



MANY VOICES, ONE CALL – The Strategic Plan to 2026

President's Report
January 2023

Promoting Diversity, Equity, and Inclusion

Interim Chief Diversity Officer Alicia Richardson attended the MSCHE 2022 Annual Conference: Empowering Higher Education held from December 7-9, 2022, in Philadelphia, with President Moono and other members of the campus community. The conference featured plenary speakers and concurrent sessions dedicated to relevant topics related to Diversity, Equity, and Inclusion.

Professor Laurie Lacey joined discussions about development of a new DEI course to emphasize the importance of recognizing society's bias against older people and incorporating "ageism" into DEI course content.

On December 9, Professor Allyson Keyser, D.M.A. (trumpet) directed the SUNY Schenectady Wind Ensemble during their fall concert, which included a wonderful repertoire of music from a diverse group of composers.

SUNY Schenectady County Community College and Career Outreach Center (SCCOC), in partnership with Ron Gardner of the City of Schenectady's Office of Affirmative Action, concluded the 8th Construction Training Cohort with nine trainee completions. Upon completion, trainees received NCCER certification, OSHA 30 certification and EPA RRP Lead Initial certification. SCCOC staff provides educational and employment preparatory services and wrap-around services to trainees enrolled in the program.

Milo Orr, Staff Assistant of SCCOC, led the charge of creating a holiday card that included holiday wishes, as well as, SCCOC's mission and encouraged them to collaborate with the Center. One hundred community agencies throughout Schenectady and Albany received this promotional holiday card.

Jaimee King, Executive Director of SCCOC, met with Dr. Denise Fernandez-Palozzi, Executive Director of the Capital District Educational Opportunity Center (CDEOC) and members of her staff, as well as two of SUNY UCAWD's Senior Staff Associates, Mr. Dan Murphy and Ms. Dominique Luke, to discuss an 'Easy Admissions Process' for SCCOC participants that are interested in attending the CDEOC.

Jaimee King met with CDTA's advertising representative to plan for a marketing campaign to begin in January 2023. Large print ads will appear inside eight CDTA buses throughout the City of Schenectady.

In December, TRIO launched a fully online application for prospective student members. This shift allows students to complete the TRIO application from a phone, tablet or computer, and removes challenges associated with the fillable pdf process used in the past. The move to an online portal allows for a shorter, more user-friendly process, and will be encouraged through TRIO's spring recruitment drive. In addition to the student-facing benefits, this adjustment saves time on the administrative side as well: the application links directly to the TRIO database and eliminates the cumbersome data-entry process that can slow down the time between student inquiry and direct service. The online application is also more flexible to future changes which will allow the TRIO program to continually assess opportunities to remove barriers and streamline processes. Paper applications will remain available in TRIO and partner offices (Welcome Center, EOP, Success Center, etc.) for students who prefer that method.

The Schenectady Early College High School program started its recruitment process for the new academic year. Members of the Early College program and Schenectady City School district team visited local area middle schools to participate in assemblies and reach out to potential students.

The Early College High School program delivered two information sessions for parents regarding the opportunities for their rising 9th graders. One session was conducted at Mont Pleasant Middle School and the other was virtual. Applications for the 2023 cohort have started to come in.

Tiombe Farley, Director of EOP, Dawn Jones, Assistant Director of Career Services and members of the DEI PD met regularly to develop the DEI Conference Day scheduled during Institute Week for all faculty, staff, and all working members of the campus community to attend and engage in meaningful work and conversation pertaining to DEI.

Delivering a Meaningful Student Experience

For the Winter 2022 session, Director of Instructional Design and Online Learning David Wolf piloted and tested a new interface that makes it easier for students to see their course sections in D2L. To ensure a seamless transition and avoid issues with course integrity, the full transition is scheduled to occur in January. The new interface makes identifying D2L courses easier for both the Bookstore and students and course and section numbers will now be easy to see.

From November 28 – December 9, the School of Music presented eleven end-of-semester student recitals and concerts. These capstone experiences involved over 60 students and were free and open to the public.

Information Technology is collecting preferred gender and is now active in Banner. Working towards adding Pronouns will be a longer process.

Dean of Student Affairs Steve Fragale has been chosen to serve on the SUNY-wide CASE (Chancellor's Award for Student Excellence) 2023 committee to evaluate and choose the candidates to receive the award.

The Office of Financial Aid has, along with the Student Business Office and Admissions, moved to the Welcome Center in a collaborative effort to serve students from a modified One-Stop Center.

Student Activities collaborated with students and the Chief Diversity Office to create a student activity calendar for the spring 2023 semester.

Career Services Team promoted #Dress for Success December as part of the office's Fall Programming.

Dale Miller, Director of Institutional Research, worked with the Interim Chief Diversity Officer and led the technical implementation of the college-wide student DEI survey. Dale continued to distribute weekly enrollment roster reports to track spring enrollment. Mr. Miller worked with the ReaCH committee to develop new methods to identify students more likely to need early interventions to succeed.

