



MANY VOICES, ONE CALL – The Strategic Plan to 2026

President's Report
February 2022

Promoting Diversity, Equity, and Inclusion

On January 4, Sarah Wilson-Sparrow met with the One Schenectady Coalition to discuss the workforce needs and barriers of Capital Region community members.

On January 5, School of Music Dean Christopher Brellochs, D.M.A., met with Director of the College in the High School Partnerships Pam McCall and Vice President of Development and External Affairs Stacy McIllduff to discuss new initiatives for the School of Music.

On January 10, Professor Babette Faehmel and Interim Chief Diversity Officer Alicia Richardson cohosted a discussion entitled "Race-Conscious and Culturally Sustaining Student Supports" which focused on best practices in culturally affirming teaching and mentoring during Faculty Institute Week.

During Faculty Institute Week, January 10-14, Interim Chief Diversity Officer Alicia Richardson facilitated three sessions: "DEI Professional Development Initiative Information Session", "Using the Center for Urban Education (CUE) Syllabus Review Tool: A Group Workshop", and "Race-Conscious and Culturally Sustaining Student Supports" (with Professor Babette Faehmel), for the campus community.

Pamela McCall, Director of College and High School Partnerships, and Professor Tammy Calhoun presented to community members on January 11th at Keane Elementary School regarding the "Grow Your Own" Teacher Partnership with Schenectady City School District, Cazenovia College and Clarkson University.

On January 12, during Faculty Institute Week, Associate Professor Donna Corbisiero gave a presentation entitled "How to Help International and English Language Learners."

On January 13, Laura Sprague, Pam McCall and Sarah Wilson-Sparrow met with representatives from Schenectady Connects, Social Enterprise and Training Center (SEAT) Center, Schenectady City School District, and Washington Irving Adult Education to discuss workforce effort alignment between each agency.

On January 14 and 20, Sarah Wilson-Sparrow attended the Capitol Pilot Leadership Team focusing on the expansion of training and education in Finance/Banking with specific focus on underserved/underrepresented communities

On January 16, The SUNY Schenectady A cappella club ***Totally Pitchin'*** recorded the National Anthem and *Lift Every Voice and Sing* which was aired for the Schenectady County Human Rights Commission's observance of Martin Luther King Jr. Day.

On January 18, Director of Library Services Jacquie Keleher, continued her participation in the SUNY Libraries Diversity, Equity and Inclusion group. They met to discuss the upcoming meetings and consulting hours with Dr. Kawanna Bright, Assistant Professor of Library Science at East Carolina University.

On January 20, Sarah Wilson-Sparrow attended the Capital Region Employer Resource Network Advisory meeting that focuses on workforce supports and opportunities for regional community members.

On January 20, Interim Chief Diversity Officer Alicia Richardson attended a virtual town hall meeting, one of the featured installments of the series "This Is Not "Normal: Allyship and Advocacy in the Age of COVID-19", hosted by the University of Pittsburgh. In the session, "Vigilantism and White Supremacy: The Power of the Courts to Defend and Disrupt", "experts from across the University of Pittsburgh offered their perspective on questions such as: For whom and when is the use of force in a self-defense claim valid? What is the responsibility of protesters and protest organizers to reduce risk of harm? Are these cases a referendum on gun rights, white supremacy, or both?".

Pamela McCall hosted a virtual Information Session on Thursday, January 20th for Brown School families to discuss the College's Early College High School Partnership.

On January 22, Associate Professor Donna Corbisiero was a guest in the SUNY Schenectady Podcast "When You Are Not From Around Here?". It was produced in December and was included in the President's Newsletter. Voices of students from several countries and Professor Corbisiero highlighted the perspectives and experiences of International and English Language Learning students here at the College.

Harry Rolle, Student Success Coach, serves on the Cultural Heritage Planning group, led by Alicia Richardson, Interim Chief Diversity Officer. The group met on January 25 and determined that they will focus on a different culture each month.

On January 26th, Interim Chief Diversity Officer Alicia Richardson attended the virtual workshop "Celebrating Gender Diversity in Colleges and Universities: Digging Deeper and Identifying Next Steps." The session included a discussion of how one can foster community in order to "actively celebrate gender diversity", the importance of the work, and available resources.

Alicia Richardson met with Dawne Olbrych, Dean of The Belanger School of Nursing at Ellis Medicine, on January 27th to discuss opportunities for collaboration and joint Diversity, Equity, and Inclusion programming. We hope to build a partnership that supports the success of marginalized students on both campuses.

On January 27, Instructor Michelle Garretson attended a webinar sponsored by *Achieving the Dream* entitled "Curating Inclusive Course Content that Centers on Students and Equity".

On January 27, Professor Babette Faehmel attended a virtual forum co-sponsored by *Ascendum* and *The Chronicle of Higher Education* entitled "The Covid Crisis: Helping First-Gen Men".

In January, Professor Carol Maimone was invited to speak on the SUNY Schenectady Podcast about racial injustice/inequity in the American healthcare system.

Director of Library Services Jacquie Keleher, continues her correspondence with a student attending the University of Iowa Medical School to answer questions and give guidance on hosting a Human Library. The student is planning to host the first Human Library at the University of Iowa later in the spring 2022 semester. The student contacted her after finding SUNY Schenectady on a list of Colleges that have held Human Libraries.

