

Promoting Diversity, Equity, and Inclusion

Throughout August, Teaching and Learning Specialist David Wolf continued with the Online Instruction & Course Development Cohorts that specifically address accessibility and equity issues.

- Cohort 9 Part 2 is scheduled to begin in September. Extensive recruitment efforts have increased faculty engagement and reenergized faculty who did not finish the training to return and complete it.
- Cohort 11 Part 1 recruiting enables us to potentially increase out Full-Time faculty completion rate to over 65%. This new cohort will begin September 13.
- Cohort 10 Part 1 finished and Part 2 will begin in October.

David Wolf is continuously developing new training materials for faculty. They all stress the use of accessible content, which is vital to a truly inclusive learning environment. His current project promotes increased student engagement and equity in synchronous online learning and HyFlex courses.

CSTEP Director Lorena Harris, PhD, participated in the American Chemical Society 2021 Virtual Postdoctoral Student (“postdoc”) to Faculty Workshop as a mentor and panelist. A series of Diversity, Equity and Inclusion (DEI) and mentoring sessions allowed postdoc and faculty to connect, learn and share.

On August 2, Sarah Wilson-Sparrow, Executive Director for Workforce Development and Community Education met with the One Schenectady Workforce Development Coalition to discuss workforce issues and the impact on the Capital Region.

On August 11, Director of Library Services Jacquie Keleher, participated in the SUNY Shared Library Services Diversity, Equity and Inclusion Professional Development Collection Development sub-group meeting.

Jacquie Keleher met with John LeClerk from the Niskayuna School Community Transition program to develop opportunities for those students within the Learning Commons for the upcoming academic year.

On August 19, Collection Development & Electronic Resources Librarian Giovannine Matheron, attended *TikTok in the Library*, a workshop presented by InfoBase.

On August 25, Director of Library Services Jacquie Keleher, and Library staff offered tours and presentations to SUNY Schenectady faculty and staff during the Fall 2021 Faculty Institute Week event.

Collection Development & Electronic Resources Librarian Giovannine Matheron created and offered “The Begley Learning Commons Collection”; and Research and Instruction Librarian Caroline Buff presented a workshop entitled “The Truth Is Out There: A Closer Look At Conspiracy Theories”.

On August 26, Collection Development & Electronic Resources Librarian Giovannine Matheron attended a webinar entitled “Library Data in Context” presented by RRLC and ESLN.

Search committees are coalescing to engage a search for permanent, full time Criminal Justice and Accounting instructors. The Accounting program lacks a full-time faculty member and is currently taught exclusively by adjuncts.

In August, Professor Dean Bennett completed a SUNY Center for Professional Development course entitled “Teaching for Racial Equity”.

Royals Care Center:

Robyn King presented a PowerPoint session on the Royals Care Center to the executive leadership. The goals of the center are to meet student needs in a more centralized and streamlined manner, expand services for unmet need, improve access, build upon existing College support services and build determinants of student success. The proposal includes a health clinic, a community resource hub, a counseling center, and an upscaled food pantry.

Financial Aid:

Assistant Dean Mark Bessette and Controller Amiee Warfield have put together a robust HEERF III Student Aid distribution plan that has recently been approved by SUNY. This will allow the College to award discretionary funding estimated to be \$265,000 in fall 2021 and \$194,245 in spring 2022.

As part of the College’s strategic initiatives the Financial Aid Office has begun the process of partnering with faculty to implement financial literacy programming for our students. The faculty and staff across campus have shown a positive response in their willingness to participate. In collaboration faculty, EOP, and TRIO the College will be delivering three financial literacy events and/or workshops in the fall 2021 semester.

The Educational Opportunity Program (EOP) completed its three-week summer program, August 2 through August 20. Students took part in a variety of workshops including career planning, student success, math, English, as well as financial aid and personal finances.

The Early College High School program completed its six-week summer session, which ran from June 28 through August 5. A total of 314 students participated virtually in over 12 college courses.

On August 30th, 86 Early College High School students from Schenectady, Capital Region PTech, Brown School and Duanesburg started attending SUNY Schenectady full time working towards their Associates Degree.

The Career Center began promotion of the 2022 Federal Workforce Recruitment Program (WRP), a federal internship designed to give students and recent grad with disabilities valuable experience to move forward in the workforce.

