

OCC College Leadership Council - Agenda  
 January 30, 2026  
 2:00 – 4:00 PM  
 Whitney 210

Members Present: Dr. Agatha Awuah; Yesvier Aviles Mendez; Julie Hart; Dr. Warren Hilton; Kelly Larrivey; Mark Manning; Jalen Minzey; Lisa Smolen; James Taylor; Julia Ende

Staff and Students Present:

**Agenda**

Item	Presenter	Main Point of Discussion	Outcome	Follow-up Actions
Call to Order	Dr. Hilton			
Approval of minutes from 10/17/25	Dr. Hilton			
Review of committee charges.	Dr. Hilton	Committee links and pages updated for Middle States.	Student Success Council needs to update their charges to 25-26; Data Governance needs to add minutes.	
Middle States	Dr. Choseed; E. Vaccaro	Develop a written report for the Strategic Plan mid-point review.	Presentation scheduled for May CLC meeting.	
Campus Climate Survey	S. Whalen	Update		
Early Registration	S. Gaffney	Student Athletes		
Academic Momentum	J. Pritchard	Draft of the Academic Momentum Plan		
D2L Orientation		Providing an update on what is covered at Student Orientation and how this works with the continued conversation on laptops/Box of Books/D2L.	J. Hart will discuss with L. Abbatiello options to push the training module to populate for each semester as well as to post it in the notifications with a reminder to complete the training.	
ATCC Computer Labs	K. Larrivey	Update on accessible computer labs.		

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Box of Books	J. Dyson	Barnes & Noble to attend CLC Meeting on March 27 to discuss Box of Books.		
Review of Assessment Recommendations for 2026	J. Hart	Distribution at the April 18 meeting for review at the May 16 meeting.		
CLC Bylaw Review	J. Hart	Suggestions were noted, a draft will be developed for a vote at an upcoming.		
Open Forum for Council Members	Dr. Hilton			

Meeting adjourned at PM.

OCC College Leadership Council - Minutes

October 17, 2025

2:00 – 4:00 PM

Whitney 210

**Members Present:** Dr. Agatha Awuah; Yesvier Aviles Mendez; Julie Hart; Dr. Warren Hilton; Kelly Larrivey; Mark Manning; Jalen Minzey; Lisa Smolen; James Taylor; Julia Ende

**Staff and Students Present:**

**Agenda**

Item	Presenter	Main Point of Discussion	Outcome	Follow-up Actions
Call to Order	Dr. Hilton	Meeting called to order at 2:08 PM.		
Approval of minutes from 9/19/25	Dr. Hilton	Minutes approved by M. Manning, seconded by J. Taylor; all in favor, no abstentions; motion passed unanimously.		
Review of Committee make-up – introductions; review of committee charges.	Dr. Hilton	Data Governance Rep from HR; additional DG Committee charge on physical space and access.	Dr. Hilton mentioned that Scott Whalen is the rep for Data Governance now. The charge has been added to the DG committee.	
		Committee links and pages updated for Middle States.	Dr. Hilton asked that the committees ensure their data is updated online.	
		Develop a written report for the Strategic Plan mid-point review so we can have it for evidence.	Dr. Awuah will provide the mid-point review for evidence soon.	
Student Orientation	S. Edie L. Abbatiello	Providing an update on what is covered at Student Orientation and how this works with the continued conversation on laptops/Box of Books/D2L.	Neither S. Edie or L. Abbatiello could attend. J. Hart reviewed the content within the D2L orientation shell, as well as what is covered through student orientation and student online orientation. She will discuss with L. Abbatiello options to push the	

