

SUNY SCHENECTADY COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
March 18, 2024

MINUTES

TRUSTEES PRESENT: Ann Fleming Brown, Tina Chericoni Versaci, Renee Bradley,
Gary Hughes, Michael Karl, Margaret King, and Maureen Mbanga

ALSO PRESENT: Patrick Ryan, Tiombé Tatum, President's Council, and other
College faculty and staff

ABSENT: Damonni Farley

EXCUSED: Ray Gillen

1) WELCOME AND CALL TO ORDER

Ann Fleming Brown called the meeting to order at 5:33 p.m.

2) Subsequently a Motion was made to enter into Executive Session

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

Present for Executive Session: Dr. Moono, Tiombé Tatum, Paula Ohlhous, Ann
Fleming Brown, Tina Chericoni Versaci, Renee Bradley, Gary Hughes, Michael
Karl, Margaret King, and Maureen Mbanga

Upon motion by Trustee Hughes and seconded by Vice Chair Chericoni Versaci,
the resolution was unanimously approved.

Reconvene Regular Board Meeting called at 5:45 p.m.

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

3) **APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF
MARCH 18, 2024 AND CONSENT AGENDA**

24-01 **RESOLVED**, that the Minutes of the of February 19, 2024 meeting be approved
as submitted and read; and be it further
RESOLVED, that the personnel items listed in the Consent Agenda be approved.

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

3) **CONSENT AGENDA**

#24-02 **APPOINTMENT OF PROFESSIONAL STAFF ELIGIBLE FOR REAPPOINTMENT**

WHEREAS, the President has recommended a one-year term appointment for professional staff members eligible for reappointment, it is hereby

RESOLVED, that individuals of the professional staff listed below be appointed for a one-year term appointment for the academic year beginning September 1, 2024 and continuing through August 31, 2025, pursuant to the Agreements between the County of Schenectady and the Chairpersons, Administrators and Directors Association (CADA).

CONSIDER FOR REAPPOINTMENT EFFECTIVE SEPTEMBER 1, 2024 THROUGH AUGUST 31, 2025

ACADEMIC AFFAIRS

Caroline Swain

#24-03 **EXTENSION OF TEMPORARY STIPEND FOR CHRISTINE GOSS, ASSOCIATE EXECUTIVE DIRECTOR OF SCHENECTADY COLLEGE AND CAREER OUTREACH CENTER (SCCOC) – GRANT FUNDED**

WHEREAS, Christine Goss has agreed to continue taking on additional responsibilities as Participant Services Specialist; and

WHEREAS, Christine Goss will provide case management tasks for participants, including the participant admission process, needs assessment, skill development, referral to supportive services and follow-up on participants' progress; employment assistance with the preparation of cover letters and resumes, employment information, job seeking and job placement assistance; educational assistance with identifying program opportunities and application support; conduct outreach and recruitment (i.e., facilitate presentations and workshops at various agencies; represent the Center at open houses, college and career fairs, etc.); Maintain and update participants' case records in the SUNY UCAWD Banner Student Information database; conduct participant enrichment events (i.e., career and educational fairs, career and educational preparation workshops, field trips of colleges and worksites, programmatic opportunities, etc.); support all aspects of training program run with partners; administer assessment testing; including TABE, for academic and/or training enrollments and referrals; therefore, be it

RESOLVED, that Christine Goss be compensated for this additional work and continue to receive a bi-weekly stipend of \$150.00 per pay period (grant funded), retroactive from February 20, 2024 through March 30, 2024.

#24-04

**RESOLUTION TO APPROVE A SALARY ADJUSTMENT FOR
MICHELLE RAGUCCI, DIRECTOR OF ACADEMIC SERVICES**

WHEREAS, Michelle Ragucci has been receiving a stipend to oversee the Testing Center in addition to her duties as Director of Academic Services; and

WHEREAS, in an effort to streamline operations, specific duties from the Testing Center Coordinator be brought into the Director of Academic Services job description; and therefore

RESOLVED, that Michelle Ragucci be compensated for the updated job description at the pro-rated salary of \$69,500 for the period of March 19, 2024, through August 31, 2024, with her stipend for overseeing the Testing Center concluding. This appointment is subject to the terms and conditions as set forth in the Chairperson, Administrators & Directors Association contract.

