

SUNY SCHENECTADY COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
September 16, 2024

MINUTES

TRUSTEES PRESENT: Ann Fleming Brown, Renee Bradley, Ray Gillen, Gary Hughes, Michael Karl, Margaret King and Student Trustee, Imani Tomain-Barthley

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

ABSENT: Tina Chericoni Versaci, Damonni Farley

1) WELCOME AND CALL TO ORDER

Ann Fleming Brown called the meeting to order at 5:34 p.m.

2) **APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF AUGUST 19, 2024 AND CONSENT AGENDA**

RESOLVED, that the Minutes of the of August 19, 2024 meeting and consent agenda be approved as submitted and read; and be it further

#24-131 **RESOLVED**, that the personnel items listed in the Consent Agenda be approved.

3) **CONSENT AGENDA**

#24-132A **APPOINTMENT/REAPPOINTMENT OF MEMBERS TO ADVISORY COMMITTEES**

WHEREAS, the College Board of Trustees makes appointments/reappointments of members to Advisory Committees to serve as an important link between the College and the professional, industrial and business communities, and

WHEREAS, the advisory committee membership represents a diverse group of professionals that bring a specialized knowledge to the particular committee(s) to which the appointment/reappointment is being made, and

WHEREAS, each advisory committee has a specific purpose and responsibilities to support and enhance the continued growth and success of the institution, therefore be it

RESOLVED, that the individuals listed in each advisory committee be approved for appointment or reappointment as recommended for each Advisory Committee and listed on each Advisory Committee appointment/reappointment form.

#24-132B **RESOLUTION TO APPROVE A SALARY ADJUSTMENT FOR SARAH WILSON-SPARROW, VICE PRESIDENT OF WORKFORCE DEVELOPMENT & COMMUNITY EDUCATION**

WHEREAS, Sarah Wilson-Sparrow has a salary adjustment as she has forged positive working relationships with community-based organizations, fellow SUNY institutions, the workforce and economic development ecosystem, and industry partners; and

WHEREAS, given the continued growth of WFD&CE and success in grant acquisition and management (\$10,012,751), and increase in responsibilities therein; and therefore

RESOLVED, that a salary adjustment is recommended effective for the period of September 1, 2024, through August 31, 2025, starting at an annual prorated salary of \$110,000. This position is supported through the following funding: 5% Apprenticeship, 8% OPWDD, 5% Count Me In, and 82% College Funding. This position is subject to the terms and conditions of employment as set forth by the Personnel Policies of the Board of Trustees and Policy 2.1 Administrative Staff (Unrepresented) and 2.2 Temporary, Grant-Supported Staff Positions & Temporary Assignments; and be it

FURTHER RESOLVED, the grant-funded appointment may be terminated prior to the end of the 2024-2025 academic year, upon expiration of grant funding. Should the funding source end, the salary and benefits will be reduced accordingly.

#24-132C **RESOLUTION TO APPROVE A TEMPORARY SPECIAL ASSIGNMENT FOR STEPHEN TYSON TO SERVE AS THE PART-TIME ART GALLERY DIRECTOR AND CURATOR**

WHEREAS, Stephen Tyson has agreed to take on the responsibilities and duties in this temporary position.

WHEREAS, the duties and responsibilities as art gallery director and curator include: to procure art for and curate a maximum of three to four art exhibitions per period of employment; to teach one course per semester (outside of gallery

hours); any additional courses (outside gallery hours) needed to be taught by Mr. Tyson would be paid at the appropriate SEIU rate; to attend all gallery openings and run the gallery during regular gallery hours (Mondays and Wednesdays 11:am -3 :00pm; Fridays 9:00am – 1:00pm; Saturdays 12:30pm – 4:30pm); to create programming for and conduct a community conversation focused on public and/or community art; to secure internships and public art projects installation space for art students in their final semester.
and;

WHEREAS, After the semester ends, Mr. Tyson would continue to oversee and open the gallery while also continuing to secure contracts and internships avenues for the college; and

RESOLVED, that Stephen Tyson would be compensated \$12,500 for the work above inclusive of teaching the 3-credit course. The deliverables will be completed during the period of August 26, 2024 -July 3, 2025. Bi-weekly timesheets will be submitted to the Dean of Liberal Arts for approval and it is expected that Mr. Tyson will regularly meet and update the Dean of Liberal Arts on the progress of deliverables.

