

SUNY SCHENECTADY COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
November 20, 2023

MINUTES

TRUSTEES PRESENT: Ann Fleming Brown, Renee Bradley, Michael Karl, Margaret King, Maureen Mbanga and Ray Gillen

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

ABSENT: Damonni Farley, Gary Hughes, Tina Chericoni Versaci

1) WELCOME AND CALL TO ORDER

Ann Fleming Brown called the meeting to order at 5:35 p.m.

2) Motion for Executive Session

3) Reconvene Regular Board Meeting at 6:21 p.m.

4) **APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF OCTOBER 16, 2023 AND CONSENT AGENDA**

#23-121 **RESOLVED**, that the Minutes of the October 16, 2023 meeting be approved as submitted and read; and be it further

RESOLVED, that the Consent Agenda be approved.

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

5) **CONSENT AGENDA**

#23-121A **RESOLUTION TO APPROVE SPECIAL ASSIGNMENT EXTENSION FOR MICHELLE RAGUCCI, DIRECTOR OF ACADEMIC SERVICES OF THE TESTING CENTER**

WHEREAS, Michelle Ragucci be authorized to continue her temporary supervision of the daily operations of the testing Center;

WHEREAS, Michelle Ragucci has successfully taken on the added responsibilities of overseeing the Testing Center including but not limited to administration and proctoring of tests offered by the Center, Communicate with

IT support staff as needed to ensure all technology needs are met, coordinate with the ADA Transition Services staff regarding the scheduling students with disabilities and liase with faculty regarding make up testing, maintain security and ensure any incidents occurring during testing, including irregularities, facilities problems, examinee or staff concerns are recorded and communicated to other College staff members as needed, maintain the Center in a professional manner, maintain the Center’s webpage by ensuring that any needed updates are completed, supervise Testing Center staff and maintain the schedule to ensure staff coverage of the Center, ensure adherence to FERPA guidelines; therefore, be it

RESOLVED, that Michelle Ragucci be compensated for additional work and to receive a biweekly stipend of \$150 per pay period starting November 1, 2023 through December 31, 2023.

#23-121B UNREPRESENTED ADMINISTRATIVE STAFF APPOINTMENT

WHEREAS, the Board of Trustees adopted a personnel policy which provides for initial, regular and career administrative appointments for members of the unrepresented administrative staff:

and

WHEREAS, the President has recommended appointments for eligible individuals, it is hereby’

RESOLVED, that Board of Trustees hereby approves the following appointment, as listed below, in accordance with the policy on the unrepresented administrative staff for:

INITIAL CAREER ADMINISTRATIVE: September 1, 2023 through August 31, 2025

(This is an initial two-year career appointment as a result of five successful one-year consecutive appointments)

Dr. David Clickner, Vice President of Institutional Initiatives and Planning

#23-121C RESOLUTION FOR A SALARY ADJUSTMENT FOR THE EXECUTIVE DIRECTOR OF MARKETING AND PUBLIC RELATIONS

WHEREAS, Karen Tanski serves as the Executive Director of Marketing and Public Relations; and

WHEREAS, she has been exceptional in performing her role and leading her team through the rebranding of the institution and ongoing website refresh; and

WHEREAS, she is willing and ready to assume expanded and additional responsibilities in overseeing campus events (an entrepreneurial college

initiative); and

WHEREAS, the President concurs with this recommendation; it is hereby

RESOLVED, that Karen Tanski's annual salary be adjusted to \$95,000 prorated accordingly and effective November 26, 2023.

#23-121D **RESOLUTION FOR A SALARY ADJUSTMENT FOR THE ASSOCIATE VICE PRESIDENT OF STUDENT AFFAIRS**

WHEREAS, Stephen Fragale serves the institution as the Associate Vice President of Student Affairs; and

WHEREAS, he has been exceptional in performing his role and leading his team even through the pandemic challenges; and

WHEREAS, he is willing and ready to assume expanded and additional responsibilities in overseeing the entirety of Student Affairs; and

WHEREAS, the President concurs with this recommendation; it is hereby

RESOLVED, that Stephen Fragale's annual salary be adjusted to \$90,000 prorated accordingly and effective January 2, 2024.