#24-05

PROFESSIONAL DEVELOPMENT REQUEST – 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, Patrick C. Ryan, to participate as a Middle States Team Member for the On-Site Evaluation Team Visit for Immaculata University in Frazer, PA, from March 24 through March 27, 2024 at a cost not to exceed \$1,580.00.

4)

REPORT OF THE CHAIR

Presented by Vice Chair Chericoni Versaci:

The Foundation held the first meeting of the **Rising Together Campaign Steering Committee**. Joe April from Convergent walked through Steering Committee Guide, which contains information regarding the fundraising initiatives, timeline and solicitation techniques. During the following Board meeting, Joe April presented the second training in a series of four, to help members feel comfortable with fundraising activities. As an assignment, all members were asked to submit their ideas for prospects who might be interested in learning more about SUNY Schenectady and funding our initiatives. The next Steering Committee meeting will be held on April 25th.

Sarah sent out an **alumni survey** this month with great results so far. We were particularly happy with the response from **David Walters, Class of 2004**, who is

now a **Deputy Director at NASA**. When asked how SUNY Schenectady helped him, he answered, “*SCCC allowed me to begin establishing a resume that would eventually take me to Union College and then The George Washington University.*” This survey has given us quite a bit of valuable information to work with. More to come on that.

Finally, if you have not already, please sign up for the **32nd Annual Food for Thought & All That Jazz on Tuesday, April 2, 2024**. We have some great auction items for you to bid on, including a stay at the Mirror Lake Inn, Lake Placid and a Box for 6 at the Saratoga Race Track.

Presented Student Trustee Mbanga:

Firstly, I would like to inform you that some of the SGA members including me, participated in the SUNY Advocacy Day for all community colleges in Albany at the capital building. different groups met with the Assemblymen and Senators. The advocacy concentrated on different things such as improving the tuition Assistance Program and restoring the Education Opportunity Program’s budget. The goal is to raise \$97 million to fund these programs, and we hope for the best.

We will be having a Spring Bash on April 2nd from 12pm to 2pm, prepared by the **Student Activities Board**, there will be music, games, snacks, and a bouncing house on top of that. It might take place outside of the campus building depending on how the weather will be.

We will be having an International Cultural Gala on 18th April from 5:30pm to 8:30pm, tickets are on sale right now, **\$5** for students if they have an ID from SCCC or another college, and **\$10** for non-students. The event will take place in the Van Curler and food will be in the Mohawk room. Please invite your loved ones. You can’t afford to miss this event because we really need your support.

5) **REPORT OF THE TREASURER**

APPROVAL FOR THE KEY BANK N.A. WARRANTS #25 THROUGH #28

WHEREAS, the Treasurer has reviewed Key Bank N.A. Warrants #25 through #28 and recommends payment of same, it is hereby

#24-06 RESOLVED, that Key Bank N.A. Warrants #25 through #28 be hereby approved for payment.

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

APPROVAL OF THE REPORT OF REVENUES AND EXPENDITURES FOR THE PERIOD ENDING FEBRUARY 29, 2024

WHEREAS, the Board has received the Report of Revenues and Expenditures for the period ending February 29, 2024, as prepared by the Office of the Vice President of Administration in advance of the meeting, it is hereby

#24-07 **RESOLVED**, that the Report of Revenues and Expenditures for the period ending February 29, 2024, be accepted as received.

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

#24-08 **RESOLUTION TO APPROVE THE PAYMENT CARD INDUSTRY DATA SECURITY STANDARD POLICY (6.7)**

WHERE AS, SUNY Schenectady County Community College is compliant with the Payment Card Industry Standards for accepting credit and debit cards. These standards require certain controls be in place to protect cardholder records and information; and

WHERE AS, the College has reviewed the existing Payment Card Industry Data Security Standard Policy, and wishes to update the current policy to be compliant with changes; and

BE IT RESOLVED, the Board of Trustees approves the updated Payment Card Industry Data Security Standard Policy.