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			<p>training module to populate for each semester as well as to post it in the notifications with a reminder to complete the training. L. Abbatiello will be asked to attend the next meeting to see what the changes look like.</p>	
<p>Review of potential items to review for the academic year</p>	<p>Dr. Hilton</p>	<p>Barnes &amp; Noble/Financial Aid laptop conversation; Box of Books (opting out and orientation) and D2L training.</p> <p>Leading at the Speed of Trust training.</p> <p>ATCC to review accessible computer labs.</p>	<p>Covered in the previous discussion above.</p> <p>We have populated an additional list of folks who still need to complete the training.</p> <p>Work continues on this and K. Larrivey will report back at the next meeting.</p>	
<p>Academic Momentum</p>	<p>Dr. Awuah</p>	<p>Beginning conversations on this new initiative.</p>	<p>Dr. Hilton provided the history behind this initiative. Dr. Awuah reviewed the targets that SUNY provided and those that we are able to meet without question, and those that we need to make determinations on for reporting and targets where the targets aren't feasible. Targets need to be submitted on October 21. Dr. Awuah will be asked to present to Faculty Senate and OCCAC (spring meeting). We will also add to Dr. Hilton's monthly message. Next steps are the action plan that needs to be</p>	

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				submitted to SUNY on February 6. Suggestion was to empower Student Success Council with this initiative. Potential to add additional faculty to this group for the work. Addition of C. Stevens from TEC/Math, Enrollment, and possibly a VP to provide support to this group.	
Review of Assessment Recommendations for 2026	J. Hart	Provided sample of the last assessment questions.		Will review questions prior to the next meeting with planned implementation in the spring.	
CLC Bylaw Review	J. Hart	Feedback needed.		Suggestions were noted, a draft will be developed for a vote at the next meeting.	
Library Staffing	Dr. Hilton	Update needed from SGA.		Y. Aviles Mendez reviewed feedback on the library hours. Traditional age students aren't as concerned with the hours, but the non-traditional students who may take evening classes have a different perspective. Library used not just as a resource but as a place to have some downtime after working all day and before evening classes start. There was discussion about how there are no supports for evening students – most offices are closed at 4:30. Academic Affairs has funded the additional hours to keep the library open longer so this can be revisited at a later date if needed.	

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Open Forum for Council Members	Dr. Hilton	Involve app update (scanning)	M. Manning mentioned that this should be fixed as it was a feed being blocked. Y. Aviles Mendez mentioned that it has been working well for the last two events.  The SUNY Shared Governance award will be discussed further by Faculty Senate with the possibility of applying after Middle States is done.	
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Meeting adjourned at 3:28 PM.

## PACE Survey Post-Administration Workshop Framework Draft

All elements below are proposals and subject to modification to account for the context of Onondaga Community College and address the needs of leadership. Significant modifications are welcome to ensure that the approach is valuable and meaningful to institutional leadership.

### Stages

- *Pre- Administration:* Daniel will collect information from OCC to prepare for the post-administration workshop
  - Data collected via meetings and/or emails
  - Understand the goals of the survey for OCC
  - Current plans for data analysis implementation
  - Past approaches to PACE and employee well-being in general
  - Discussion about workshop goals and approach
- *Administration and Reporting:* Survey will be administered and reporting completed as per existing service agreement
  - Administration: TBD – Fall 2026
  - Reporting: TBD
- *Post Administration Facilitated Workshop:* Daniel will travel to OCC to lead a one-day workshop focused on PACE Report materials
  - Dates: TBD and flexible, sometime in the 2-4 weeks following reporting is probably ideal
  - Attendees should include:
    - President and/or other executive leadership
    - Individuals in position to authorize next steps
    - Employees from multiple levels of the organizational hierarchy
    - Employees from a wide range of divisions/departments/offices/teams
  - Logistics:
    - Not everyone would need to be at the workshop for the full duration, groups and individuals will come and go as they make contributions
    - Daniel and a core team from OCC will plan and execute
  - Goals of the workshop
    - Digest the data from the PACE Reports
    - Form an action plan going forward that includes:
      - Timeline for additional data collection
      - Drafting of steps
      - Feedback loops

- Estimates of resources (time, funding, etc.) required for implementation
  - Develop early drafts of data collection instrumentation
  - Make initial contact with individuals who may be tasked with further involvement
- *Progress Checks:* Based on the timeline developed at the workshop, Daniel will check in periodically on progress and potentially hold meetings with some of the groups that form to review outcomes and provide additional support
  - Virtual meetings to support planning of data collection
  - Contributions to instrument development
  - Training for employees conducting focus groups

## Hart,Julie

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**From:** Abbatiello,Laura  
**Sent:** Wednesday, January 28, 2026 1:30 PM  
**To:** Hart,Julie  
**Cc:** Pritchard,Justin  
**Subject:** Re: CLC January 30

Julie,

Thank you for the reminder email.