Michelle Ragucci, Director of Academic Services, launched recruitment efforts to hire students from diverse backgrounds to work as peer tutors in the Learning Center. Plans to recruit part-time professional tutors from diverse backgrounds will continue into the fall 2021 semester.

Michelle Ragucci, Director of Academic Services, along with Mary Silvestri, Testing Center Coordinator, presented their initial findings of SUNY Schenectady's student personas during the Fall 2021 institute week, which they researched and developed over the summer. These findings will guide future data-driven conversations and initiatives regarding who our students are and how-to better recruit, support, and retain our students.

Laura Sprague, Director of Admissions, along with the College's international recruitment partner participated in a Southeast Asia Virtual College fair on Friday, August 6th. A new international student communication strategy is underway.

The TRIO program conducted their Kickstart program to welcome new and returning program participants to prepare for the beginning of the semester and to network with one another.

The Success Coaches and Student Success Manager participated in the EOP summer orientation program by presenting 12 distinct student success sessions over three weeks, August 2 through August 20. Sessions included: Introduction to Student Success; Time Management; Communicating with Professors; Starting the Semester on the Right Foot; Tech Talk; Study Strategies and Note Taking; Stress Management & Self-Care; Grit, Persistence, & Growth Mindset; Tips for Success in Online Courses; Using Your Head: Making the Most of Metacognition and Critical Thinking; Test Taking & Anxiety; and Goal Setting.

The Educational Opportunity Program (EOP) successfully completed its 2021 summer program, which ran virtually from August 2nd - 20th. Students participated in a variety of workshops and coursework presented by offices across the campus.. Additionally, Career Services provided a session focused on employment and careers after graduation. EOP students also received instruction designed to assist them in becoming familiar with technologies and applications such as Blackboard, MYSCCC portal, and Microsoft applications such as Teams, Word, and Outlook. The program also provided laptops to any student who needed one.

EOP in collaboration with the office of Financial Aid, Associate Director Mary-Katherine Marx led a financial aid workshop which helped students understand the financial aid process and personal finances. Student Activities Advisor Ben DeAngelis introduced students to the various activities and club organizations available on campus.

Liberty Partnerships Program (LPP) summer program participants were introduced to diverse guest speakers and educators representing various STEM fields including astrophysics, high school biology and healthcare.

The LPP program employed two summer interns, former LPP students with similar backgrounds as our current LPP. The interns provided mentoring and role modeling to our students throughout the summer.

Delivering a Meaningful Student Experience

On August 4, Collection Development & Electronic Resources Librarian Giovannine Matheron attended a one-hour webinar entitled Library Search Strategies: Thinking Inside and Outside the Box from Niche Academy.

On August 5, 18 and 26, Sarah Wilson-Sparrow met with the SUNY Apprenticeship Committee to discuss apprenticeship applications in Healthcare, Advanced Manufacturing, IT and other categories.

On August 6, Sarah Wilson-Sparrow participated in a podcast with Family & Child Services of Schenectady leadership regarding their plans to initiate Community Health Worker and Direct Support Professional apprenticeship programs.

On August 11, Director of Library Services Jacquie Keleher participated in the on-campus training, "Dealing with Student Mental Illness" offered by Robyn King.

On August 12, Sarah Wilson-Sparrow participated in an "Apprenticeship as a Pathway to Economic Security: Recruiting and Retaining Untapped Talent Pools" workshop.

On August 16, Sarah Wilson-Sparrow met with Superintendent Dr. James Niedermeier of the Duanesburg Central School District to discuss alignment with Workforce Programming.

On August 16, a video was produced regarding fall semester COVID regulations for distribution to students and faculty and staff.

On August 18, Ingrid O'Connell was awarded the NYS Hospitality and Tourism Association's **Stars of the Industry Tourism Educator of the Year** award. The ceremony took place at Saratoga Race Course.

On August 19, Sarah Wilson-Sparrow met with Deirdre Duke of Northwell Health to discuss apprenticeship opportunities in partnership with Suffolk Community College and Nassau Community College.

On August 19, new videos welcoming students to the new academic year were produced by Deans Abrahams, Brellocks, Brough, Cabrera, and Shabazz for each of the respective schools and divisions for posting on the website.

On August 24, Dr. Rota, Jamie Hungerschafer, Maria Kotary, Lauren Lankau, Michelle Kraines, and Sarah Wilson-Sparrow celebrated the HPOG Graduation.! We celebrated 50 students from 2020-2021 who successfully completed classes and certifications at our Healthcare Graduation on August 24, 2021. It was a beautiful day for a ceremony filled with joy and excitement as we acknowledged their accomplishments.