Upon motion by Vice Chair Chericoni and seconded by Trustee Karl, the resolution was unanimously approved.

6) **PRESIDENT’S REPORT - March 2024**

Dale Miller, Director of Institutional Research, presented on the 2023 IPEDS Data Feedback Report.

Mark Bessette, Assistant Dean of Financial Aid and Access, presented on the FAFSA update.

7) **PERSONNEL**

RESOLUTION TO APPOINT MITZI ESPINOLA AS DIRECTOR OF ACADEMIC ADVISEMENT AND RETENTION

WHEREAS, it has been recommended that Mitzi Espinola be appointed as Director of Academic Advisement and Retention in the Division of Academic Affairs and

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

RESOLVED, that Mitzi Espinola be approved for an appointment as Director of Advisement and Retention in the Division of Academic Affairs for the period commencing February 20, 2024, and continue through August 31, 2027.

#24-09

RESOLVED, this appointment is subject to the terms and conditions of employment set forth in the Chairpersons, Administrators and Directors Association (CADA) contract and personnel policies of the Board of Trustees. Ms. Espinola's annual salary for the Director of Advisement and Retention position will be \$69,398, pro-rated for the period of February 20, 2024 to August 31, 2024. The employee will be subject to continue salary increases and longevity adjustments applicable to CADA employees as approved by the Board of Trustees

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

RESOLUTION TO APPOINT DAWN JONES AS DIRECTOR OF CAREER AND TRANSFER SERVICES

WHEREAS, it has been recommended that Dawn Jones be appointed as Director of Career and Transfer Services in the Division of Academic Affairs and

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

RESOLVED, that Dawn Jones be approved for an appointment as Director of Career and Transfer Services in the Division of Academic Affairs for the period commencing February 20, 2024, and continue through August 31, 2027.

#24-10

RESOLVED, this appointment is subject to the terms and conditions of employment set forth in the Chairpersons, Administrators and Directors Association (CADA) contract and personnel policies of the Board of Trustees. Ms. Jone's annual salary for the Director of Career and Transfer Services position will be \$63,500, pro-rated for the period of February 20, 2024 to August 31, 2024. The 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 Hughes, the resolution was unanimously approved.

RESOLUTION TO APPOINT MARY SILVESTRI AS INTERIM DIRECTOR OF ADMISSIONS AND MATRICULATED ENROLLMENT AND DIRECTOR OF TRIO

WHEREAS, the position of Director of Admissions and Matriculated Enrollment is vacant due to a resignation; and

WHEREAS, there is a need to designate an administrator to perform the duties and functions of the role of Director of Admissions and Matriculated Enrollment on an interim basis

WHEREAS, it has been recommended that Mary Silvestri be appointed as Interim Director of Admissions and Matriculated Enrollment and Director of TRIO: and

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

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

#24-11

RESOLVED, that Mary Silvestri will be appointed as Interim Director of Admissions and Enrollment and the role of Director of TRIO at an annual salary of \$63,500, prorated for the period of March 4, 2024, continuing through to the conclusion of a successful search or until June 1, 2024 (90 days), whichever comes first. This position is funded 75% by the College Admissions budget and 25% from the TRIO grant budget and is subject to the terms and conditions as set forth in the Chairperson, Administrators & Directors Association contract and Board Policy 2.2, Temporary, Grant-Supported Staff Positions and Temporary Assignments.

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

RESOLUTION TO APPOINT ANNA SHERMAN AS AN ADMISSIONS ADVISOR

WHEREAS, it has been recommended that Anna Sherman be appointed as Admissions Advisor; and

WHEREAS, Anna Sherman 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

#24-12

RESOLVED, that Anna Sherman be awarded an appointment as Admissions Advisor at an annual prorated salary of \$41,667 for the period of March 19, 2024, to August 31, 2024. This appointment is consistent with the terms and conditions of employment as set forth in the personnel policies of the Board of Trustees and the Union of Faculty and Professionals (UFP) collective bargaining agreement.