At this time there is nothing formal that is being required for all students.  
Please let me know if you have any questions or need more information.

There are a variety of opportunities for students.

1. There is an Orientation-Onondaga Student available in D2L Brightspace. Currently, there were approximately 229 users that accessed the orientation from January 1 to January 27, 2026.
2. Amber Ingalls and Kim Bowers are creating a resource for students.
3. Some instructors are raising flags in Lazer Success that the students an email

a. This referral is to make you aware that Learning Center tutors are available to help you with D2L-Brightspace. If you are new to using D2L-Brightspace and need a walk through or just want help 'figuring it out,' the Learning Center can help with live, one-on-one or group sessions.

You can find hours of operation and schedule your appointment with a tutor on the Learning Center website: <https://www.sunyocc.edu/learning-center> You can also call or email for help scheduling: 315-498-2103, [learningcenter@sunyocc.edu](mailto:learningcenter@sunyocc.edu)  
If it's after hours, you want to do some troubleshooting on your own, or you need help now, call 1 844 673-6786 to speak with a SUNY Helpdesk member. You can find hours of operation, Knowledge Base articles and other self-service options 24/7 at <https://online.suny.edu/help/>

4. Shawn Edie has also included something in the online student orientation.
5. Jenna Alexander is working with Ted Mathews and Melissa Hicks by offering a workshop for any online students that register for it.

The following message was emailed during preview week to all students taking an online class the first half of the UG26SP semester.

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Good Morning!

We're excited that you've successfully registered for the online course, {Name of Class} with Onondaga Community College. You will use D2L Brightspace, our online portal, to stay connected to your coursework.

**To log into D2L Brightspace:**

1. Click **Students** on the OCC website ([www.sunyocc.edu](http://www.sunyocc.edu))
2. Select **D2L Brightspace** from the menu on the left side of the screen.
3. Click the Network Login button. If prompted, login using your OCC email address ([username@clasnet.sunyocc.edu](mailto:username@clasnet.sunyocc.edu)).

**The first day of the semester begins on Monday, January 26, 2026.**

Online classes open for a **Preview Week** seven (7) days prior to the first class of the semester. We strongly encourage you to take advantage of Preview Week and log into D2L Brightspace anytime during **Monday, January 19, 2026 to Sunday, January 25, 2026.**

Attend a **D2L Brightspace online tutorial** during preview week and learn how to navigate D2L Brightspace, including uploading documents, completing discussions, checking on current assignments, and have your questions answered.

**Online Tutorial dates for Spring 2026:**

- o Wednesday, January 21 - 2:30 p.m. to 3:30 p.m.
- o Wednesday, January 21 - 5:00 p.m. to 6:00 p.m.
- o Friday, January 23 - noon to 1:00 p.m.

**Online Class Tutorial Sign-up – You will receive an invite the day before the session you choose.**

Previewing online courses before the official start of the semester offers several advantages.

1. Familiarize yourself with D2L Brightspace and the course environment.
2. Review syllabi, readings, required textbooks and other resources to ensure you are well-prepared when classes officially begin.
3. Get an early look at the course content to help you plan your schedule effectively.
4. Know what to expect - deadlines, grading policies and instructor expectations.
5. Test your technical devices, internet connection to ensure smooth participation.