At the beginning of the month, Teaching and Learning Specialist David Wolf, developed a HyFlex training seminar titled *Transforming a 15 Week Course Into an 8 Week Course*. The seminar enabled faculty to attend during our Spring 2022 Faculty Institute Week and synchronously participate during the week. An asynchronous, self-paced version of the training is also available, including [a recording of the webinar](#), plus several other micro-trainings to augment their course development. The training covered vital concepts in instructional design, including; backwards design, SLO mapping, Cognitive Load Theory.

Throughout the month, David Wolf continued with the Online Instruction & Course Development Cohorts to specifically address accessibility and equity issues. Cohort 11 Part 2 has begun. Currently, three courses have already been reviewed. Recruitment for Cohort 12 has started.

Also in January, David Wolf continued his participation in the [FACT2 Inclusive Teaching Task Group, by](#) taking the lead in one of three sub-groups focusing on implementation of recommendations C3.1 and C3.2 in SUNY's DEI Action Plan. Groups will research, document, and distribute best practices and a framework to help SUNY campuses and their faculty to adopt anti-racist curriculum.

David Wolf is actively training on the new LMS system in an effort to better leverage the College's preparedness for the upcoming transition. He has taken a hands-on role in the development of SUNY-wide D2L training and course templates by actively working in:

- SUNY Digital Learning Environment Group – Template Creation Sub-Work Group
- SUNY Digital Learning Environment Group – Training Resource Sub-Work Group

This ensures that the training and templates will be more effective and also meet the important and varied needs of SUNY Schenectady. For more on the [DLE work, see the January Bulletin](#).

Foundation staff members continue to participate in DEI learning team cohort work.

On January 31, another three-minute micro-training was released focusing on first criterion of the second guideline of the Principle of Actional & Expression.

Karyn Raney, Educational Assistant, participated in a "Developing a Growth Mindset" webinar.

Members of the Strategic Initiatives and Planning team attended numerous professional development sessions during Spring 2022 Faculty Institute Week. It included notable sessions surrounding diversity, equity, and inclusiveness, such as: "DEI Professional Development Initiative Information Session" which Dawn Jones, Assistant Director of Career Services, was a presenter, and "Race-Conscious and Culturally Sustaining Student Supports" as well as the Guided Pathway Update presentation.

Interim TRIO Director, Ben DeAngelis, is spearheading a working group to explore the opportunity to create an Intercultural Center on campus. The center would serve as a space for students to build their support network and create collaborations that highlight celebrations of

culture. This space can be especially critical for first generation students to gain an understanding of the hidden curriculum of higher education.

Maggy White, Liberty Partnerships Program (LPP) Counselor, and Alisha Russo, Director of LPP, attended the 2022 National Mentoring Summit virtually. Plenary session topics included *Relationship Centered Schools and Mentoring* and *Mentoring and Mental Health*. Other workshops attended were: *Career Possibilities: Graduating Youth with a Plan for Their Future*; *Leveraging Mentors to Increase Equity in the Postsecondary Process*; *Best Practices for Recruiting Men of Color Mentors*; and *Reigniting Their Joy- Reaching Beyond 1:1 Mentoring to Support Youth Mental Health*.

Tiombé Farley, Interim Director of Educational Opportunity Program (EOP), worked with Alicia Richardson, Interim Chief Diversity Officer, in facilitating a session on the SUNY Schenectady's DEI initiatives and the Allyship cohort's work. The cohort conducted research in order to make recommendations to the college community regarding Allyship on campus.

Delivering a Meaningful Student Experience

In January, Associate Professor Allyson Keyser (trumpet) reached out to the community for musicians to fill the Wind Ensemble, thereby providing students with an authentic large ensemble experience.

Thairy Echevarria and Mark Kelly, Admissions Advisors, hosted in-person and virtual Instant Admit appointments at the week of January 3 – January 7.

On January 5, Sarah Wilson-Sparrow and Maria Kotary met with MA Waheed, owner of Taj Mahal for a potential partnership in a non-credit course offering.

Student Success Coaches participated in New Student Registration Days on January 5 and 11. They offered an hour-long session for new students, helping them log into their student portal and complete the My Survey to Success, provided a campus tour, and presented on several important topics for new students (importance of email, Blackboard, and Starfish; how to use course syllabi; myths about college, and Foundation Scholarships). The Success Coaches also collaborated with Advisors for targeted outreach to any new students who could not attend the events.

On January 6 and 27, Lauren Lankau, Dr. Rota and Sarah Wilson-Sparrow met with representatives from MVP Health Care regarding the development of a collaborative training program.

Teaching and Learning Specialist David Wolf continues working with SUNY Administrators to further implement and employ Blackboard Ally and improve accessibility across all of SUNY. The progress of the SUNY Digital Learning Environment (DLE) is being carefully observed and assessed to ensure that the College can best adapt to future changes in SUNY Online, available Learning Management Systems, and various future options in the Digital Learning Environment across all 64 campuses.

Throughout January, David continued his ongoing work with Open SUNY and the DLE to develop effective template designs that enhance student learning. His assistance focuses on meeting the dual needs of Faculty and students to foster their productivity.

The Spring 2022 webinar series has been completed. Recordings are available to Faculty within the **Blackboard Organization: Resources for Faculty for Online Education**. The Series works in conjunction with the interim Chief Diversity Officer's (CDO) DEI series to leverage the effectiveness of our efforts.

Webinar titles include:

Creating Online Images and Tables that Engage and that are Accessible
6 Tips for Inclusive Teaching
Using Ally to be an Instructional Ally

From January 7 to 9, Liberal Arts Dean Eileen Abrahams attended the (virtual) annual convention of the Modern Language Association. She attended 10 sessions on a variety of topics, including "Ways to Teach American Drama", "Keats' 'Ode to Melancholy'", and "Democracy and The American Novel".

