

SUNY SCHENECTADY COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
October 16, 2023

MINUTES

TRUSTEES PRESENT: Tina Chericoni Versaci, Renee Bradley, Gary Hughes, Margaret King, Maureen Mbanga and Ray Gillen

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

ABSENT: Ann Fleming Brown, Damonni Farley, Michael Karl

1) WELCOME AND CALL TO ORDER

Tina Chericoni Versaci called the meeting to order at 5:32 p.m.

2) **APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF SEPTEMBER 18, 2023 AND CONSENT AGENDA**

23- 110 **RESOLVED**, that the Minutes of the September 18, 2023 meeting be approved as submitted and read; and be it further

RESOLVED, that the Consent Agenda be approved.

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

3) **CONSENT AGENDA**

23-110A **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 September 1, 2023 through October 31, 2023.

#23-110B **PROFESSIONAL DEVELOPMENT REQUEST – MR. PATRICK C. RYAN**

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

Vice President of Administration, Mr. Patrick C. Ryan, to attend the League for Innovation Executive Leadership Institute, in Scottsdale, AZ on December 10-13, 2023 and virtually on January 23-25, 2024, at a cost not to exceed \$5,653.71.

#23-110C **RESOLUTION FOR THE EXTENSION OF A SPECIAL ASSIGNMENT FOR MYKHA'EL WILSON, ASSISTANT PROFESSOR IN THE BUSINESS, CRIMINAL JUSTICE AND LAW DIVISION**

WHEREAS, Mykha'el Wilson serves as the Assistant Professor of Business, Criminal Justice and Law (BCJL), and is being asked to accept a special assignment in the BCJL Division with the departure of the Dean; and

WHEREAS, Mykha'el Wilson will complete the deliverables below:

- Review all Spring 2024 BCJL syllabi to ensure they meet all standards and requirements (e.g., College, Division, etc.). This will require outreach to full- and part-time faculty and the related work to ensure alignment with any/all requirements contained in the associated bargaining agreements.
- Meet with Fall 2023 and Spring 2024 part-time faculty to ensure procedural knowledge of College and division processes are in place, preparation for online instruction is in place as needed and to facilitate the completion of any required training and provide/arrange for any needed support.
- In collaboration with the VPAA, implement the BCJL division assessment plan for the 2023-2024 academic year.
- In collaboration with the VPAA, coordinate preparation for the Fall 2023 advisory board and related meetings, as needed.
- In collaboration with the VPAA, assist with student issues, as needed.
- Coordinate and verify the selection, ordering, and availability of textbooks for Fall 2023/Spring 2024, as needed.

- Identify, interview, and recommend candidates as part-time faculty for the BCJL division, ensuring that all Spring 2024 TBAs are filled prior to the start of Institute Week.
- Assist the VPAA, in developing the Spring 2024 BCJL Division course schedule.
- In collaboration with the VPAA, ensure part-time faculty are prepared for the Fall 2023 and Spring 2024 semester.

RESOLVED, that the Board of Trustees approves Mykha’el Wilson for the special assignment to support the BCJL Division with the departure of the Dean. Mr. Wilson will teach 17 credits in the fall semester (fulfilling his FT load as a faculty member) and, per the UFP contract, will be compensated at the maximum hourly rate for part-time professionals (currently \$27.63) for the work above. Deliverables will be completed during the period of August 28, 2023-December 8, 2023 anticipating an average of 15 hours per week, but not to exceed a total of 225 hours over this 15-week period. Weekly time sheets will be submitted to the VPAA and payment will be remitted on a biweekly basis.

4) **REPORT OF THE CHAIR**

- Report of the SUNY Schenectady Community College Foundation

5) **REPORT OF THE TREASURER**

#23-111 **APPROVAL FOR THE KEY BANK N.A. WARRANTS #1 THROUGH #4**

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 #1 through #4 be hereby approved for payment.