#24-132D PROFESSIONAL DEVELOPMENT REQUEST – PAULA OHLHOUS

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

Executive Director for Human Resources, Paula Ohlhous, to attend to attend the SUHRA Fall Conference Annual Conference in Fairport, NY, October 16 – 18, 2024 at a cost not to exceed \$950.00

#24-132E PROFESSIONAL DEVELOPMENT REQUEST – DR. DAVID CLICKNER

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 for Strategic Initiatives and Planning, Dr. David Clickner to attend virtual Middle States Self-Study Institute September – November at a cost not to exceed \$6000.00

#24-132F PROFESSIONAL DEVELOPMENT REQUEST – DR. MARK MEACHEM

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 for Academic Affairs, Dr. Mark Meachem to attend virtual Middle States Self-Study Institute September – November at a cost not to exceed \$6000.00

#24-132G PROFESSIONAL DEVELOPMENT REQUEST – DR. DAVID CLICKNER

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 for Strategic Initiatives and Planning, Dr. David Clickner to attend Achieving the Dream 2024 Data Analytics Summit in College Park, MD September 25-27, 2024 at a cost not to exceed \$1,500.00.

#24-132H PROFESSIONAL DEVELOPMENT REQUEST – DR. MARK MEACHEM

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 for Academic Affairs, Dr. Mark Meachem to attend Achieving the Dream 2024 Data Analytics Summit in College Park, MD September 25-27, 2024 at a cost not to exceed \$1,500.00.

#24-132I 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:

Executive Vice President for Administration and Finance, Patrick C. Ryan to attend New York Community College Trustees in Saratoga Springs, NY October 4-5, 2024 at a cost not to exceed \$650.00

#24-132J 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:

Executive Vice President for Administration and Finance, Patrick C. Ryan to attend Association of Community College Trustees in Seattle, WA October 23-26, 2024 at a cost not to exceed \$3,500.00.

#24-132K APPROVAL FOR A TRAVEL REQUEST FOR ANN FLEMING BROWN

WHEREAS, the Schenectady County Community College Foundation Finance Committee voted in support of funding expenses associated with travel to the Republic of Zambia for representatives of SUNY Schenectady from November 2, 2024 – November 9, 2024, and

WHEREAS, Dr. Steady Moono has received outreach directly from senior officials at the National Institute of Public Administration (NIPA) in Zambia, requesting his support of continued partnership between SUNY Schenectady and NIPA; and

WHEREAS, as part of the progression in our aligned goals, this travel will involve formal meetings with members of NIPA leadership teams, Board of Trustees, attendance of the NIPA 27th Commencement Exercises of which Dr. Steady Moono is the Keynote Speaker, and with engagement with the President of the Republic of Zambia, His Excellency Mr. Hakainde Hichilema; and it is hereby,

RESOLVED, that the Board of Trustees hereby approves Ann Fleming Brown to travel to the Republic of Zambia from November 2, 2024 – November 9, 2024.

#24-132L APPROVAL FOR A TRAVEL REQUEST FOR DR. STEADY MOONO

WHEREAS, the Schenectady County Community College Foundation Finance Committee voted in support of funding expenses associated with travel to the Republic of Zambia for representatives of SUNY Schenectady from November 2, 2024 – November 9, 2024, and

WHEREAS, Dr. Steady Moono has received outreach directly from senior officials at the National Institute of Public Administration (NIPA) in Zambia, requesting his support of continued partnership between SUNY Schenectady and NIPA; and

WHEREAS, as part of the progression in our aligned goals, this travel will involve formal meetings with members of NIPA leadership teams, Board of Trustees, attendance of the NIPA 27th Commencement Exercises of which Dr. Steady Moono is the Keynote Speaker, and with engagement with the President of the Republic of Zambia, His Excellency Mr. Hakainde Hichilema; and it is hereby,

RESOLVED, that the Board of Trustees hereby approves Dr. Steady Moono to travel to the Republic of Zambia from November 2, 2024 – November 9, 2024.