Michelle Ragucci, Director of Academic Services and Testing Center special assignment, along with other members of the campus community, including Pam Stiansen, Part-time Student Success Coach, supported incoming new students during the week of January 10th and the week of January 24th. They stationed themselves at the Elston Hall Information Desk to welcome, guide, support, and encourage students that were seeking assistance while visiting the campus prior to the start of the spring semester. This is a critical effort to support students early in their education process at the College.

On Tuesday, January 11th Pamela McCall, Director of College and High School Partnerships, Ben DeAngelis, Interim TRIO Director, and Syeda Munaim, Professor, presented on the College's ReaCH Initiative and Guided Pathways progress during Faculty Institute Week. The Tri-Chairs along with steering committee chairs provided an update on the priority areas for 2021-2022: Personas, Michelle Ragucci, Director of Academic Services; Professional Development, Mark Bessette, Assistant Dean of Financial Aid; Data, Mary Silvestri, Interim Student Activities Advisor and Dale Miller, Director of Institutional Research; and Strategic Enrollment Management/Onboarding, Laura Sprague, Director of Admissions.

On January 21, Collection Development and Electronic Resources Librarian Giovannine Matheron, attended a virtual SUNYLA Council meeting which discussed updates across all SUNY libraries.

On January 22, Professor Megan Hall attended a webinar on classroom leadership entitled, "Thought, Leadership, and Becoming Future- Ready" at Southern New Hampshire University's Gather 2022 Conference.

On January 25, Director of Library Services Jacquie Keleher participated in a virtual presentation entitled **Copy That! Copyright Basics for Library Professionals, Part 1: The What's and Whys sponsored by the Metropolitan Library Council**.

The Collegiate Science and Technology Entry Program (CSTEP) Director Lorena Harris, PhD. continues to lead CSTEP and LSAMP students in research projects varying from the Vale Park Invasive Worm Species Project to microbes, botany, tomato gene expression, battery recycling and green chemistry. This research is conducted with continued mentorship from Dr. Richard Simons and Adjunct Instructor Elli Laitinen-Mazeris.

In January, Instructor Shalini Varma partnered with SUNY Cobleskill's Dairy Processing Center to bring microbiology students to see the pasteurization process on a large scale and learn about potential careers in microbiology.

Professor Carol Maimone has worked with Begley Library staff to have very expensive medical coding textbooks available for students to borrow when taking their Coding Certification exam. The Collegiate Science and Technology Entry Program (CSTEP) Director Lorena Harris, PhD. reports that the CSTEP program at SUNY Schenectady has reached its goal for the number of students served in AY 2021-22 (62), and continues outreach and recruitment to the waiting list, effectively creating a network of hundreds of friends and allies. The goal for ambassador sign-up for Spring 2022 has also been reached (7), and now there are officially 107 SUNY Schenectady CSTEP alumni. One alum wrote this week:

"Hi Lorena,

I was a student at SCCC back in 2018 and I was in your CSTEP program. Just wanted to reach out and thank you and the college for giving me the opportunity to get the internship with Schenectady County IT department that eventually led to me being hired full time. I learned so much from my internship here and I have a lot to learn with a long road ahead of me. The program really helped getting my foot in the door for my future, and I hope that the program helps all the other students who participate as much as it for me. I greatly appreciate everything you did for me. I cannot thank you enough and will never forget what you done for me. Thanks again and I hope you have a great year in 2022. 😊"

The President, Dr. Moono, and Vice President of Development and External Affairs, Stacy McIlduff, continue to work with the SUNY Schenectady team to develop a summer internship opportunity for our students at the Hard Rock Café Cincinnati.

On January 25th, Interim Chief Diversity Officer Alicia Richardson, and her mentee, Busi Motau, were featured on the Colleges' Facebook page; in the video, they discuss the benefits of participating in the mentoring program.

Supportive Counseling:

From January 17 through January 31, the Food Pantry has seen 18 visitors benefitting a total of 55 household members.

Athletics:

The SUNY Schenectady Men's and Women's bowling teams returned to action after almost a two-year break in activity due to the COVID-19 pandemic. They participated in the following events following all College COVID precautionary measures:

January 19th : Hosted the Mountain Valley Conference match at Boulevard Bowl in Schenectady.

January 28th : Traveled to MVCC in Utica for the second MVC match of the season

Feb. 5,6 : Will host the SUNY Schenectady Invitationals at Boulevard Bowl

Student Activities:

The College offered New Student Orientation to our newly registered students for the spring semester. We had a 65% participation rate with 38% of students completing their entire orientation. Students were encouraged to participate in the fully online orientation through regular email reminders through Slate and a raffle contest for early completion.

To keep students engaged while remote during the first two weeks of classes, a series of online activities were scheduled through the Student Activities Instagram account. These activities not

only attempted to keep students engaged but also to inform students of services on campus and to create a small survey of students' needs and wants for campus life during the Spring semester. These activities included a Manic Monday in which students were given 27-minute live tour of the campus with introductions to campus services; Trivia Tuesday, where students participated in quick polling on Instagram stories all day; Wellness Wednesday, where students were given a variety of virtual sites to visit for a midweek break; Throwback Thursday, where students so photos of the college through the years, along with a couple of staff and faculty from years past and; Fun Friday, where students where students got a preview of activities for the semester and where asked questions about they would like to see this semester. Our Instagram polls saw 60-70 participants, on average; with 20 new users following our Student Activities Instagram account (5% follower increase in one week).