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

RESOLUTION TO APPOINT ELLEN MESLEY TO THE POSITION OF ASSISTANT DIRECTOR OF EMPLOYEE BENEFITS AND WELL-BEING

WHEREAS, it has been recommended that Ellen Mesley be appointed as Assistant Director of Employee Benefits and Well-Being, and

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

#24-13

RESOLVED, that Ellen Mesley be awarded an appointment as Assistant Director of Employee Benefits and Well-Being at a prorated annual salary of \$73,000 for the period February 19, 2024 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 Vice Chair Versaci and seconded by Trustee Hughes, the resolution was unanimously approved.

RESOLUTION TO APPOINT VERONICA PAGAN AS COORDINATOR FOR WORKFORCE DEVELOPMENT

WHEREAS, it has been recommended that Veronica Pagan be appointed as Program Coordinator for Workforce Development; and

WHEREAS, Veronica Pagan 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

#24-14

RESOLVED, that Veronica Pagan be awarded an appointment as Program Coordinator for Workforce Development position at an annual salary of \$45,000 prorated for the period of March 19, 2024, through August 31, 2024. This appointment is subject to the terms and conditions of employment as set forth by the personnel policies of the Board of Trustees.

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

RESOLUTION TO APPOINT ELIZABETH COWAN AS PARTICIPANT SERVICES SPECIALIST

WHEREAS, it has been recommended that Elizabeth Cowan be appointed as Participant Services Specialist at the Schenectady College and Career Outreach Center (SCCOC); and

WHEREAS, Elizabeth Cowan 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

#24-15

RESOLVED, that Elizabeth Cowan be appointed as Participant Services Specialist at Schenectady College and Career Outreach Center (SCCOC) at a prorated salary of \$50,000 (Grant Funded) for the period of March 19, 2024 to June 30, 2024, subject to the terms and conditions as set forth in the Personnel Policies of the Board of Trustees, and the Temporary, Grant-Supported Staff Positions and Temporary Assignments.

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

RESOLUTION TO APPOINT KEVIN DEAN AS ADVANCING STUDY IN ASSOCIATE PATHWAYS (ASAP) EXECUTIVE DIRECTOR

WHEREAS, it has been recommended that Kevin Dean be appointed as Advancing Study in Associate Pathways (ASAP) Executive Director; and

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

#24-16

RESOLVED, that Kevin Dean be awarded an appointment as Advancing Study in Associate Pathways (ASAP) Executive Director at an annual prorated salary of \$70,000 for the period of March 19, 2024 through August 31, 2024, funded by the ASAP Grant. The appointment is subject to the terms and conditions of employment as set forth by the Personnel Policy of the Board of Trustees 2.2 Temporary, Grant-Supported Staff Positions and Temporary Assignments.

Upon motion by Vice Chair Chericoni Versaci and seconded by Trustee Hughes, the resolution was unanimously approved.

RESOLUTION TO APPOINT JESSICA GILBERT AS DEAN OF LEARNER SUPPORT

WHEREAS, it has been recommended that the employee listed below be awarded an appointment for the period commencing April 1, 2024 and continuing through August 31, 2024; and

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

#24-17

RESOLVED, that the employee listed below be awarded an appointment for the period commencing April 1, 2024 and continuing through August 31, 2024, at an annual prorated salary of \$76,000. This appointment is consistent with the terms and conditions of employment as set forth in the personnel policies of the Board of Trustees.

Upon motion by Vice Chair Chericoni Versaci and seconded by Trustee Hughes, the resolution was unanimously approved.

RESOLUTION TO APPOINT LAUREN GALLO AS DIRECTOR OF COLLEGE AND HIGH SCHOOL PARTNERSHIPS

WHEREAS, it has been recommended that Lauren Gallo be appointed as Director of College and High School Partnerships; and

WHEREAS, Lauren Gallo 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

#24-18

RESOLVED, that Lauren Gallo be awarded an appointment as Director of College and High School Partnerships position at an annual salary of \$68,000 for the period of February 14, 2024, to August 31, 2024. This appointment is consistent with the terms and conditions of employment as set forth by the SUNY Schenectady Chairpersons, Administrators & Directors Association (CADA) Agreement.