#24-132M APPROVAL FOR A TRAVEL REQUEST FOR TIOMBÉ TATUM

WHEREAS, the Schenectady County Community College Foundation Finance Committee voted in support of funding expenses associated with travel to the Republic of Zambia for representatives of SUNY Schenectady from November 2, 2024 – November 9, 2024, and

WHEREAS, Dr. Steady Moono has received outreach directly from senior officials at the National Institute of Public Administration (NIPA) in Zambia, requesting his support of continued partnership between SUNY Schenectady and NIPA; and

WHEREAS, as part of the progression in our aligned goals, this travel will involve formal meetings with members of NIPA leadership teams, Board of Trustees, attendance of the NIPA 27th Commencement Exercises of which Dr. Steady Moono is the Keynote Speaker, and with engagement with the President of the Republic of Zambia, His Excellency Mr. Hakainde Hichilema; and it is hereby,

RESOLVED, that the Board of Trustees hereby approves Tiombé Tatum to travel to the Republic of Zambia from November 2, 2024 – November 9, 2024.

4) REPORT OF THE CHAIR

Presented by Chair Ann Fleming Brown:

SUNY Schenectady President, Dr. Steady Moono, was honored for his work in the community by a Resolution from the City of Schenectady.

REPORT FROM THE FOUNDATION
the original **\$6M goal of Rising Together has been achieved, but there is more work to do!** The Foundation is looking forward to hosting the launch of Rising

Together on **Tuesday, September 24 at 5:30 pm right here in the Van Curler Ballroom**. There is an extra invitation in your packet. We hope that all trustees will be able to attend!.

Dr. Moono has been out meeting with a lot of potential donors and has had great success. We have recently received significant new commitments from:

1. Distinguished Alumni George Goldhoff, President of Hard Rock Café in Atlantic City
2. Fenimore Asset Management for Scholarship
3. Marshall & Sterling Insurance

Over \$500,000 in campaign proposals are still pending. **Many thanks** to Dr. Moono and to those of you who have pledged your support to this new endeavor.

Finally, the *New York State Charitable Tax Credit Program* is open for applications until September 30. **As of September 10, we have applications totaling \$125,000**, which includes two new donors. If you think you can benefit from this program, please talk to Marianne. **We hope to reach \$200,000 in applications this year.**

SUNY Schenectady won a training from NYCCT to be used during the future Board of Trustees Retreat in January 2025.

5) REPORT OF THE TREASURER

#24-133 APPROVAL FOR THE KEY BANK N.A. WARRANTS #51 THROUGH #55

WHEREAS, the Treasurer has reviewed Key Bank N.A. Warrants #51 through #55 and recommends payment of same, it is hereby

RESOLVED, that Key Bank N.A. Warrants #51 through #55 be hereby approved for payment.

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

#24-134 APPROVAL OF THE REPORT OF REVENUES AND EXPENDITURES FOR THE PERIOD ENDING AUGUST 31, 2024

WHEREAS, the Board has received the Report of Revenues and Expenditures for the period ending August 31, 2024, 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 August 31, 2024, be accepted as received.

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

#24-135

REVISED OPERATING BUDGET FOR FISCAL YEAR BEGINNING SEPTEMBER 1, 2024 AND ENDING AUGUST 31, 2025

WHEREAS, the Board of Trustees approved a Fiscal Year 2024-25 College Operating Budget, along with appropriate background information for the items contained in the budget for the period September 1, 2024 to August 31, 2025; and

WHEREAS, the College received an additional \$ 2,927 in State Aid and a change was made to the College's 2024-25 chargeback rate calculation; resulting in a reduction in the out of County Chargeback rate; and

WHEREAS, the change in Chargeback rate resulted in a reduction of projected revenues; and

WHEREAS, planned use of the Fund Balance for 2024-25 will be increased from \$707,413 to \$840,153 and the 2024-25 Operating Budget remains unchanged at \$28,072,403; and

WHEREAS, the Board of Trustees has reviewed the revised budget and found it to be satisfactory; it is hereby

RESOLVED, that the revised operating budget for fiscal year 2024-2025, beginning September 1, 2024 and ending August 31, 2025, be approved in the amount of \$28,072,403; and be it further

RESOLVED, that the President shall be directed to submit the revised budget, together with appropriate documents, to Schenectady County and the State University of New York, in that order, for approval.

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

6) **PRESIDENT'S REPORT - September 2024**

President Moono welcomed and introduced delegates of the college from the National

Institute of Public Administration (NIPA) in Zambia.

7) **PERSONNEL**

#24-136 **RESOLUTION TO APPOINT MICHELLE ANAYA AS TECHNICAL SPECIALIST / PURCHASER**

WHEREAS, it has been recommended that Michelle Anaya be appointed as Technical Specialist / Purchaser; and

WHEREAS, Michelle Anaya 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 Michelle Anaya be appointed as Technical Specialist / Purchaser from October 07, 2024 through August 31, 2025 at a pro-rated salary amount of \$45,800. This appointment is consistent with the Personnel Policies of the Board of Trustees and subject to the terms and conditions of employment as set forth in the Union of Faculty Professionals (UFP) bargaining unit.