Heather Lessard, Student Success Coach Manager, and Racene Lawes, Academic Advisor, attended meetings for the Financial Aid Satisfactory Academic Progress (FASAP) Appeals committee, reviewing applications for Spring term.

Mitzi Espinola, Assistant Director of Academic Advising and Retention, met with the Registrar, as part of the readmission process for students reapplying for the Spring 2022 semester.

January is a peak registration period during which the College's Advisors dedicate much of their time to assisting students with registration, readmission, financial aid appeals, transfer advising and onboarding processes for new students to support enrollment.

Mitzi Espinola, Assistant Director of Academic Advising and Retention, collaborated with Heather Lessard, Student Success Manager, and Laura Sprague, Director of Admissions, regarding changes to the start of the spring term and changing to remote for the first two weeks in order to coordinate planning and communications for their teams and the students they serve.

Pamela McCall, Director of College and High School Partnerships, Ben DeAngelis, Interim TRIO Director, and David Clickner, Vice President of Strategic Initiatives & Planning, along with the ReaCH steering committee chairs met with our ATD Data Coach, Jerrett Dumouchal, to discuss priorities for 2022 and how we can more efficiently use data to drive decisions and achieve outcomes.

Dawn Jones, Assistant Director of Career Services, connected with twelve new employers looking to promote opportunities to students, totaling 79 new connections to employers for the academic year to date. She continued her outreach and authorization for the College's Federal Work Study students. She also has begun collaborations with other area colleges to plan a virtual Spring Healthcare Careers Symposium for all area college students and alumni.

Dale Miller, Director of Institutional Research, continued to distribute weekly enrollment roster reports to track spring enrollment for EOP, TRIO, Early College in the High School, and Academic Advising. As part of the ReaCH committee, Mr. Miller in collaboration with Mary Silvestri, Testing Center Coordinator, and Beth Anne Horning, Research Analyst, collaborated to advance an early term survey and a draft of a new data dashboard. Mr. Miller presented data to the Faculty Senate on the IPEDS graduation and retention rates. Mr. Miller also provided data to the Vice President for Strategic Initiatives & Planning designed to support Spring 2022 enrollment. He has also completed four IPEDS and two NYSED submissions, as well as SUNY data projects.

TRIO hosted four sessions of our TRIO Kick-start Orientation to welcome our students to the spring semester and prepare them for success. The sessions were attended by 15 students and featured sessions on Understanding the Syllabus, Time Management, Blackboard, email, Microsoft Office Suite, Goal Setting, and general tips to start off the semester.

TRIO Academic Specialists Doug MacDonald and Carolyn Fidler conducted outreach to connect with each student member to ensure that they were prepared for the semester to start – including course registration and online navigation skills. This outreach, which reached over 40 students, was especially critical in light of the change of the semester start date and migration of many courses to an online format for the month.

TRIO launched our TRIO Café series which features weekly online gatherings to connect with students, discuss resources, troubleshoot challenges, and encourage use of campus and community support systems. Our first session had four student attendees (2.3). TRIO is developing a poll to survey student interest in a variety of workshop topics. The poll will be sent out to our student members as a means to ensure their voices are included in the process. The results of this poll will help determine the focus of the semester's workshop series.

Alisha Russo, Director of the Liberty Partnership Program (LPP), Melanie Uebele, LPP Counselor, Abdul Samassa, LPP-Intern, and Kylebear Brown, LPP-Intern, participated in an Introduction to Gizmos training. Gizmos are interactive math and science virtual labs and simulations for grades 3-1. LPP has purchased an annual membership and will be using these virtual labs to enhance our tutoring services.

Harry Rolle and Evelyn Maclutsky, Student Success Coaches, presented overviews of the Student Success Center on January 31 to two Introduction to Psychology classes.

Student Success Coaches have been developing and updating success strategy handouts and presentations such as Active vs. Passive Learning, Self-Advocacy, Study Strategies, Communicating with Professors, Time Management, and others. These resources will be part of a new page on the website.

Heather Lessard, Student Success Manager, analyzed and compiled data to develop a Spring 2022 student outreach cohort for Student Success Coaches. Coaches will be providing periodic outreach to approximately 700 first-time, second semester, and at-risk students throughout the semester to offer support and guidance in a proactive nature.

Evelyn Maclutsky, Student Success Coach, coordinated the needs of the Student Emergency Fund, including meeting with students to discuss application procedures and documentation requirements, and application review with Dr. Moono. This month, 5 students received a combined \$2,000 in financial assistance.

Leanna Liuzzi, Student Success Coach, coordinated the Foundation Scholarship program, including reviewing December graduates who have spring awards, preparing the list of scholarships that will be reviewed by the committee and/or the school of Music this spring, assisted students with the application, and awarded available scholarships for Spring 2022.

Heather Lessard, Student Success Manager, analyzed data collected from the My Survey to Success and shared student lists with applicable offices and/or sent follow up emails to students requesting information on campus and community resources.

Student Success Coaches addressed Starfish flags and referrals and had meetings with students. Many interactions during this period were focused on ensuring students were comfortable with the technology required of their spring classes. 153 student meetings were conducted and a total of 70 flags were resolved in January.

Heather Lessard, Student Success Manager, worked with Pam McCall, Director of College and High School Partnerships, on items associated with the IREPO grant, including planning for open positions and equipment acquisition.

Tiombé Farley, Interim Director of EOP, and Ruby Roberts, EOP Retention Advisor, received training from Laura Sprague, Director of Admissions, on the SLATE program. This program will assist in sending out mass emails and various correspondence to EOP students in a seamless manner allowing EOP staff to monitor receipts and engagement.