#23-121E **RESOLUTION FOR A SALARY ADJUSTMENT FOR TANYA SCIME AS DIRECTOR OF HUMAN RESOURCES**

WHEREAS, Tanya Scime serves as the Assistant Director of Human Resources; and

WHEREAS, she is willing and ready to assume expanded and additional responsibilities in overseeing the College's Performance Management program, developing and implementing the College's training and development program, and overseeing the compliance with the Environmental Health and Safety Act regulations as per the Public Employee Safety and Health Bureau; and

RESOLVED, that Tanya Scime's annual salary be adjusted to \$80,000 prorated accordingly effective January 02, 2024 as Director of Human Resources.

6) REPORT OF THE CHAIR

Chair Ann Fleming Brown provided the Foundation Report

The Stakeholders Forum was held on Wednesday morning, November 1st. Hugh Johnson and the Foundation received valuable feedback about our business partners' workforce needs. The Foundation hosted a fundraising banquet raising

\$10,000 for the Chef Jackie Baldwin Memorial Scholarship. The Foundation has received notable gifts including \$10,000 through a new program launched called FreeWill. This is a simple online tool used to create a free will.

Student Trustee Maureen Mbanga provided an update on the Student Government Association.

The SUNY fall conference will be November 17th-19th. SGA President, Charles Williams, will be the designated delegate to represent the students of SUNY Schenectady.

All Officers and Senators of the SGA have been successfully trained in Title 9 and their job duties.

SGA has approved a Holiday Ball planned by the Student Activities Board to be held on December 7, 2023.

7) **REPORT OF THE TREASURER**

#23-122 **APPROVAL FOR THE KEY BANK N.A. WARRANTS #5 THROUGH #10**

WHEREAS, the Treasurer has reviewed Key Bank N.A. Warrants #1 through #4 and recommends payment of same, it is hereby

RESOLVED, that Key Bank N.A. Warrants #5 through #10 be hereby approved for payment.

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

#23-123 **APPROVAL OF THE REPORT OF REVENUES AND EXPENDITURES FOR THE PERIOD ENDING OCTOBER 31, 2023**

WHEREAS, the Board has received the Report of Revenues and Expenditures for the period ending October 31, 2023, as prepared by the Office of the Vice President of Administration in advance of the meeting, it is hereby

RESOLVED, that the Report of Revenues and Expenditures for the period ending October 31, 2023, be accepted as received.

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

8) **PRESIDENT'S REPORT - November 2023**

- Accelerated Study in Associate Program (ASAP)

9) **PERSONNEL**

23-124 **RESOLUTION TO APPOINT DR. DEBBIE WARNOCK AS DIRECTOR OF THE EDUCATIONAL OPPORTUNITY PROGRAM (EOP)**

WHEREAS, it has been recommended that Dr. Debbie Warnock be appointed as the Director of EOP; and

WHEREAS, Dr. Debbie Warnock has indicated that she will accept the position if offered by the Board of Trustees; and

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

RESOLVED, that Dr. Debbie Warnock be appointed as the Director of EOP position at an annual salary of \$55,000 prorated for the period of November 21, 2023, through August 31, 2024. This appointment is consistent with the terms and conditions of employment as set forth in the CADA contract and the personnel policies of the Board of Trustees.

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

23-125 **RESOLUTION TO APPOINT MARY SILVESTRI AS DIRECTOR OF TRIO**

WHEREAS, it has been recommended that Mary Silvestri be appointed as Director of TRIO; and

WHEREAS, Mary Silvestri has indicated that she will accept the duties and responsibilities of the position if offered by the Board of Trustees; and

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

RESOLVED, that Mary Silvestri will be appointed as Director of TRIO for the period November 21, 2023, to August 31, 2024 at an annual prorated salary of \$55,000. This appointment is consistent with the personnel policies of the Board of Trustees and the terms and conditions of employment as set forth in Board Policy 2.2, Temporary, Grant-Supported Staff Positions and Temporary Assignments, and the terms and conditions set forth in the CADA contract.

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

23-126

RESOLUTION TO APPOINT TRICIA TERLECKEY AS ASSISTANT DIRECTOR OF WORKFORCE DEVELOPMENT AND COMMUNITY EDUCATION

WHEREAS, it has been recommended that Tricia Terleckey be appointed as Assistant Director of Workforce Development and Community Education; and

WHEREAS, Tricia Terleckey has indicated that she will accept the position if offered by the Board of Trustees; and

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

RESOLVED, that Tricia Terleckey be appointed as Assistant Director of Workforce Development and Community Education from November 30, 2023 through August 31, 2024, at a prorated salary of \$50,000 (OPWDD Grant Funded) subject to the terms and conditions of employment as set forth in the Union of Faculty Professionals (UFP) bargaining unit.