In August, the Early Childhood Education Program was asked to participate in the 2nd Infant/Toddler Child Development Associate (CDA) Cohort in collaboration with CUNY/PDI for Spring/Summer 2022.

Teaching and Learning Specialist David Wolf is working with a group of SUNY Administrators to further implement and employ Blackboard Ally and improve accessibility across all of SUNY. This group creates awareness and contributes to a unified experience for all faculty, students, and administrators.

The progress of the SUNY Digital Learning Environment is being carefully observed and assessed to ensure that the College can best adapt to the future changes in SUNY Online, available Learning Management Systems, and various options in the future Digital Learning Environment available across all 64 campuses.

Teaching and Learning Specialist David Wolf released a micro-training entitled “*Why are Synchronous Online Classes Dull*” to encourage and maximize engagement in remote learning classes. The training has multiple forms of delivery and is easily accessible to faculty.

On August 24, Teaching and Learning Specialist David Wolf and MSTH Dean Tania Cabrera gave a joint presentation on the benefits of adopting the SUNY Schenectady [Course Model which](#) has a proven track record of increasing course quality standards and includes:

- the **Ask a Librarian** chat tool, a 24-hour librarian chat service for students
- an **Adaptive Learning Course Feedback** tool to target students in need and offer assistance
- an OER Discussion Rubric to assist faculty and students
- Micro-surveys for faculty to collect student feedback so as to better allow them to modify the course to help meet student needs
- Boilerplate pages that are already accessible for faculty to employ

David Wolf is researching how to improve the synchronous learning experience as the College may return to remote learning. This benefits faculty who want to adopt HyFlex models that increase options for students to complete their courses and have been shown to increase retention and enrollment.

Dr. Lorena Harris participated in the OTTER Institute webinar to learn about HyFlex strategies based on feedback from students who participated in classes in this modality last academic year.

Dr. Richard Simons, Adjunct Instructor Elli Laitinen-Mazares and Dr. Lorena Harris have resumed their Vale Park Research Project, which has been ongoing, but put on “pause” while students were off campus. They are working on a herpetology census (herpetology is the study of reptiles and amphibians) of species in the park. The faculty team and students report that they cannot wait to get a little closer to understanding our Vale Park’s ecosystem and environment.

On August 25, the Marketing staff produced two videos regarding fall semester vaccination rules and incentives. Dr. Moono addressed faculty and staff, and Interim Dean of Student Affairs, Steve Fragale and Student Government Association President, Jennifer Malave addressed students.

On August 26, Sarah Wilson-Sparrow co-presented a Micro-Credential workshop during Academic Institute week with Cynthia Proctor, Director of Communication and Academic Policy Development in the Provost’s Office of the State University of New York System. The presentation was well received.

Four Healthcare classes completed in August:

- CNA/PCA – eight students successfully completed the class and passed the PCA certification exam; six of them also passed the CNA certification exam
- PCA – seven students successfully completed the class and passed the certification exam
- EKG – eight students successfully completed the class and six of them passed the EKG Technician certification exam

- MAA – eight students successfully completed the class, seven passed the CMAA certification exam

The Stewardship Officer sent out 143 custom scholarship certificates to recipients along with a letter of congratulations from Dr. Moono and Foundation Chair Lynn Manning.

Emotional Triage: Robyn King developed a professional training program for the Registrar's Office and Library Staff on dealing with difficult people and students in distress.

Student Activities: August 23-27 - More than 200 students participated in Student Activities' College Kick-off, which included checking in at the main info desk, picking up giveaways (water bottles, lanyards, \$5 to FSA cafes), and getting information and directions to finalize the last steps before the semester (ID, parking pass, cert of residency, etc).

August 30 - In collaboration with a variety of offices, Student Activities hosted Vaccination Celebration, which was attended by 77 students - more than half of whom received a vaccine from the county POD. Student Activities supplied games (giant Jenga, Cornhole) and prizes.

August 30 - September 3 - Welcome Wagon activities (stationed at the Elston Hall Main Entrance) helped direct students to departments and classrooms, and served as a critical info station to clarify schedule changes, articulate differences between buildings, and address immediate student needs. Up through Thursday, the site has distributed more than 800 snacks and bottles of water through the gracious help of volunteers from a variety of campus departments.