Tiombé Farley received training in Degree Works and Extender from the Registrar. The DegreeWorks training allows Tiombé to assist EOP students with academic advising. Extender will transfer student information into a confidential system reducing the need for paper files in the office and any potential FERPA violations.

Ruby Roberts, EOP Retention Advisor, contacted EOP students who had not registered for the spring semester encouraging them to do so; of the nine students Ruby was able to help five of the students complete registration for Spring 2022 courses.

Ruby Roberts, EOP Retention Advisor, facilitated a detailed work plan/goals for students who had academic challenges in the fall semester, aiding them for success in the spring semester.

Tiombé Farley, Interim EOP Director, met with several departments to discuss sustainable collaboration to increase transactional efficiency.

On Wednesday January 26, Educational Opportunity Program (EOP) staff hosted an all-day "Welcome Back" event via Teams where EOP students could log in, meet the staff (Interim Director, Retention Advisor, Tutors, and the EOP Student Worker) and discuss the spring semester.

On January 6, 20, Lauren Lankau and Sarah Wilson-Sparrow met with the SUNY Apprenticeship.

On January 11 and 20, Michelle Kraines and Sarah Wilson-Sparrow met with reps from the City of Schenectady, Schenectady Police Department and Schenectady Connects to continue development of a Public Safety training project.

On January 18, Alicia Richardson, Stacy McIllduff, Sarah Boink and Sarah Wilson-Sparrow met with Beekman 1802 on a multi-level partnership project.

Throughout the month January, Dr. Rota and Sarah Wilson-Sparrow had several meetings to continue the launch of the Mobile Labs programming in both healthcare and advanced manufacturing.

On January 21, Sarah Wilson-Sparrow attended a SUNY Micro-Credentials discussion hosted by the Business Council of New York State (BCNYS).

On January 25, Michelle Kraines and Sarah Wilson-Sparrow met with a workforce development representative from Global Foundries to discuss training and course alignments.

On January 21, Maria Kotary and Sarah Wilson-Sparrow met with Beekman 1802 to discuss the development of an English as Second Language program for warehouse workers.

2 Healthcare courses have been completed to date.

TNA to CNA: 6 students passed the course and will taking their state certification exam in February.

PCA: 15 students from across the Capital Region, Mohawk Valley and North Country successfully completed their PCA certification.

On February 1, Dr. DeShawn McGarrity, Executive Director of Schenectady College and Career Outreach Center (SCCOC) facilitated two virtual faith-based meetings. 275 churches from Schenectady County and churches in towns proximal to Schenectady were invited to attend one of the meetings scheduled. The purpose of these meetings were to: 1. Provide colleagues from our faith based community information about SCCOC services and to discuss how SCCOC and the faith-based community could collaborate.

SUNY UCAWD/SUNY System Administration renewed SCCOC's contract for another period of five years (2021-2026). As one of the 12 Centers under the statewide EOC System, we are grateful that SUNY Schenectady is our administering campus and has been for the past forty-five years.

Dr. DeShawn McGarrity was appointed to serve on the Habitat for Schenectady Board of Directors for a three-year term.

Building Organizational Effectiveness

On January 3, Assistant Professor Vanessa Traver passed the written exam for the Certified Executive Pastry Chef Certification through the American Culinary Federation. This the first part of the process to become a Certified Executive Pastry Chef.

On January 7, Controller Amiee Warfield and Senior Payroll Audit Clerk Melissa Kamm provided training on Load Reports to Deans and Secretaries from all five Academic Divisions. Full time faculty Overload Reports and Adjunct Faculty Load Reports were discussed. Ultimately, utilizing a common Load Report format will significantly improve the efficiency of the process for Payroll.

On January 18, Senior Computer Systems Analyst/Programmer Stephen Seibert unveiled the new ATH2 Argos Report that he created to compile data about adjunct faculty. This has proven to be an invaluable tool for Academic Affairs, the five Academic Divisions and Human Resources to verify hire dates, seniority and pay levels of adjunct faculty. There has been a remarkable reduction in turnaround time needed to satisfy these data requests.

On January 31, School of Music Dean Christopher Brellocks submitted required annual reporting for the School of Music accrediting body, the National Association of Schools of Music.

In January, the tenure-track Choral Director Search Committee chose semi-finalists and is in the process of interviewing candidates.

The Collegiate Science and Technology Entry Program (CSTEP) Director Lorena Harris, PhD. reports that as a result of the resounding success of the community Webb Space Telescope event held in November 2021, the College has been approved to receive a sample of one of the Pillars of Creation Tactile Panels (from the Space Telescope Science Institute/ NASA's Universe of Learning). They plan to exhibit it in April during Earth Week & STEM Day. This event will be a collaborative effort among different divisions and is supported by the Center for Credentialing and Education (CCE) Committee and Math, Science, Technology and Health Division.

Professor Ingrid O'Connell has been named Chairperson of the NYS Hospitality & Tourism Association's Tourism Educator's Council.

Professor John O'Connell has recertified as a ServSafe Instructor and Exam Proctor. This dual role allows him to offer the convenience of one-stop service to students and members of the community looking to certify or recertify with ServSafe.

In late January, there was a pre-construction meeting between the County/College and contractors selected to renovate the Begley Lobby restrooms located outside the Taylor Auditorium. Demolition and construction are anticipated to begin in mid-February. This project will occur during the afternoon/evening time period to minimize disruption of the educational programming in the School of Music.