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

#24-137 **RESOLUTION TO APPOINT CARLA BAVARO AS EXECUTIVE ASSISTANT TO THE PRESIDENT**

WHEREAS, it has been recommended that Carla Bavaro be appointed as Executive Assistant to the President; and

WHEREAS, Carla Bavaro 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 Carla Bavaro be appointed as Executive Assistant to the President from September 03, 2024 through August 31, 2025 at a pro-rated salary amount of \$60,800. This appointment is consistent with the terms and conditions of employment as set forth in the Personnel Policies of the Board of Trustees and Board Policy 2.1 Administrative Staff (Unrepresented).

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

#24-138

**RESOLUTION TO APPOINT JANICE LINDEMANN AS TRIO
ACADEMIC SPECIALIST (GRANT FUNDED)**

WHEREAS, it has been recommended that Janice Lindemann be appointed as TRIO Academic Specialist (Grant Funded); and

WHEREAS, Janice Lindemann 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 Janice Lindemann be appointed as TRIO Academic Specialist (Grant Funded) from September 17, 2024 through August 31, 2025 at a pro-rated salary amount of \$47,773 with 100% of the total paid by grant #21017. This appointment is consistent with the terms and conditions of employment as set forth in the Personnel Policies of the Board of Trustees and Board Policy 2.2 Temporary, Grant-Supported Staff Positions and Temporary Assignments; and be it

FURTHER RESOLVED, the grant-funded reappointment may be terminated prior to the end of the 2024-2025 academic year, upon expiration of grant funding. Should the funding source end, the salary and benefits will be reduced accordingly.

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

8) RESOLUTION TO APPROVE PROGRAM REVIEWS

#24-139

APPROVAL TO SUBMIT PROGRAM ANNOUNCEMENT

WHEREAS, the Mobile Food Service Program at SUNY Schenectady the program was developed in response to the expanding food service industry and the growth in the hospitality and restaurant industry in the Capital District and beyond. The 26-credit certificate program provides students an education that will prepare them to work in the mobile food service industry; and

WHEREAS, the program's student learning outcomes are aligned with the program's mission, providing students with theoretical and hands-on experience

related to cooking, baking and administrative skills necessary for employment in the mobile food service industry; and

WHEREAS, the program's mission aligns with the institution's mission by providing quality, comprehensive higher education to meet the career, transfer, cultural, and lifelong learning needs of the community and workforce; and be it further

RESOLVED, that the Board of Trustees approve this Mobile Food Service Program Review as reflected in the copy attached hereto, to become effective immediately.

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

9) **POLICIES**

#24-140 **RESOLUTION TO APPROVE CHANGES TO THE CREDIT HOUR POLICY 3.18**

WHEREAS, the recommendation is that the Board of Trustees be notified that significant changes have been made the SUNY Credit Hour Policy 3.18; and

WHEREAS, minor grammatical corrections and title updates; and

WHEREAS, adding the definition of hyflex courses; and be it further

RESOLVED, that the Board of Trustees approve the changes to the Credit Hour Policy 3.18 as reflected in the copy attached hereto, to become effective immediately.

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

#24-141 **RESOLUTION TO APPROVE CHANGES TO THE SERVICE ANIMAL POLICY 4.2**

WHEREAS, the recommendation is that the Board of Trustees be notified that significant changes have been made the SUNY Service Animal Policy 4.2; and

WHEREAS, minor corrections to updated phone numbers; and

WHEREAS, an explanation of how, and to whom, they provide documentation; and be it further

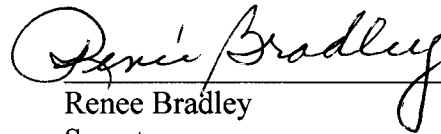
RESOLVED, that the Board of Trustees approve the changes to the Service Animal Policy 4.2 as reflected in the copy attached hereto, to become effective immediately.

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

12) **INFORMATIONAL – UPCOMING IMPORTANT DATES**

Upon motion by Trustee Hughes and Trustee Karl, the meeting was adjourned at 6:15 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Renee Bradley". The signature is written in black ink and is positioned above a horizontal line.

Renee Bradley
Secretary
Board of Trustees

Recorded by:
Tiombe Tatum
Chief of Staff