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

#23-112 **APPROVAL OF THE REPORT OF REVENUES AND EXPENDITURES FOR THE PERIOD ENDING SEPTEMBER 30, 2023**

WHEREAS, the Board has received the Report of Revenues and Expenditures for the period ending September 30, 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 September 30, 2023, be accepted as received.

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

#23-113

RESOLUTION FOR THE 2024-25 BUDGET SCHEDULE

WHEREAS, the budget process policy is developed as a management tool to be implemented at the College as well as a way to ensure that the budget is aligned with the strategic goals; and

WHEREAS, the policy outlines the process for developing the annual budget in collaboration with the President’s Council, the College Community and the Board of Trustees; and

WHEREAS, a budget process schedule of actions and dates is developed to facilitate the budget process activities with the President’s Council, College community and the Board of Trustees; it is hereby

RESOLVED, that the Board of Trustees hereby approve the 2024-25 Budget Process Schedule effective immediately.

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

6) **PRESIDENT’S REPORT - October 2023**

- Middle States Self Study Process Review Timetable

7) **PERSONNEL**

#23-114

RESOLUTION TO APPOINT CARLY DENUÉ AS PROGRAM COORDINATOR – LIBERTY PARTNERSHIPS PROGRAM (LPP) (GRANT FUNDED)

WHEREAS, it has been recommended that Carly Denué be appointed as Program Coordinator – Liberty Partnerships Program (LPP) (Grant Funded); and

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

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

RESOLVED, that Carly Denué be awarded an appointment as Program Coordinator – Liberty Partnerships Program (LPP) (Grant Funded) position at an annual salary of \$45,000 prorated for the period of October 17, 2023, through August 31, 2024. 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 Policies 2.2, Temporary, Grant-Supported Staff Positions and Temporary Assignments.

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

8) **POLICIES**

- Policy 4.9: Art Policy Review (Informational)

**#23-115 RESOLUTION TO APPROVE THE REVISIONS TO POLICY 5.1:
COMPUTER EQUIPMENT DISPOSAL POLICY**

WHEREAS, SUNY Schenectady County Community College adheres to the disposal of computer equipment based on the New York State Department of Environmental Conservation’s Resource Conservation and Recovery Act (RCRC) hazardous waste regulations, and

WHEREAS, the College recognizes the importance of minimizing the detrimental impact of exposing the environment to hazardous waste. SUNY Schenectady is committed to the disposal of hazardous waste legally and in a safe manner benefiting our environment and the citizens in our community; and

WHEREAS, the College has reviewed the existing Computer Equipment Disposal Policy, and wishes to update the current policy with additional information; and

BE IT RESOLVED, the Board of Trustees approves the updated Computer Equipment Disposal Policy.

Upon motion by Trustee Hughes and seconded by Trustee Gillen, the resolutions were unanimously approved.

**#23-116 RESOLUTION TO APPROVE REVISIONS TO POLICY 5.6:
ACCEPTABLE USE POLICY - TECHNOLOGY**

WHEREAS, SUNY Schenectady County Community College maintains technology resources in support of its educational mission and operations; and

WHEREAS, the Acceptable Use Policy – Technology applies to all College technology resources, including but not limited to computers, wired and wireless networking equipment, portable electronic devices, information systems, and all other electronic devices used to support the College’s educational mission and operations (“College Technology Resources”); and

WHEREAS, the College has reviewed the existing Acceptable Use Policy - Technology, and wishes to update the current policy to include user responsibilities such as securing passwords, the unauthorized disclosure of proprietary information, securing computer devices, the use of College email, and using extreme caution when opening email attachments from unknown senders; and

BE IT RESOLVED, the Board of Trustees approves of the updated Acceptable Use Policy - Technology.

Upon motion by Trustee Hughes and seconded by Trustee Gillen, the resolutions were unanimously approved.