In the last 2 weeks, 120 students have expressed interest in joining SUNY Schenectady's clubs and organizations. Each of these student's info has been collected and redistributed to the 15 active club advisors so they can establish contact.

The new 2021-22 Club Guides are complete and have been distributed to Club Advisors so they can successfully guide their student organizations. The new guide includes revamped budgeting info, a new section about recruiting and retaining members, many clarified guidelines and resources.

The Council of Clubs and Organizations (COCO) launched online on August 30. This Microsoft Team is a space for Club officers and Club Advisors to share information, access resources, develop partnerships, and stay updated on guidelines. The space allows for chat, file sharing and video messaging, and will serve as the host of COCO's monthly meetings.

The Student Government Association (SGA) kicked off the semester at the Vaccination Celebration on 8/30. Hosting a Plinko for Prizes, SGA gave away 40 water bottles, pens, pop sockets and thumb drives to students who visited the table in Elston Hall.

SGA got together on 9/1 to meet and greet new senators, brainstorm ideas and plan out a meeting schedule for the semester.

On September 3 SGA is hosted an Open House to welcome students to learn more about campus committees and organizations, and address any concerns students have. This event will also allow for distribution of materials to any students hoping to run for the four open Senate seats later in September.

The Learning Centers and the EOP program, under the leadership of Directors Michelle Ragucci and Jeff Aranda, respectively, successfully completed the offices' transition to the Learning Commons. This new location provides EOP students easy access to the resources the Begley Library has to offer as well as access to the new IT Help Desk which is housed across from the EOP office and the library circulation desk.

Mary Silvestri, Testing Center Coordinator, Michelle Ragucci, Director of Academic Services, and Ben DeAngelis, Student Activities Advisor, collaborated to hold a successful Vaccination Celebration to encourage students to complete vaccinations in accord with the SUNY vaccination mandate.

The College in the High School program has increased its offerings to 29 local area high school with courses being offered in all five divisions of the college. Fall registration starts on September 13 (2.4).

ReaCH Tri-Chairs, Pamela McCall, Cayla Gaworecki, and Michael Stamets, along with Michelle Ragucci and Mary Silvestri, presented a 2021-22 ReaCH Kick-off session during the fall 2021 institute week where faculty and staff were challenged to re-think how we can better improve student success, retention, and completion.

The Admissions Office hosted Instant Admit Week both in-person and virtually August 16 – 20 with 45 prospective students registering for appointments. The Advisement Team helped to support this effort in order to ensure that students who were admitted met with an advisor the same day to be advised, register for classes, and to assist them in the onboarding process.

Associate Professor Jay Larkin along with Laura Sprague, Director of Admissions, participated in two virtual information sessions for Craft Beer Brewing Craft Spirit Distillation.

Ben DeAngelis, Student Activities Advisor, along with Laura Sprague, Director of Admissions, hosted a virtual Student Activities Q&A session for accepted students.

Laura Sprague, Director of Admissions, hosted a virtual Early Admit Q&A session for high school seniors.

Thairy Echevarria , Admissions Advisor, and Laura Sprague, participated as volunteers for the College Kick Off week helping our new students get acclimated to campus.

Mary Silvestri, Testing Center Coordinator, Michelle Ragucci, Director of Academic Services, and Ben DeAngelis, collaborated to hold a successful Vaccination Celebration to encourage students to complete vaccinations in accord with the SUNY vaccination mandate.

The Testing Center updated its facilities this month with more ADA compliant tools for students including, wobble chairs, chair bands, therapy putty, and stress balls to accommodate additional stresses students might have this year.

New Student Outreach: Working with Admissions, the Testing Center contacted accepted students who have not yet registered; bridging the contact between Admissions and Advisement. During this contact, the Testing Center makes sure that students understand their next steps, who their advisor is and answers any questions students might have about moving forward.

TRIO focused on continued recruitment of new program participants through mailings, referrals, tabling at the Vaccination Celebration program. Aubrey Seppa-Hodgkins, TRIO Director, also presented about TRIO at the BCJL division meeting during Institute Week.

TRIO staff assisted with Welcome Back tabling and student assistance during first day of classes.