Upon motion by Vice Chair Chericoni Versaci and seconded by Trustee Hughes, the resolution was unanimously approved.

RESOLUTION TO APPOINT THERESA POLSON AS PROJECT DIRECTOR FOR COLLEGE AND HIGH SCHOOL PROGRAMS (GRANT FUNDED)

WHEREAS, it has been recommended that Theresa Polson be appointed as Project Director for College and High School Programs (Grant Funded); and

WHEREAS, Theresa Polson 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

#24-19

RESOLVED, that Theresa Polson be awarded an appointment as Project Director for College and High School Programs (Grant Funded) position at an annual salary of \$62,000 for the period of February 14, 2024, to 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 Vice Chair Chericoni Versaci and seconded by Trustee Hughes, the resolution was unanimously approved.

RESOLUTION TO APPOINT PATRICK RYAN AS EXECUTIVE VICE PRESIDENT OF ADMINISTRATION AND FINANCE

WHEREAS, Patrick Ryan serves as the Vice President of Administration and holds a Career Administrative appointment through August 31, 2025 in accordance with Board Policy 2.1; and

WHEREAS, he has been exceptional in performing his role and leading his team; and

WHEREAS, he is willing and ready to assume expanded and additional responsibilities as the Executive Vice President of Administration and Finance; and

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

#24-20

RESOLVED, Patrick Ryan be granted an appointment as Executive Vice President of Administration and Finance for the period commencing June 1, 2024, and will continue to hold his Career Administrative appointment through August 31, 2025, subject to the terms and conditions as set forth in the Board Policy 2.1 for Unrepresented Administrative Staff, at an annual prorated salary of \$140,398; and be it further

RESOLVED, that all leave accruals standing in the name of Patrick Ryan be carried over to the aforesaid appointment.

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

11).

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

#24-21

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.

Advancing Success in Associate Pathways (ASAP) Executive Director

Tiombé Tatum
Chief of Staff

Upon motion by Vice Chair Chericoni Versaci and seconded by Trustee King, the resolution was unanimously approved.

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

#24-22

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.

Project Director for College and High School Programs

Tiombé Tatum
Chief of Staff

Upon motion by Vice Chair Chericoni Versaci and seconded by Trustee King, the resolution was unanimously approved.

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

#24-23

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.

Executive Vice President of Administration and Finance

Tiombé Tatum
Chief of Staff

12).

**RESOLUTION TO AWARD CONTRACT FOR OUTDOOR LED
DIGITAL ILLUMINATED SIGNAGE**

WHEREAS, SUNY Schenectady (“College”) seeks a qualified vendor to provide Outdoor LED Digital Illuminated Signage for the College, and

WHEREAS, SUNY Schenectady (“College”) published a Notice of Request for Bids (RFB) to solicit proposals from firms interested in providing these services to the college; and

WHEREAS, SUNY Schenectady (“College”) received five (5) viable proposals in response to the RFB and carefully reviewed and evaluated them against the criteria established in the RFB, and

WHEREAS, SUNY Schenectady (“College”) established the evaluation criteria for this request for bids (RFB) contract to be awarded on the basis of which proposal submitted by 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 RFB.

NOW THEREFORE BE IT

#24-24

RESOLVED, that the Board of Trustees hereby authorizes the award of a contract to Top Line Ltd. Inc. DBA – AJ Sign, 842 Saratoga Road Burnt Hills, New York 12027, for the College’s Outdoor LED Digital Illuminated Signage to commence on April 1, 2024 at a cost not to exceed \$71,925.00.

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

Upon motion by Trustee Karl and Trustee Hughes, the meeting was adjourned at 6:43 p.m.

Respectfully submitted,

Renee Bradley
Secretary
Board of Trustees

Recorded by:
Tiombe Tatum
Chief of Staff