**Helpful links:**

**SUNY Online Helpdesk:** For issues logging into D2L Brightspace.  
844-673-6786, [sunyonlinehelp@suny.edu](mailto:sunyonlinehelp@suny.edu)

**OCC Helpdesk:** For issues with logging into OCC email, Office 365, LazerSuccess, MyOCC and password resets.  
315-498-2999, [helpdesk@sunyocc.edu](mailto:helpdesk@sunyocc.edu)

**Get your Books:** Reserve your textbooks and have them shipped to you or pick them up on campus!  
315-498-2246, [boxofbooks@sunyocc.edu](mailto:boxofbooks@sunyocc.edu)

**The Learning Center:** Contact them for tutoring (including virtual tutoring) in course subject areas as well as study skills. They also provide one on one assistance for navigating the online classroom environment in D2L.

315-498-2103, [learningcenter@sunyocc.edu](mailto:learningcenter@sunyocc.edu)

**LazerSuccess:** Log into LazerSuccess to easily find contact info for everyone in your network (professors, support services, etc.). You can also ask questions by using the Raise Your Hand feature. [lazersuccess@sunyocc.edu](mailto:lazersuccess@sunyocc.edu)

**Academic Schools:** Check out the 4 Schools at OCC to find your team, get help with advising, and academic coaching.

Have a great semester.

Onondaga Community College

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**Laura J. Abbatiello**

Academic Technology Specialist

D2L Brightspace Administrator

Onondaga Community College

[l.j.abbatiello@sunyocc.edu](mailto:l.j.abbatiello@sunyocc.edu)

315-498-7215

For D2L support, please click the **Bookings link** and select a day and time that is convenient for you.

**Please select a location- Coulter Hall Room 202 (in person) or Microsoft Teams (virtual).**

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**From:** Hart,Julie <[hartj@sunyocc.edu](mailto:hartj@sunyocc.edu)>  
**Sent:** Wednesday, January 28, 2026 11:32 AM  
**To:** Abbatiello,Laura <[l.j.abbatiello@sunyocc.edu](mailto:l.j.abbatiello@sunyocc.edu)>  
**Cc:** Pritchard,Justin <[j.t.pritchard2@sunyocc.edu](mailto:j.t.pritchard2@sunyocc.edu)>  
**Subject:** RE: CLC January 30

Hi Laura – just checking in to see if you have any suggestions to my email below? I’m working to get the CLC meeting materials out today. Thank you.

**Julie A. Hart**  
Chief of Staff/Director of Special Projects  
4585 W. Seneca Turnpike  
Syracuse, NY 13215  
**Office:** (315) 498-2551 • **Fax:** (315) 498-2074



<b>STUDENT COMPUTERS</b>		
<b>Computers available for student use on campus</b>		
<b>Location</b>	<b>Quantity</b>	<b>PCs/Macs or laptop</b>
		<b>Notes</b>
Gordon Great Room	5	PCs Available whenever Gordon Hall is Open (8am - 9pm)
Gordon Great Room	9	PCs Hidden behind wooden shutters - (8am - 9pm)
F375	5	PCs available for students - whenever Ferrante Hall is open (8am - 9pm)
P240 - Music Dept	12	MACs for Music student they can use their ID to enter this room
<b>Library Hours Mon - Thursday 8:30am-8:00pm, Friday 8:30am-4:30pm, Sat. noon-4:00pm, Sun 2:00-6:00pm</b>		
Library	56	PCs 10 of these are in the study rooms to sign out.
<b>Learning Center hours are Mon-Thurs 9am - 7pm, Fri 9am-4pm, Sat 12:30-3:30, Sunday 2:30-5:30pm</b>		
Learning Center	6	PCs attached to 6 Large LCD rooms that can be signed out
Learning Center	28	laptops laptop cart; must be used in the Learning Center
Learning Center	7	PCs located in private rooms; 4 specifically for students
<b>Computers available for student use on campus Open only during business hours Mon-Fri 8am -4:00/4:30pm</b>		
C104 - OAR	4	PCs located in the OAR lobby for OAR students
C110	2	PCs Office for Social Justice & Community Impact Lobby
C204 -PTK	3	PCs Locked space for PTK students only
C214 - Opportunity Programs	5	PCs for Opportunity Program Students (ASAP, CSTEP, EOP, TRIO)
C214 - Opportunity Programs	21	laptops for Opportunity Program Students (ASAP, CSTEP, EOP, TRIO)
C217B - Veteran Affairs	3	PCs in VA's conference room for veterans
G104 - Culinary	1	PCs located in the Culinary Office on table in lobby area
G121- Culinary	8	PCs Culinary Students
G130 - Res Life	2	PCs Res Life Office Lobby Area
M275 - Lounge	2	PCs Center for Native & Indigenous Students
M282 Liberal Arts	1	PCs in office area available for student use
P242 - Andrea's office	6	MACs 6 for students in her office until 4pm
*W159-W166 see notes below on the 8 specialty computers that require BMC login		
W219 - Photography	4	MACs Photography print lab for student use- always unlocked
W243 - Open	6	PCs student area special software for engineering & Computer Science
W250 - Maker Space	1	PCs for students use
W323 - LAB	20	PCs with specialty software
W327	24	PCs for student use from 8:30-4:30
<b>241 computers available for student use</b>		