The Success Coaches, the Student Success Manager, Career Services, and Advising, under the direction of Dean Jessica Gilbert, collaborated to move the location of the Student Success Center and to work with Student Affairs to re-envision Elston Suite 222 to better support student success. The suite now houses Career Services, Advising, the Student Success Center, Financial Aid, Counseling, the ADA office, and Student Activities in a single center of activity. The move has many benefits including the ability for Success Coaches and their students to have private spaces to meet and increased opportunities for collaboration with other student services offices. Another benefit of the move is that it decreases the amount of redirecting of students needed for them to get to various student service offices. Facilities and the Information Technology office provided significant support in making this move come together under a rapid time line.

The Success Coaches and the Student Success Manager delivered two sessions of the Level Up workshop, which targets at-risk students including those on Academic Warning and Academic Probation.

Success Coaches continued to call each new student following course registration in order to introduce themselves, ensure students were able to log in to the MYSCCC portal, and assist students as needed. The Coaches also reached out to students who were dropped for non-payment to provide support and guidance on the steps needed to ensure they complete the requirements to start Fall 2021 classes. They also conducted outreach to students with financial aid who had yet to confirm their classes in order to provide guidance on completing the next steps.

Success Coach Leanna Liuzzi and Student Success Manager Heather Lessard collaborated to create a Student Success Center brochure to be distributed across campus.

Success Coach/Foundation Scholarship Coordinator Leanna Liuzzi worked to complete tasks for the 20-21 Foundation Scholarship cycle and has already begun the planning process for the next scholarship cycle. Ms. Liuzzi also developed the Student Success Center workshop schedule for the 2021-2022 academic year.

Success Coaches participated in the Instant Admit week by guiding students in next steps following their meetings with Admissions.

The Success Coaches and the Student Success Manager participated in the Vaccination Celebration, College Kick-Off Week, and Welcome Week.

Led by Jeffrey Aranda, Director of EOP, A Pre-Summer Program Orientation was held to help students become familiar with technologies and applications such as Blackboard, MYSCCC portal and several Microsoft applications (MS Teams, Word, Outlook).

The LPP program was able to use its grant funds to purchase eighteen new Chromebooks and created a Technology Lending Program for LPP students.

Led by Jeffrey Aranda, Director of EOP, incoming students were offered personalized campus tours allowing students to become familiar with campus layout, locate their classrooms and learn more about the various offices on campus.

All LPP summer program participants completed and/or updated their personal learning plans (PLPs) and set academic, social-emotional and college/career goals for the upcoming school year.

Advisors participated in committee meetings to support student experiences; New Student Enrollment Committee, FASAP committee, and Readmission Committee Advisor, Racene Lawes met with Ben DeAngelis, Student Activities Advisor, and Donna Corbisiero, Associate Professor, to plan for the International student Club, as part of the effort to better support International students.

Advisor, Racene Lawes, attended College Scheduler Webinar: Student Experience Maximizing Adoption by Students and Advisors as part of the College's effort to rollout College Scheduler and best support the students.

Anna Westerman, Academic Advisor and VA Certifying Official, collaborated with Steve Fragale, Interim Dean of Student Affairs, to set up and implement Calendly.com for scheduling and tracking COVID testing for students.

The Advisement Team collaborated with Admissions for Instant Admit week to ensure that students who were admitted daily met with an advisor the same day to be advised, register for classes and to assist them with the rest of the onboarding process.

Mitzi Espinola, Assistant Director of Academic Advising and Retention, presented at two Level Up Workshops to go over Satisfactory Academic Progress, Academic Warning, Academic Dismissal and Academic Probation with students who were readmitted.

Mitzi Espinola collaborated with Heather Lessard, Student Success Coach Manager, to set up Starfish as the new Advisement Center kiosk. All advisors were trained on the new check in system and are now using it daily for Walk-ins.

Paula Ohlhaus, Chief of Staff is leading our Wayfinding project which is underway with our vendor in updating all of the College's directories due to the various office relocations impacting student services. The project is expected to be completed by mid-September.

Building Organizational Effectiveness

On August 5, Collection Development & Electronic Resources Librarian Giovannine Matheron attended a SUNY Shared Library Services webinar on Electronic Resources Tune-up.

On August 11, Ingrid O'Connell attended "Ask the Attorney: A Live Q&A for Meeting and Event Professionals" webinar. Contract questions pertaining to COVID were discussed and answered.

On August 18, Collection Development & Electronic Resources Librarian Giovannine Matheron participated in a webinar on shared collection development and "weeding". This is especially relevant to purchases of new materials. The library tries to be cognizant of which formats are most "shareable" and accessible.