The County firmed up agreements with the successful bidder on the Elston Hall façade project. Due to a worldwide copper shortage, construction on this project will begin in Spring of 2023. In the intervening time, our structural engineer will perform an analysis of the stability of the façade in the Spring of 2022 to ensure its safe condition.

The South Church Street parking lot continues toward completion. Outstanding items include college signage, installation of lamp posts, emergency telephones and Electric Vehicle Charging Stations (EV). We anticipate the EV stations to be installed during February/March at a cost of \$3,500 to the College, after National Grid and Livingston Energy incentives.

The new RFP for the Admissions and Welcome Center was re-issued with a due date in early February.

Other capital projects in progress include replacement of ovens and equipment in the Culinary School, replacement of roofs over the Culinary kitchens in Elston Hall and the CST building, and the replacement of laboratory equipment and furniture in the CST Chemistry Laboratory. These projects are anticipated to begin in the late Spring of 2022 once weather and the academic schedule allows.

Renovations to 13 State Street continued in January with completion of painting in the old gymnasium and installation of new walls. During February and March, the new hardwood floor is to be installed.

The College's 2022-23 Capital Projects are pending approval with passing of the New York State budget. The total value of these projects is \$5.8 million.

The Foundation completed an Investment Services RFP and have begun the process of moving funds into new investment accounts with Graypoint, LLC and Community Bank, N.A.

The Foundation is in the process of onboarding a new fund accounting software system called Fundriver to help manage our more than 200 donor restricted funds, moving away from manual accounting in Excel.

An anonymous donor set up a new \$5,000 commitment over five years for a scholarship in the sciences.

Kyle Brown and his brother, children of the late Prescott Brown, visited the Vice President of Development and External Affairs on campus and delivered a \$2,000 check to increase their endowment.

Student Activities:

Mary Silvestri, Interim Student Activities Advisor, has worked in conjunction with Ben DeAngelis, to create a seamless transition in Student Activities. With regular communication and training from Ben, Mary has been able to move into the spring semester with a continuation of services and regularity for student activities on campus. This includes meetings with Student Government Association leadership, activity preparations for Black History Month and annual club budget preparations for the next academic year.

Paula Ohlhous, Executive Director for Human Resources, met Joe McQueen, Director of Human Resources at Schenectady County, to discuss current processes relative to CSEA recruitment, training, policies, and information on Civil Service Commission meetings.

On January 6, Sandy Troiano assumed the role as Interim Recruitment and Affirmative Action Manager until the completion of a successful search.

The Office of Human Resources is developing written procedures for various fundamental operations in the Human Resources office for organizational effectiveness. To begin, Sandy Troiano, Interim Recruitment and Affirmative Action Manager, drafted a Recruitment Procedure document for new positions and existing vacant positions. The procedure outlines steps for each employee of the department in the efforts of creating redundancies and efficiencies. This has been a rewarding experience building comradery in the department with employee collaboration, feedback and refining resulting in ownership and team work.

The Office of Human Resources is currently recruiting for 25 full and part time vacancies and 4 faculty vacancies. New employees, including student workers and adjuncts for Spring semester, were onboarded in a variety of instructional and non-instructional capacities.

The Office of Human Resources has been updating all CSEA Personnel Change Forms for the College and County. Personnel Change forms are completed when there is any change in employee status such as salary, title, address, etc. These are important forms that are required to be completed on a timely basis and sent to the County immediately as they impact postings across the County.

The Office of Human Resources has submitted the necessary paperwork to the County to certify December payroll. This is a major accomplishment and one that was brought to the Executive Director for Human Resources attention when Paula met with Joe McQueen. This salary certification process involves providing the County a list of all civil service employees/titles on the College's salary. The County reviews the information to ensure the County's records match the College. Once the information matches, the salary certification is granted. This process takes place twice a year.

The Human Resources Department has been proactive in improving communication with those of the College's retirees that are receiving health insurance benefits in retirement. The goal of the Department is to keep retirees updated on changes to costs and coverage for the College's various retiree benefit plans, both via email and through postal mailings. Employees that are nearing a retirement date, are encouraged to consider providing a personal email address to the HR Department so that they may keep in touch and keep retirees updated on benefits in retirement.

The Office of Human Resources continues to send updated information regarding COVID positive cases to the College community as well as updated guidance and updates impacting employees.

Welcome Center

Information Technology Services (ITS) met with County and wiring contractors to discuss the Project. New network closet on 1st floor is on track for installation as first item of project. Discussed move of security main camera connection point from existing location to new network closet.

13 State Street

Engagement continues with builders and building owner. We have met with wiring contractor regarding drops, building Network closet in basement, and establishing network presence in building. We will still need guidance on where furniture, desks conference tables, printing areas will be, so we can adjust network outlets to accommodate.

Mobile classrooms

Have initial network logical layout for connectivity, awaiting pricing/lead-times for equipment. Will have laptops, 3D printing and large screen (50" and 65") displays. Exterior sound will be a PA type system.

Educational IT Network Infrastructure

Completed the review and input for the RFP to keep project moving forward. This project provides for the upgrade and enhancement of IT network infrastructure for the College.

Student & employee password resets

New process for student and employee password reset is nearing completion. Last week we conducted several successful tests with faculty, staff and student accounts. Cleanup of the appearance and user interaction is needed to ensure ease of use.

Distance 2 Learn, LMS

Interactions with SUNY and planning has begun. We look forward to a successful first round implementation next year.

Dawn Jones, Assistant Director of Career Services, updated the Careers web pages.

Dawn Jones, Assistant Director of Career Services, created additional career education videos to be used by faculty in their courses as needed.