Faculty Computers				
<b>Classroom information Below</b>				
*Special Z Computers & MACs used with CAD and Blot Printers, etc				
W100 - CIS	20	PCZ	Specialty computers for CIS Classes with CAD software	
W119 - TEC	17	PCZ	Specialty computers for CIS Classes with CAD software	
W120 - CIS/TEC	18	PCZ	Specialty computers for CIS Classes with CAD software	
W124 - TEC	17	PCZ	Specialty computers for CIS Classes with CAD software	
W159-W166	6	BMC-PCs	Must have a BMC account to login to these computers	
W254-Art/Photography	18	MACs	Opened to Photo Art Studio Students only - always unlocked	
W328 -Art/Photography	18	MACs	Opened to Photo Art Studio Students only - always unlocked	
<b>Computer Labs that are locked and typically only used by faculty for teaching classrooms</b>				
M108 - Math Lab	25	PCs	Math	
M205 - Math Lab	21	PCs	Math	
M209 Math Lab	21	PCs	Math	
M303 - English Lab	24	PCs	Primarily used by the English Dept & Communication Classes	
M340 - English Lab	24	PCs	Primarily used by the English Dept & Communication Classes	
N113		PCs	We believe they have 20 - 24 computers in this computer lab	
*W100 listed above as a Z Computer Lab				
W113 - TEC	12	PCs	PCs on workbenches used to teach computer techs	
W115	10	PCs	PCs on workbenches used to teach computer techs	
*W119 listed above as a Z Computer Lab				
*W120 listed above as a Z Computer Lab				
W121 TEC	12	PCs	PCs on workbenches used to teach computer techs	
W123A - TEC	7	PCs	PCs on workbenches used to teach computer techs	
W123B - TEC	7	PCs	PCs on workbenches used to teach computer techs	
*W124 listed above as a Z Computer Lab				
W214 - CSC, CIS	20	PCs	CSC & CIS Classes	
W215 - CIS, CSC	20	PCs	CSS & CIS Classes	
W217 - CIS, CSC	20	PCs	CSS & CIS Classes	
W258 -BMC	17	PCs	Need a BMC Account to access the Digital Audio Lab	
W323 - CMT	20	PCs	Construction Management Specialized Software 8:30-430	
*W328 listed above as a MAC Lab				
W335 - ACH	20	PCs	Architecture & Interior Design Students only	
<b>22 classrooms with 394 for faculty to teach from</b>				

Faculty distribute these laptops as needed		
Laptop Carts that are locked and only distributed by faculty		
F255	16 Laptops	Cart for Bio & Chem sign out through Kaitlyn Worm
F282	11 Laptops	Cart locked in closet
M280A	20 Laptops	Sign out cart through the LAS Office
M380G	35 Laptops	Sign out sheet on top of cart #1
W201A/B	30 laptops	Cart for used by Business + 4 laptops being used by Erin N.
W219 - Storage Area	22 laptops	CIS & CSS Classes
W219 Storage	laptops	there is believed to be 1 or 2 more laptop carts, need to check with Mere
W219B - Storage Area	16 Chromebooks	on cart, next to an empty laptop cart
W219B - Storage Area	8 Chromebooks	in Laptop cart
W284 CMA	18 Laptops	Certified Manufacturing Associate (CMA) classes
<b>9 carts with</b>	<b>176</b>	<b>laptops/chromebooks used in classrooms</b>