Throughout August, School of Music (SoM) Dean Christopher Brellochs, D.M.A. has organized a number of “as needed” auditions. Normally, auditions are held in May for the fall semester, however some students miss the dates and others plan on attending 4-year colleges but discover that the program is not a good fit for them or that they are not ready. Instead of no college, they want to come here. This semester, the School of Music gained several students in this way.

In August, David Wolf collaborated with the OTTER Institute; a week-long conference promoting excellence in remote learning by [SUNY Center for Professional Development](#). The collaboration allowed our faculty and staff have free access to over [20 webinars on teaching and learning](#) for free.

Vice President for Academic Affairs Cheryl Renée Gooch, Ph.D. has developed a Micro-credential policy and procedures to develop proposals for review through the faculty governance process.

Dr. Gooch also organized a Center for Teaching Excellence Working Group to develop mission, purpose and AY 2021-22 inaugural programs in alignment with the Strategic Plan and higher education best practices, including enhancing teaching and learning, effective assessment and information/media literacy.

Planning progressed on the So. Church Street project with the selection of general contractor bids and awarding of the project. Construction is anticipated to begin in September 2021 and conclude in December 2021.

Design work on replacement and relocation of the Begley Cooling Tower continued. Our engineer and county representatives selected a site on the roof of the School of Music/Begley building for the new tower. In order to install the new tower, structural support is needed on the first floor of the School of Music underneath the tower. This will require the build out of new interior walls in the hallway and two practice rooms. College officials are discussing wall treatments, fit and finish items for the reinforced structure.

Representatives of the College and County met with architects who designed the re-construction/renovation of the Route 5 Skybridge. During the Summer, costs to rebuild the bridge were received that well exceeded the projected budget for the project. As a result, the College is looking to clean/polish the existing structure and replacement of the HVAC system supporting it.

The architect designing the Admissions and Welcome Center area met with representatives from the College and County on plans for this major renovation project. Design plans were shared and accepted. The architect is currently working on construction bid documents at this time.

Information Technology infrastructure in the Begley Learning Common and Mill Lane project were finalized and tested in advance of the Fall semester.

A Phase 3 employee training series of SafeColleges courses related to IT-related cybersecurity was introduced to our faculty and teaching employees in early September. Non-teaching staff took this training during the Summer with a 67% completion rate. During the Fall we will encourage full employee completion. The purpose of this training is to provide awareness of cyber threats and viruses to our computing environment. Implementation of this training is one

of the pillars of ensuring a well-informed workforce of threats to our Information Technology infrastructure. This training will become part of regular employee training in the Spring of 2022.

The Foundation continues to work to refine the scholarship program to maximize funding available to support the student experience:

- The Foundation held a final internal **Scholarships Redesign** meeting to finalize strategies for improving our current scholarship program.
- On September 2, the Foundation Board's **Scholarships Work Group** convened to review findings of the Scholarships Redesign group, and review a draft update to the Gift Acceptance Policy that will expand guidelines for scholarship gifts.

The Vice President of Development and External Affairs held several meetings with bookkeeping firm Capital CFO, as well as Lumsden & McCormick, to ensure an early start on the Foundation's 2021 audit.

Dr. DeShawn McGarrity, Executive Director of Schenectady College and Career Outreach Center is currently the Chair-Elect of the Living Resources Foundation Board of Directors nominating committee. Dr. McGarrity has served on the "full" Living Resources Foundation Board of Directors since 2019.

Learning Center staff underwent training on how to best utilize the new technology available in the Learning Commons/Learning Center to better support students during tutoring sessions, as well as transfer this knowledge to students wanting to utilize the technology options on their own.

Laura Sprague, Director of Admissions, worked with Pamela McCall, Director of College and High School Partnerships (CHS) and Cindy Zielaskowski, Registrar to create a new registration form for CHS students which will automatically allow CHS students to be marketed to as prospective students.

TRIO staff attended sessions during the Fall Institute Week: Bandwidth Tax of Uncertainty, Course Scheduler, IT Updates, Financial Aid, Framework for Information Literacy, Safety Updates, The Course Model, Critical Race Theory, Library Services and tours, ReaCH Kickoff Meeting, and "Toe in the Water."