The advising team held their advising meeting on January 25th to cover important updates to the spring semester, discuss changes to the division advising liaisons and to begin to plan the Spring 2022 advising retention activities.

Anna Westerman, Academic Advisor II/Veteran's Certifying Officer, worked with Mark Bessette, Assistant Dean of Financial Aid, on updated documents for Army IgnitED benefits.

Laura Sprague, Director of Admissions, Tiombé Farley, Interim Director of EOP, and Dr. DeShawn McGarrity, Executive Director of Schenectady College and Career Outreach Center (SCCOC), worked together to plan Instant Admit opportunities for the SCCOC participants who are interested in pursuing a degree and joining EOP.

Laura Sprague, and Holly Sociagrosch, Assistant Registrar, worked together to create an enrollment process for the Child Development Micro-credential through Slate.

Laura Sprague, Pamela McCall, Director of College and High School Partnerships, and Theresa Polson, Program Assistant, worked together to update the Spring 2022 College in the High School application through Slate.

Dawn Jones, Assistant Director of Career Services, worked with faculty teaching intro courses to develop and schedule workshops to meet their course learning outcomes.

Interim TRIO Director, Ben DeAngelis, attended and completed TRIO 101: An Introduction to TRIO Programs hosted by the Council for Opportunity in Education. This workshop describes, the mission and structure of TRIO, including a brief look at guidelines and policies of note. TRIO has begun to develop a staff policies and procedures manual to organize and clarify our internal practices. We are currently benchmarking and reviewing policy manuals from other institutions, as well as amalgamating our existing one-off descriptions of processes. Our goal is to draft two significant sections of the manual each month of the semester, then utilize the summer to flesh out and finalize the content.

The Academic Services-Tutoring Team, led by Michelle Ragucci, Director of Academic Services, Testing Center special assignment, participated in a "Spring 2022 Semester Kick-Off" professional development session, where tutors engaged in sharing innovative practices, ideas, and suggestions to enhance the tutoring program and student supports at SUNY Schenectady.

Michelle Ragucci, Director of Academic Services, Testing Center special assignment, shared campus-wide communication with faculty/staff and students regarding the temporary change in Testing Center management, any updates in procedures and hours, as well as useful documents and resources to support their use of the Testing Center during the spring semester.

This month Liberty Partnership Program (LPP) welcomed our fourth intern, Kylebear Brown. Mr. Brown is one of our very own SUNY Schenectady students enrolled in Human Services degree completing his Field Placement with LPP.

Tiombé Farley, Interim Director of EOP met with Alicia Richardson, Interim Chief Diversity Officer, to discuss potential internship employment and professional mentoring opportunities with a local business, Beekman 1802.

On January 10 and 26, Sarah Wilson-Sparrow hosted meetings with representatives from SUNY Schenectady, SUNY Ulster, Tompkins Cortland Community College, Mohawk Valley Community College, Cayuga County Community College, Corning Community College, SUNY Westchester and Fulton-Montgomery Community College to discuss the development of a consortium around the newly approved NYS DOL Brewer/Distiller trade

On January 26, Lauren Lankau, Dr. Rota and Sarah Wilson-Sparrow hosted Industry Roundtables with regional Healthcare and Advanced Manufacturing companies to support of the development/procurement of SUNY 2U Mobile Units.

The final Health Profession Opportunity Grant (HPOG) Performance Progress Report (09/30/2015 – 09/29/2021) was found acceptable.

Ensuring Financial Sustainability and Self-Sufficiency

The SUNY Schenectady School of Music was recently informed of an estate bequest of money, equipment and musical instruments. An ongoing collaboration between the College Lawyers, Vice President of Development and External Affairs Stacy McIlduff and Dean Christopher Brellocks, is navigating this lengthy legal process and assets have started to be released.

On January 3, 4, 10, and 24, Dr. Tiziana Rota and Sarah Wilson-Sparrow met with the EDA Good Jobs Challenge grant team .

On January 5, Sarah Wilson-Sparrow met with the New York Community Colleges Energy Equity (NYCCEE) Planning Subcommittee to discuss their EDA Good Jobs Challenge grant application.

On January 11 and 25, Lauren Lankau, Dr. Rota and Sarah Wilson-Sparrow continued partnership and grant discussions with the Office for People with Developmental Disabilities (OPWDD).

On January 26, Dean Brellocks and Assistant Professor Sten Isachsen picked up musical equipment and delivered it to the School of Music.

On January 27, Director of Library Services Jacquie Keleher attended the SUNY Open Educational Resources (OER) Leads call to learn more about possible changes to Open Educational Resource funding from the SUNY system.

In January, the Early Childhood Education (ECE) program received a \$26,761.20 grant as a result of the proposal submitted by ECE Program Coordinator Professor Tamara Calhoun for the request for proposals (RFP) from SUNY. This is a new source of funding which will enable 10 students to participate in our existing ECE Paid Internship Program.

Math, Science, Technology and Health (MSTH) Dean Tania Cabrera and Collegiate Science and Technology Entry Program (CSTEP) Director Lorena Harris, PhD. continue to work on the application for a \$1.5M National Science Foundation S-STEM (Scholarships in Science, Technology, Engineering and Mathematics) grant administered over 6 years. The goal of the funding is to enable low-income, high-potential students to pursue STEM A.S. degrees and transfer to 4-year institutions.

In mid-January, the Office of Administration received departmental budgets for the 2022-23 fiscal year. These budgets were examined and compiled into the large budget request that will be used to begin conversations on the 2022-23 fiscal year budget.