#23-117

RESOLUTION TO APPROVE REVISIONS TO POLICY 6.5: BUDGET PROCESS POLICY

WHEREAS, SUNY Schenectady County Community College recognizes that the budget is aligned with strategic goals, reviewed and approved by the Board of Trustees, and submitted to Schenectady County government in May for their review and approval prior to the start of a new fiscal year; and

WHEREAS, the College has reviewed the existing Budget Process Policy, and wishes to update the current policy to include the Assistant Vice President's role, and the Request for Student Fees as part of the budget process; and

BE IT RESOLVED, the Board of Trustees approves the updated Budget Process Policy.

Upon motion by Trustee Hughes and seconded by Trustee Gillen, the resolutions were unanimously approved.

9)

RESOLUTION TO AWARD CONTRACT FOR HVAC SERVICES / PREVENTATIVE MAINTENANCE

WHEREAS, SUNY Schenectady ("College") seeks a qualified vendor to provide HVAC Services / Preventative Maintenance for the College, and

WHEREAS, SUNY Schenectady ("College") published a Notice of Request for Proposals (RFP) to solicit proposals from firms interested in providing these services to the college; and

WHEREAS, SUNY Schenectady ("College") received one (1) viable proposal and two (2) no-bids in response to the RFP and carefully reviewed and evaluated them against the criteria established in the RFP, and

WHEREAS, SUNY Schenectady ("College") established the evaluation criteria for this request for proposal (RFP) contract to be awarded on the basis of the lowest responsible bidder providing the most or widest selection of services that the College has deemed best suited to fulfill the requirements of the RFP.

NOW THEREFORE BE IT

#23-118 **RESOLVED**, that the Board of Trustees hereby authorizes the award of a contract to Colonie Mechanical Contractors, Inc. 17 Railroad Avenue Albany, New York 12205, for the College’s HVAC Services / Preventative Maintenance to commence on November 1, 2023 at a cost not to exceed \$279,500.00.

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

10) **RESOLUTION AUTHORIZING THE SALE OR DISPOSAL OF OBSOLETE EQUIPMENT/PROPERTY OWNED BY SUNY SCHENECTADY COUNTY COMMUNITY COLLEGE**

WHEREAS, the President recommends for sale or disposal of college property consisting of the following:

- 1 Kyocera 7550CI Multifunction Printer/Copier, S/N N4D1600080
- 1 Kyocera 7550CI Multifunction Printer/Copier, S/N N4001600065
- 1 Lanier MPC3002, Multifunction Printer/Copier, S/N W493L600618

- 47 Student Desks (Side Arm)
- 1 Woods RM 990 Brush Hog
- 50 Red/Black Chrome stacking chairs
- 1 Lincoln Lawn Aerator

WHEREAS, the Board of Trustees of SUNY Schenectady County Community College (“College”) has determined that it is no longer necessary or useful to, or in the best interest of, the College to retain ownership of the property hereinafter described; and

WHEREAS, the Board of Trustees has determined it is in the best interest of the College to sell or dispose of the personal property.

#23-119 **NOW, THEREFORE BE IT RESOLVED**, that the President and his designee is hereby authorized to sell public auction or dispose of and retire said property from the fixed asset inventory account, as necessary.

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

11) **NEW BUSINESS**

#23-120 **RESOLUTION TO APPOINT NEW FOUNDATION BOARD MEMBER:**

WHEREAS, the Schenectady County Community College Foundation, Inc. By-Laws indicate the Foundation Board of Directors shall consist of: (a) the President

of SUNY Schenectady County Community College; (b) up to three (3) members of the Trustees; and (c) up to twenty-six (26) but not less than ten (10) other persons, recommended by the Board, and

WHEREAS, the SUNY Schenectady Foundation Board of Directors has recommended Lyle Woods be appointed to serve on the SUNY Schenectady Foundation Board of Directors; it is hereby

RESOLVED, that Lyle Woods be appointed to his first three-year term to the SUNY Schenectady County Community College Foundation Board of Directors, effective November 1, 2023 – August 31, 2026.

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

Upon motion by Trustee King and Trustee Hughes, the meeting was adjourned at 6:12 p.m.

Respectfully submitted,

Renee Bradley
Secretary
Board of Trustees

Recorded by:
Paula Ohlhous
Interim Chief of Staff