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

23-127

RESOLUTION TO APPOINT JASON LOHRASEB AS ASSISTANT DIRECTOR OF WORKFORCE DEVELOPMENT AND COMMUNITY EDUCATION

WHEREAS, it has been recommended that Jason Lohraseb be appointed as Assistant Director of Workforce Development and Community Education; and

WHEREAS, Jason Lohraseb has indicated that he will accept the position if offered by the Board of Trustees; and

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

RESOLVED, that Jason Lohraseb be appointed as Assistant Director of Workforce Development and Community Education from December 11, 2023 through August 31, 2024, at a prorated salary of \$50,000 (Count Me In Grant Funded) subject to the terms and conditions of employment as set forth in the Union of Faculty Professionals (UFP) bargaining unit.

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

23-128

RESOLUTION TO APPOINT ERIC FLUTY AS ASSOCIATE VICE PRESIDENT OF CAMPUS SAFETY/PEACE OFFICER (ARMED)

WHEREAS, it has been recommended that Eric Fluty be appointed as the Associate Vice President of Campus Safety/Peace Officer (Armed); and

WHEREAS, Eric Fluty has indicated that he will accept the position if offered by the Board of Trustees; and

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

RESOLVED, that Eric Fluty be appointed as the Associate Vice President of Campus Safety/Peace Officer (Armed) at a prorated annual salary of \$80,000 for the period of November 21, 2023 to August 31, 2024. This appointment is subject to the terms and conditions of employment as set forth in the Personnel Policies of the Board of Trustees, Policy 2.1 (Unrepresented).

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

23-129

RESOLUTION TO APPOINT JUNO HIDAKA TO THE POSITION OF DIRECTOR OF IT OPERATIONS

WHEREAS, it has been recommended that Juno Hidaka be appointed as Director of IT Operations; and

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

RESOLVED, that Mr. Juno Hidaka be awarded an appointment as Director of IT Operations at a prorated annual salary of \$75,000 for the period November 21, 2023 through August 31, 2024. This appointment is consistent with the terms and conditions of employment as set forth by the Chairpersons, Administrators, and Directors Association (CADA) contract and the personnel policies of the Board of Trustees.

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

23-130

RESOLUTION TO APPOINT JUILLIANE MALIBAGO TO THE POSITION OF HUMAN RESOURCES ASSISTANT

WHEREAS, it has been recommended that Juilliane Malibago be appointed as Human Resources Assistant for the period November 27, 2023 through August 31, 2024, and

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

RESOLVED, that Juilliane Malibago be awarded an appointment Human Resources Assistant at a prorated annual salary of \$50,000 for the period November 27, 2023 through August 31, 2024. This appointment is subject to the terms and conditions of employment as set forth in the Board of Trustees, Policy 2.1 Administrative Staff (Unrepresented).

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

10) **APPROVAL OF TITLES TO BE ADDED TO THE COLLEGE'S PROFESSIONAL SERVICE LISTING**

23-131 **APPROVAL OF TITLE TO BE ADDED TO THE COLLEGE'S PROFESSIONAL SERVICE LISTING**

WHEREAS, the College President has recommended the new title listed below be included in the College's Professional Services Listing; and therefore, be it **RESOLVED**, that the President be authorized to submit the following title to the Chancellor of the State University of New York for inclusion in the Professional Service Listing for SUNY Schenectady effective immediately.

Driver of Mobile Training Labs

Tiombé Tatum
Chief of Staff

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

23-132 **APPROVAL OF TITLE TO BE ADDED TO THE COLLEGE'S PROFESSIONAL SERVICE LISTING**

WHEREAS, the College President has recommended the new title listed below be included in the College's Professional Services Listing; and therefore, be it **RESOLVED**, that the President be authorized to submit the following title to the Chancellor of the State University of New York for inclusion in the Professional Service Listing for SUNY Schenectady effective immediately.