The 2020-21 fiscal year financial statements and SUNY Annual Financial Report were completed in early February and will be presented by our auditors from Lumsden and McCormick at the February 2022 Board of Trustees meeting.

The Office of Administration is preparing several Request for Proposal documents for Mental Health Services, Information Technology updates and Mobile Classrooms. It is anticipated these RFP's will be released in February of 2022.

The Foundation continuously builds and draws upon the strength of the Foundation Board members as advocates for the College: With Jeanne Maloy's leadership, Marshall & Sterling Upstate committed to a \$7,500 sponsorship of our Fall 2022 Founder's Day Matching Challenge.

Tina Versaci, Vice Chair for the Board of Trustees, arranged a meeting with Karen Bradley to discuss joining our Board.

Chair Lynn Manning attended a virtual program with Stacy McIlduff entitled *No Bull Board Bootcamp* presented by the local chapter of the Association for Fundraising Professionals.

Sandy Miller, Board member, met with Ballston Spa National Bank to advocate for event sponsorship.

On January 27, Sarah Wilson-Sparrow met with MVP for partnership opportunities.

In January we held customized classes for two employers.

1199 SEIU funded 6 students from Hudson Park Rehabilitation and Nursing Center to take the TNA to CNA course, which SUNY Schenectady recently received approval to run through the Department of Health.

The W Group funded 15 students from 5 facilities across northern New York State for Personal Care Aide training.

The Foundation is creating a bold, new, positive case for growing flexible funding to support our students: Foundation staff have attended several webinars to increase our knowledgebase and help us respond to short- and long-term solicitation and donor trends:

SUNY Community College CAO Retreat

Diversity Equity and Inclusion: Best Practices in Fundraising (ADRP)

Donor Stewardship Strategies to Start the New Year Strong and Create Your 2022

Donor Communications Calendar

From Boomers to Zoomers: Are You Ready for the Rise of Generation Z? an event for Leadership Tech Valley Capital Region Chamber Alumni

Building Legacy: Your Organization's Guide to Planned Giving Conversations

The Foundation is working to increase fundraising effectiveness to grow 5% annually by engaging alumni, businesses, and the community: Stewardship Officer Sarah Boink met with alumni Lecco Morris and Rae Frazier to grow relationships and gather stories.

Stewardship Officer Sarah Boink met with Corporate representatives from: Citizen's Bank, Stewarts Shops to inquire about sponsorship/grant opportunities.

The Foundation utilized ViewSpark and Constant Contact to send the following communications:

Thank you to Panera Bread for Food Pantry Donations (with Give button on) to 70 specific food pantry donors with a 45% open rate.

Personal thank you video from Robyn King to Eastern Parkway UMC for \$10,000 grant to 4 donors (100% open rate)

Personal thank you videos from Robyn and Stacy in the Food Pantry for 3 donors

Personal thank you from Stacy to our monthly donors

An Honorary Committee solicitation mailing went out to 400 individuals. Funds raised for *Food for Thought & All That Jazz* total **\$38,000** and tickets are now available online.

Following a personalized ViewSpark video message from Stacy McIllduff and Robyn King about the Royals Care Center, food pantry endowment donors Magda and Gus Mininberg made an additional gift of \$5,000 to the Foundation for the food pantry.

The 2021 Endowment Report was sent to over 220 donors to illustrate donor impact.

The Foundation submitted the following grant proposals:

Wakefern Foundation	\$2,500 (Food Pantry)
St. Andrews Society	\$2,500 (Unrestricted)
Henry M. Butzel Family Foundation	\$5,000 (Unrestricted)
Seymour Fox Foundation	\$5,000 (Food Pantry)
Dean M. Graham Foundation	\$2,500 (Unrestricted)
Sidney and Beatrice Albert Fdn	\$2,500 (Unrestricted)
Determan Balk Family Foundation	\$2,500 (Unrestricted)
Joyce and Sanford Bookstein Fdn	\$1,000 (Music Innovation Fund)
Hudson River Bank & Trust Fdn	\$1,000 (Music Innovation Fund)
Cohoes Savings Foundation	\$1,000 (Music Innovation Fund)
Price Chopper Golub Foundation	\$1,000 (Scholarship Support) – Awarded!
DiAddario Foundation	Letter of Inquiry (Music Scholarships)

TRIO is analyzing its offerings and working to utilize free and existing programs and services to replace 'for cost' items where applicable. This process includes a review of existing contracts and memberships to funds focused on student success and staff development.

Michelle Ragucci, Director of Academic Services, Testing Center special assignment, took over as Perkins Grant Officer for the College this month to ensure a seamless transition of Perkins reporting, spending, and timely submission of the 2022-24 CLNA, and 2022-23 Perkins Grant Application.

Tiombé Farley, Interim Director of EOP, is currently preparing the EOP Budget Plan and projecting the direct aid students will receive in the spring semester. This financial support will assist students with their academic and living costs.

President's Outreach

Aspen SUNY Pathways offered a workshop, where it engaged Board members and their work with achieving student success and equity goals.

Along with Dr. David Clickner, Vice President for Strategic Initiatives and Planning, we met with a representative from the Amos Center to explore the possibility of a partnership with the Center in Zambia.

Myself, Dr. Hamin Shabazz, Chief of Staff and Dr. David Clickner, Vice President for Strategic Initiatives and Planning met with members of the Schenectady Police Department (SPD) to discuss benefits of a Partnership and Collaboration with SPD and SUNY Schenectady.

Community College Presidents joined in on a discussion led by New York Community College Association of Presidents (NYCCAP) about spring reopening plans.