appropriation from the County of Schenectady and SUNY/State of New York for continued work on the Elston Hall brick façade project.

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

Upon motion by Trustee Hughes and Trustee King, the meeting was adjourned at 6:01 p.m.

Respectfully submitted,

Renee Bradley
Secretary
Board of Trustees

Recorded by:
Paula Ohlhous
Interim Chief of Staff