On Wednesday, December 7th, the College in the High School Program welcomed 32 Schenectady High School business students to campus for our 4th annual Business Plan Competition in collaboration with the Division of Business, Criminal Justice and Law. Students presented their plans to a panel of local judges and college faculty, the winner received \$250 to help fund their business.

On Saturday, December 10, 2022 from 10:00 a.m. to 2:00 p.m. the College hosted Open House. This campus-wide effort to host prospective students and their vision supporters was well-received with an Admissions and Financial Aid presentation, individual sessions by division/school hosted by Deans and faculty, and student services tabling. There were 104 prospective students in attendance and 281 total visitors on campus. All members of the SI & P supported this effort with Admissions leading the way.

On Friday, December 23rd, the Early College High School program held a holiday party for our City as our Campus students. Students were treated to music, food and holiday cocoa.

Student Success Coaches participated in five New Student Registration days hosted in collaboration with Admissions and Academic Advising. Coaches hosted a one-hour session for new students and assisted them with logging into the portal, provided them with information on college resources available to them and gave a tour of campus. Students then met with their Academic Advisor and completed any financial aid needs.

Michelle Ragucci, Director of Academic Services, in collaboration with Pamela McCall, Director of College & High School Partnerships, and the Student Success Center/Coaches, brainstormed early intervention strategies for at-risk students within the first two weeks of the semester. These at-risk indicators are a new data set related to the ReaCH Committee work and will be shared out with the campus community during spring institute week (2.3; 2.4; 3.1; 3.4).

Building Organizational Effectiveness

Part-time reference librarian Dr. Sine Rofofsky kept busy this month earning his Primo VE and Alma Administrator certificates and supporting the library's efforts to increase accessibility for

all patrons by attending a webinar entitled “Putting the “A” in DEIA: Accessibility as a Necessity in the Scholarly Communications Workflow”.

As of December 21, Blackboard Learn has been retired and the College is using D2L exclusively. Despite communication issues with SICAS and Banner systems, Director of Instructional Design and Online Learning David Wolf has advanced the development of the Dean role and classes can now be classified by Division in Banner.

Information Technology is continuing the cleanup of unsecure Personal Identifiable Information (PII) on the ADMN/Shares drive. In addition, they have successfully auto mapped to the file server for controlling who has access.

Tutors within Academic Services (the Learning Center) participated in Tutor Essentials training, a program designed by Purdue University and endorsed by the College Reading and Learning Association (CRLA) to enhance their academic support skills, expose them to innovative practices, and provide meaningful professional development related to their role at the College.

Mary Silvestri, Welcome Center Triage Point and Pamela McCall, Welcome Center Point, worked with the College Campus to open up the brand-new Welcome Center. The Welcome Center is home to Admissions, Financial Aid, and the Student Business Office. Efforts included coordinating with marketing, facilities, and IT.

Assistant Director of Career Services, Dawn Jones, facilitated biweekly meetings with Career Services Staff to reinforce training principles and ensure a consistent approach to office objectives.

Assistant Director of Career Services, Dawn Jones, completed comprehensive office training guide for onboarding of new staff.

Human Resources (HR) is currently working with the SEIU president, Sean Collins, to create a MOA that will allow adjunct faculty members to purchase individual or family-level dental insurance (Empire BlueCross plan ONLY) through the College. Because adjunct faculty are part-time employees, they will be required to pay 100% of the group rate for this insurance on a monthly basis.

HR has identified those retirees that did not pay the full required amounts for their medical and/or dental insurance during 2022. We have begun the process of reaching out to these retirees to provide information and request the overdue amounts from them.

HR continues to send updated information regarding COVID positive cases to the College community as well as updated guidance and updates impacting employees.

For the months of November and December, HR has conducted three search committee trainings and 10 new employee orientations. HR is finalizing updates to the performance evaluation instrument which will be implemented for the annual evaluation process.

HR is finalizing the presentation for Supervisory Training to be conducted on January 26, 2023.

HR is reviewing the following HR policies in compliance with the Middle States Accreditation Review Schedule:

- Policy 2.2 Temp-Grant Assigned
- Policy 2.3 Involuntary Termination of Employment
- Policy 2.9 Recruitment & Selection Policy
- Policy 2.10 Employment of Applicants with Criminal Convictions
- Policy 2.10.1 Employment of Applicants with Criminal Convictions Form
- Policy 2.11 HIPPA
- Policy 2.11.1 HIPPA Acknowledgement
- Policy 2.13 EEO Complaint Procedures
- Policy 2.18 Alcohol-Free and Drug-Free Environment

Policy 2.1: Administrative Staff (Unpresented Policy and Policy 2.3: Involuntary Termination of Employment Policy have been submitted for the January Board approval.