Human Resources Assistant

Tiombé Tatum
Chief of Staff

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

23-133

APPROVAL OF TITLE TO BE ADDED TO THE COLLEGE'S PROFESSIONAL SERVICE LISTING

WHEREAS, the College President has recommended that the new title listed below be included in the College's Professional Services Listing; and therefore, be it

RESOLVED, that the President be authorized to submit the following title to the Chancellor of the State University of New York for inclusion in the Professional Service Listing for SUNY Schenectady effective immediately.

Director for Human Resources

Tiombé Tatum
Chief of Staff

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

23-134

APPROVAL OF TITLE TO BE ADDED TO THE COLLEGE'S PROFESSIONAL SERVICE LISTING

WHEREAS, the College President has recommended that the new title listed below be included in the College's Professional Services Listing; and therefore, be it

RESOLVED, that the President be authorized to submit the following title to the Chancellor of the State University of New York for inclusion in the Professional Service Listing for SUNY Schenectady effective immediately.

Assistant Director of Employee Benefits and Well-Being

Tiombé Tatum
Chief of Staff

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

11) **APPROVAL OF NEW CURRICULUM**

23-135 **APPROVAL TO SUBMIT PROGRAM ANNOUNCEMENT**

WHEREAS, that the President of the College is authorized to submit the Program Announcement of Culinary Cannabis Micro-Credential Proposal; and

WHEREAS, this micro-credential is designed create new curriculum in the emerging Cannabis industry; and

WHEREAS, this micro-credential is designed to provide the region with entry-level (culinary cannabis) food service employees. Completers, aged 21 or older, will articulate 9 credits into culinary certificate/degree programs; and be it further

RESOLVED, that the Board of Trustees approve this Culinary Cannabis Micro-Credential Proposal as reflected in the copy attached hereto, to become effective immediately.

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

23-136 **APPROVAL TO SUBMIT PROGRAM ANNOUNCEMENT**

WHEREAS, that the President of the College is authorized to submit the Program Announcement of Cannabis Edibles Micro-Credential Proposal; and

WHEREAS, this micro-credential is designed create new curriculum in the emerging Cannabis industry; and

WHEREAS, this micro-credential is the result of an extensive collaboration between professionals in Academic Affairs, the Hotel Culinary Arts and Tourism Division, Workforce Development & Community Education; and be it further

RESOLVED, that the Board of Trustees approve this Cannabis Edibles Micro-Credential Proposal as reflected in the copy attached hereto, to become effective immediately.

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

23-137

APPROVAL TO SUBMIT PROGRAM ANNOUNCEMENT

WHEREAS, that the President of the College is authorized to submit the Program Announcement of Business Start Up & Grow Micro-Credential; and

WHEREAS, this Micro-Credential is designed for a variety of community members who are interested in starting their own business, growing an existing business, or in support of an organization with an entrepreneurial mindset; and

WHEREAS, this Micro-Credential is the result of an extensive collaboration between professionals in Academic Affairs, the Business, Criminal Justice & Law Division and Workforce Development & Community Education; and be it further

RESOLVED, that the Board of Trustees approve this Business Start Up & Grow Micro-Credential Proposal as reflected in the copy attached hereto, to become effective immediately.

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

12)

POLICIES

23-138

RESOLUTION TO APPROVE THE FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS (FASAP) POLICY REVISION 6.11

WHEREAS, the Financial Aid Satisfactory Academic Progress review committee has made updates to the maximum time frame for completion to allow students to seek multiple degrees; and

WHEREAS, the committee updated the evaluation standards for the TAP grant to align with New York State's expanded eligibility for part-time TAP; and

WHEREAS, revisions were also made to eliminate redundant statements, remove gender references, and remove the term 'remedial' in favor of 'developmental' when referring to specific coursework; and

WHEREAS, these revisions were reviewed by the Chief Diversity Officer and Faculty Governance; and

BE IT RESOLVED, the Board of Trustees approves the updated Financial Aid Satisfactory Academic Progress (FASAP) policy 6.11.

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

23-139

**RESOLUTION TO APPROVE THE CRIME STATISTICS
AVAILABILITY STATEMENT (CLERY STATEMENT) 4.4 POLICY**

WHEREAS, SUNY Schenectady County Community College annually provides information relating to campus crime statistics and security measures to the U.S. Department of Education and makes copies available upon request, in accordance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (1998)*; and

WHEREAS, the College has reviewed the existing Crime Statistics Availability Statement (Clery Statement) Policy, and wishes to update the current policy to change the locations where copies of the information maybe obtained; and

BE IT RESOLVED, the Board of Trustees approves the updated Crime Statistics Availability Statement (Clery Statement) Policy 4.4.