Student Success Manager Heather Lessard completed the process of getting the Starfish Kiosk in place for the Academic Advisement Center. Students visiting the Academic Advisement Center sign in to the Kiosk using their ID and Last name. Advisors are now using Starfish to manage the Waiting Room and document student meeting outcomes.

Student Success Manager Heather Lessard created a comprehensive Starfish Faculty User Manual which was shared with division Deans.

Student Success Manager Heather Lessard contacted instructors in FYS, math and English workshops, and introductory psychology and English to encourage class visits by Success Coaches.

Computer stations were installed in the new EOP hub for students to use. For the first time ever, EOP students will now be able to do their work in a centralized location and have access to EOP staff to help with assignments.

Dale Miller, Director of Institutional Research, regularly provided Advising, the Success Center, and Deans with lists of prior students to contact and help improve enrollment numbers. He has also provided data for two grant applications, Perkins reports, Middle States, and federal, state and SUNY data projects.

Ensuring Financial Sustainability and Self-Sufficiency

Upon submission of our 2020-2021 report, Dr. Lorena Harris is excited to report that our CSTEP program is close to reaching our first 100 alumni. Some of them are in Germany as Fulbright scholars doing research, some others have earned their Masters degrees (in Wellness and Personal Training, Instrumentation, Business, among others), some of them are working at different Biotech or Pharma companies, while others are pursuing their bachelor's degrees and will be continuing their education to become STEM Professionals. Dr. Harris and Dean Cabrera want to remain closely connected with our alumni to grow our social capital and network of potential future donors.

On August 25, Collection Development & Electronic Resources Librarian Giovannine Matheron attended a webinar on the NYS Coordinated Collection Development Aid program presented by Empire state Library Network.

In late August, the College's 2021-22 Operating Budget approved by the Board of Trustees and the County Legislature was submitted to SUNY for SUNY Board of Trustee consideration in September.

In late August, SUNY completed work on the SUNY Vaccination Application which is a tool for students to self-disclose vaccination status. The Information Technology Department implemented this application in conjunction with the Office of Student Affairs. To date, we have collected over 400 student vaccination disclosures.

The College continues to encourage both employee and student COVID vaccination. During the Summer, voluntary employee vaccination disclosure to the college was implemented which is an important tool when positive COVID cases are detected within the college community. To date, 60% of staff have disclosed positive vaccination status. The College continues to COVID pool test weekly for unvaccinated and monthly for vaccinated individuals.

The Office of Human Resources reported an increase in employee search activities in anticipation of the start of the new academic year. Currently there are 26 employee searches underway. During late August and early September, 16 new employees were onboarded in a variety of instructional and non-instructional capacities.

Labor negotiations continued with the Union of Faculty and Professionals (UFP) into September of 2021. The recently negotiated SEIU contract was ratified by the adjunct faculty membership in late August and will move to the college's Board of Trustees and the County for consideration in September.

The Foundation continuously builds and draws upon the strength of the Foundation Board members as advocates for the College:

- On August 5, the Board Development Committee met to review the agenda for the upcoming Foundation Board Refresher, which will include fundraising training and in-depth discussion with Board members and College leaders. In addition, the Committee identified new potential Board members.
- On September 1, Board member Sandy Miller confirmed a gift of \$1,000 from M.M. Hayes, who is a new Corporate Champion and supporter of the College.

The Foundation is creating a bold, new, positive case for growing flexible funding to support our students:

- Plans are underway for a Founder's Day campaign to encourage new monthly recurring gifts to the annual fund. The campaign will include a phone-a-thon, email and ViewSpark marketing, along with social media posts, with the intention of driving alumni to donate.

TRIO received their annual GAN (Grant Award Notification) for a slated budget amount of \$335,111 for the 2021-2022 year .

Incoming freshmen of the EOP Program, who attended the summer program received a \$300.00 meal voucher, which was provided by SUNY Administration. This allowed students to purchase meals with would otherwise have been provided during an in-person summer program.

On August 30, LPP Program Coordinator Melanie Uebele, completed the *A to Z Grant Writing* course.