Our 2022 Open House Results were as follows; 157 Prospective Students Registered (48% increase over LY – last year 106 prospects registered), 225 Vision Supporters Registered (44% increase over LY – last year 156 guests registered), 382 Total Pre-Registrants (46% increase – last year a total of 262 pre-registered), 281 Total Event Attendees, including Vision Supporters (44% increase over LY – last year 195 attended) and 66.2% Attendance Rate (registrants to attendees, was down 11% over LY).

In late December and early January, the college completed renovations to the Taylor Auditorium. As part of the refresh of this space, the stage area was sanded, stained and coated with a clear polyurethane, carpets in the seating section of the auditorium and the entryway halls was replaced, the house courtesy lights were repaired and walls were painted.

Bids were received from the County for the Facilities Master Plan project which are currently under review and analysis by the college and county.

Over the holiday break, our contractors removed the Begley Building's large interior air conditioning cooling tower. The tower was dismantled and taken out via the roof access of the building's mechanical room. The new cooling towers' anticipated delivery date is January 13th. Upon delivery, the new tower will be lifted by crane to its new location on the exterior roof of the Begley Building.

In December, new dishwashers and a combi oven was installed in the Culinary Department's kitchen laboratories. This equipment replacement is part of a capital project to replace these critical items that had exceeded their useful life.

The College's Admissions, Financial Aid and Student Business Office relocated to the new Admissions and Welcome Center in Elston Hall. Final touches to the Welcome Center were completed to include interior signage, furniture placement and security cameras. A formal opening of the Welcome Center is scheduled in January.

Contracts were awarded by the County for replacement of the college's outdoor emergency phone stands that are located throughout the campus. Work on this project is anticipated to begin during the Spring semester.

Work on the College's IT Infrastructure Project continued. During December, our contractor installed new high-speed computer wiring used to connect computer switch closets, servers and other infrastructure. During the Spring semester, replacement of the internal computer switches will occur.

Ensuring Financial Sustainability and Self-Sufficiency

The Office of Administration distributed the 2023-24 Budget Request forms and templates to President's Council members and department budget managers. Budget requests are due back to the Office of Administration in January of 2023.

In early January, the College received validation of third-party PCI compliance with its banking merchant services systems. PCI compliance is a required to ensure infrastructure is in place to minimize data security breaches and compromising of financial information related to acceptance of credit card payments.

This month, Professor Allyson Keyser, D.M.A. (trumpet) visited two local high schools and attended the New York State School Music Association (NYSSMA) Conference in Rochester, NY where she manned a recruitment table for the School of Music. On December 1, she went to Shenendehowa to work with the Symphonic Band and present a brass workshop on warmups and technical practice. On December 15, she travelled to Amsterdam to conduct their 9-10 grade and 11-12 grade bands. She also gave a trumpet lesson to a prospective student.

As part of ongoing community outreach and recruitment efforts, on December 7, Choral Director Dr. Joseph Han organized a performance at Shenendehowa High School featuring members of the Vocal Chamber Ensemble and Chorus. Dr. Han and his student singers mingled with students and shared information about our programs.

On December 9, School of Music faculty and Dean Dr. Christopher Brellocks held auditions and offered advising for prospective music students.

In mid-December, Dean Brellocks attended a series of meetings to discuss the feasibility of offering two new courses "Acting for Musical Theatre" and "Dance for Musical Theatre" in the College's new 13 State Street facility.

The Foundation has garnered an additional \$14,000 in sponsorship support from several Corporate Champions for "Food for Thought & All That Jazz", including: Martin, Harding & Mazzotti, LLP, Gleason, Dunn, Walsh & O'Shea, Price Chopper's Golub Foundation and Stewart's Shops.

Michelle Ragucci, Perkins Grant Officer, hosted the first Perkins Local Advisory Council meeting for the 2023-24 Perkins Grant. Community members, professionals, and campus

partners participated in robust conversation regarding ways the Perkins Grant could improve enrollment and post-graduation opportunities at SUNY Schenectady.

Assistant Director for Career Services, Dawn Jones, added one new work study student to the Federal Grant Funding and allowed for grant funded support to multiple offices, bringing the total number of work study students to 22.

Tiombe Farley, Director of EOP, met with SUNY Liaison to update Year End Financial Reporting.

President's Outreach

On Tuesday, December 6, 2022, The Culinary Arts faculty, staff, and students provided a variety of hors d'oeuvres and an assortment of delicious holiday foods, desserts and drinks at the President's Annual Holiday Social. In addition, the School of Music students joined us as they performed their festive sounds. This was an excellent opportunity for the whole college community to relax and celebrate the holiday season.



On January 4, 2023, Dr. Steady Moono attended Assemblyman Angelo Santabarbara, D-Rotterdam, swearing ceremony at Mont Pleasant Branch of the Schenectady County Public Library. The Assemblyman was sworn in by the Lt. Governor, the Honorable Antonio Delgado.