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

23-140

**RESOLUTION TO APPROVE THE INFORMATION SECURITY
INCIDENT INVESTIGATION, RESPONSE, AND NOTIFICATION
POLICY 5.4**

WHEREAS, SUNY Schenectady County Community College maintains Information – including personal information of students, faculty and staff – that may be disclosed due to inadvertent actions, cyberattack, or other unplanned events (collectively, “Security Incidents”); and

WHEREAS, Pursuant to law, regulation and certain contracts, the College is required to investigate, respond to and provide notice of certain Security Incidents to affected individuals, government authorities, and other interested parties; and

WHEREAS, the College’s administration is authorized to take appropriate steps to comply with the College’s Security Incident investigation, response and notification obligations; and

WHEREAS, the College has reviewed the existing Information Security Incident Investigation, Response and Notification Policy, and wishes to update the current policy to include therein a reference to the adopted Information Security Policy 5.5; and

BE IT RESOLVED, the Board of Trustees approves the updated Information Security Incident Investigation, Response and Notification Policy 5.4.

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

23-141 **RESOLUTION TO APPROVE THE INFORMATION SECURITY
POLICY 5.5**

WHEREAS, SUNY Schenectady County Community College maintains Information and Information Systems in support of the College's educational mission and operations, and the Information Security Policy has been adopted to support protection of the confidentiality, integrity and availability of the College's Information and Information Systems, and adopted to comply with laws governing the College's Information and/or Information Systems; and

WHEREAS, the College has reviewed the existing Information Security policy, and wishes to update the current policy to include therein a reference to the adopted Information Security Incident Investigation, Response, and Notification Policy 5.4; and

BE IT RESOLVED, the Board of Trustees approves the updated Information Security Privacy Policy 5.5.

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

23-142 **RESOLUTION TO APPROVE THE UPDATED INTERNET PRIVACY
POLICY 5.7**

WHERE AS, SUNY Schenectady County Community College is committed to protecting an individual's privacy and personal information making it easier and more efficient for individuals and businesses to interact with the College; and

WHERE AS, the College has reviewed the existing Internet Privacy policy, and wishes to update the current policy and the responsible contact person; and

BE IT RESOLVED, the Board of Trustees approves the updated Internet Privacy policy 5.7.

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

23-143

RESOLUTION TO APPROVE THE EMAIL ACCESS POLICY 5.9

WHEREAS, SUNY Schenectady County Community College provides email access to all faculty and staff of the College (part-time and full-time), as well as all other third parties granted the right to use the College email services, regardless of the user’s location; and

WHEREAS, the College has reviewed the existing Email Access Policy, and wishes to update the current policy to include therein a reference to the adopted Acceptable Use Policy – Technology 5.6; and

BE IT RESOLVED, the Board of Trustees approves the updated Email Access Policy 5.9.

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

23-144

RESOLUTION TO AWARD CONTRACT FOR “18” LENOVO COMPUTERS FOR AVIATION SIMULATION PROGRAMS WITH AN ADDITIONAL TWO-YEAR EXTENDED WARRANTY

WHEREAS, SUNY Schenectady (“College”) seeks a qualified vendor to provide 18 Lenovo Computers for Aviation Simulation Programs, with an additional two-year extended warranty; and

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

WHEREAS, SUNY Schenectady (“College”) received three bids and six ‘No Bids’ in response to the solicitation and carefully reviewed and evaluated them against the criteria established in the RFQ,

NOW THEREFORE BE IT

RESOLVED, that the Board of Trustees hereby authorizes a purchase order be issued to Y & S Technologies, Inc., located at 383 Kingston Avenue, Suite 357, Brooklyn, New York 11213, to purchase “18” Lenovo Computers for Aviation Simulation Programs, with an additional two-year extended warranty, at a cost not to exceed \$38,322.00.

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

Upon motion by Trustee King and Trustee Karl, the meeting was adjourned at 6:54 p.m.

Respectfully submitted,

Renee Bradley
Secretary
Board of Trustees

Recorded by:
Tiombe Farley
Chief of Staff