The Foundation is working to increase fundraising effectiveness to grow 5% annually by engaging alumni, businesses, and the community:

- Alumna Dyonne Lindsay confirmed a gift of \$5,000 to start a new annual scholarship fund in her mother's memory, the ***Kathy Gordon Scholarship***.
- The Vice President of Development and External Affairs sent several follow up notes with photos to constituents who attended the Learning Commons Grand Opening.
- The Foundation utilized the ViewSpark platform to send the following communications:
 - Dean Brough Inducted into Prestigious American Academy of Chefs (1,384 emails, 18.92% open rate plus one nice response)
 - Tour the new Confections Lab (948 Emails, 11.5% open rate)
 - Cast Your Vote – Best of the Best 2021 (17,244 emails, 7.23% open rate)
- The August issue of alumNews sent through Constant Contact, reached 17,946 in-boxes and had an open rate of 12%.
- The Foundation submitted a revised scholarship agreement to a representative of the ***William Gundry Broughton Charitable Private Foundation*** to facilitate the merging of their two endowed funds for an increased scholarship amount each year.
- A proposal for 2021-2022 sponsorship support was submitted to Peterson, Campoli and Associates.

- The Stewardship Officer sent out 130 personalized “thank you” notes from students to their scholarship donors.
- The Vice President of Development and External Affairs spent time visiting with current and potential donors:
 - Retiree Dennis Mott.
 - Alumni supporters, including Margaret Evans, Josh Murphy and Dyonne Lindsay.
 - Keystone Society members Phyllis Stanton and Dick Kotlow.
 - Paid respects to the family of Dr. Twitty Styles, a loyal supporter of the Foundation.
- The Vice President of Development and External Affairs met with Dean Shabazz to discuss engagement of Corporate Champions and opportunities to collaborate in support of Business, Criminal Justice and Law.

On August 5, 17, and 27, Dr. Rota and Sarah Wilson-Sparrow met with the Capital Region Workforce Development Board and HVCC to discuss the USDOL Career Grant application.

On August 5 and 17, Dr. Rota, Lauren Lankau and Sarah Wilson-Sparrow met with Grant Writer Sue Lombardi to discuss the Apprenticeship Expansion grant.

On August 5, 2021 Sarah Wilson-Sparrow met with a representative from HVCC to discuss the possibility of collaborating on the American Rescue Plan Act (ARPA) Good Jobs Challenge grant.

On August 10 and 12, Dr. Rota and Sarah Wilson-Sparrow met with representatives from the Capital Region Workforce Development Board, Schenectady Job Training Agency and HVCC on a USDOL CAREER DW grant application.

On August 13 and 18, Dr. Rota, Sarah Wilson-Sparrow and representatives from HVCC met to discuss the Economic Development Administration (EDA) Good Job Challenge Grant and how we could develop a consortia application.

On August 19, Sarah Wilson-Sparrow met with Wolfjaw Studios to discuss a grant opportunity to promote the Gaming Industry.

On August 23, Sarah Wilson-Sparrow met with Karen Gomez and Efy Asher from SABIC <https://www.sabic.com/> to discuss workforce training and apprenticeship opportunities that would assist in improving their recruitment and retention efforts in the Chemical Industry.

On August 25, Sarah Wilson-Sparrow met with Nathan Mandsagar of the Schenectady ARC to discuss a Workforce Development Initiative (WDI) Consolidated Funding Application (CFA) grant focusing on training for New Supervisors and Diversity Equity and Inclusion.

On August 26, Sarah Wilson-Sparrow participated in the Workforce Development Campus call to discuss statewide SUNY Workforce Development initiatives.

The Office of Marketing and Public Relations has been working diligently in creating copy and communications for enrollment efforts to include additional television ad campaigns and digital campaigns for late summer and last-minute registration for Fall and Fall II semesters.

President's Outreach

On August 10, Ribbon Cutting for the new \$10.1 Million Learning Commons took place. In addition to the donors that helped make this possible, we were honored to have distinguished members of the Community celebrate this momentous occasion.



On August 17, SUNY Schenectady hosted a Feed the Children event, sponsored by Marshall & Sterling. This event was a drive-thru event that provided grocery items to 400 families in need throughout Schenectady County. Constituents from the County included Senator Jim Tedisco and Mayor Gary McCarthy.

The Inaugural 2021 Biennial Zambia-US Business Conference took place in Las Vegas, Nevada, of which I attended. This conference joins hundreds of individuals and organizations that conduct business in Zambia and the United States. As many of you know, I am committed to mentoring and serving others, which has led me to be named the Educator of the Year by the Zambian Association Network of the United States.

Press releases written by Heather Meaney, Public Relations Specialist were distributed by Baker Public Relations on the IREPO grant, HPOG graduation, and the start of the fall semester.