Revised 1/6/26

**Onondaga Community College**  
**College Leadership Council Recommendations for 2024-26**  
**Based on results of the 2024 Assessment**

- The development of a retreat/orientation session at the beginning of the academic year for both CLC and Committee members to review their charges, clarify roles and select co-chairs.
- Ask for feedback at the end of the academic year from each committee on items they feel could be possible charges for the new year, or work they wish to continue from the previous year.
- Update the CLC webpage. Currently, it resides on the employee side; make it visible to all and update the current information (last updates were from 2020).
- Update the webpages for each Committee (they currently exist) and develop a new page for Data Governance. Include membership and charges each year. Encourage each committee to keep detailed records of minutes and agendas for placement on the web in a timely manner.
- Develop a College Leadership Council email/newsletter that will be sent to the campus community after each meeting, recapping what transpired, what action is taken, and include a link that brings them to the webpage where they can review the minutes.
- Ask for volunteer members from across campus who would be interested in serving on a Committee.
- Encourage all committee co-chairs to regularly attend CLC meeting so they can be sure they are bringing information back to their constituents on their committees.
- Development of Committee “plans”, similar to the Institutional Effectiveness Plan, that correlates to the work of the Strategic Plan, and provides a baseline for the work of the Committee each academic year. Additional charges will be added based on feedback from constituents and the President.

# College Leadership Council Assessment

This assessment will inform the College Leadership Council as it moves forward and help us to meet the requirements of Middle States. Your personal information will not be collected and all responses will remain completely confidential. Please complete by May 1.

\* Indicates required question

1. Do you have a clear understanding of the College Leadership Council's purpose? \*

*Mark only one oval.*

- Strongly Agree  
 Agree  
 Neutral  
 Disagree  
 Strongly Disagree

2. Do you understand the College's shared governance process and how College Leadership Council fits into the decision-making process? \*

*Mark only one oval.*

- Strongly Agree  
 Agree  
 Neutral  
 Disagree  
 Strongly Disagree

3. Do you understand how an issue/proposal is brought before the College Leadership Council? \*

*Mark only one oval.*

- Strongly Agree  
 Agree  
 Neutral  
 Disagree  
 Strongly Disagree

4. Do you feel the content covered at the College Leadership Council and/or Committee meetings is adequate and meaningful? \*

*Mark only one oval.*

- Strongly Agree  
 Agree  
 Neutral  
 Disagree  
 Strongly Disagree

5. College Leadership Council fosters an atmosphere of trust and collaboration. \*

*Mark only one oval.*

- Strongly Agree  
 Agree  
 Neutral  
 Disagree  
 Strongly Disagree

6. Do you have a clear understanding of the roles and responsibilities of the official College \*  
Leadership Council Committees? (1) Programs and Academic Support; (2) Data  
Governance; (2) Student Success; and (4) Institutional Effectiveness?

*Mark only one oval.*

- Strongly Agree  
 Agree  
 Neutral  
 Disagree  
 Strongly Disagree

7. The College Leadership Council does an adequate job assigning work to the \*  
Committees.

*Mark only one oval.*

- Strongly Agree  
 Agree  
 Neutral  
 Disagree  
 Strongly Disagree

8. Do you feel that the College Leadership Council and/or your Committee effectively \*  
communicates with the represented constituents within the body? For example, OCCAC,  
Student Government, Faculty Senate, etc .

*Mark only one oval.*

- Strongly Agree  
 Agree  
 Neutral  
 Disagree  
 Strongly Disagree

9. What do you feel College Leadership Council and/or your Committee does well? \*

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10. What do you feel College Leadership Council and/or your Committee could do better? \*

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11. Do you have any other comments or suggestions? \*

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