

College Assembly  
Minutes of Meeting  
January 30, 2017

Members Present: Jeremiah Godfroy, Mark Ryan, Giovanni Scaringi, Alison Sheridan- Brennan, Michael Kinney, Denise Abrams, Carine Surdey, Scott Kavulich, Jamie Heron, Howard Streby, Joe DeAngelo, Fermin Romero, Angie Bergholtz, Tracy Curtis, Dr. Drumm, Francis Battisti, Debbie Morello, Michael Sullivan, Sesime Adanu, Penny DelFavero

Members Excused: Robert Greaves, Jason Boring

Members Absent: Mary Gilbert, Dave Michalak, Julie Lakin, Rosanne West

Guests: Rachael Hagerman, Amanda Soto, Jesse Wells

- Call to order: 3:04 PM. Giovanni opened the meeting and welcomed the group. There were no alternates. Quorum was established, the agenda was approved. Jamie moved to approve the December 12<sup>th</sup> minutes as amended (on page 3) and there were no objections.

- CA Report:

- Giovanni expressed appreciation for the administration's quick follow-up after the discussion on the closing/delay policy wording. The next delayed opening message to the campus included information not only on the opening time but the start time of classes. Nice to hear that the concern was taken addressed.

- Your Voice Matters events are February 16<sup>th</sup> for faculty and staff, February 23<sup>rd</sup> for students. Both are 11 AM – 12 PM. The faculty/staff event is in Decker 201, the student event is in AT 200.

- Guest Presentation: Jesse Wells and Sesime Adanu shared an academic presentation: Enrolled students in spring 2016...not enrolled in fall 2016. There was a steep decline between spring and fall in the number of returning students. There were demographics presented of the 2,185 students involved, broken down by gender, age and race/ethnicity. There was also non-enrollment numbers by division and by major, and by GPA. There were also breakdowns by division.

There was outreach done and in the course of the interviews with 236 students information was gathered on the reasons why students didn't return. The majority transferred to another college. Other reasons were starting a new job, trouble with Financial Aid or other financial issues, issues with course availability, indecision on the part of the student, account holds, academic dismissals, work schedule conflicts, and lack of housing. Students also mentioned health concerns.

There was also some anecdotal information presented.

Emails and texts are used to remind students to register. Instead of reaching out only at particular times, the outreach is now being done on a more continual basis.

One ongoing issue is students not knowing who their advisor is. This is a common problem. There are tools we can use to fix this problem.

There was some detail provided on the types of outreach Admissions does to reach these students. There were some examples given of what some of the different divisions (BPS and Liberal Arts) do to get students registered before they leave for winter break, and the outreach done by Financial Aid, Student Accounts and the Advising Office.

We have to figure out a way to get students to place more value on the associate's degree.

There was some discussion on whether this is something new or part of a trend. Only the number of transfers are dramatically different; this is a new trend from the previous year. It would be helpful to look at the last five years. Should we offer a three term year? Could we expand winter term? Could summer term be part of the programs? This could help students get their degrees sooner. There is one calendar committee looking at changes to the term structure; however financial aid regulations can affect this. There was also some discussion on work study opportunities. Stepping up the ads on the work study jobs might help retain students who need to work. Students often come to Payroll inquiring about work study jobs and are referred to other areas to inquire. For some work study jobs, students don't need to qualify for federal work study.

There was also a question on whether the non-enrolling students are Broome County students. This was not one of the demographics that was looked at.

Many of the reasons for students not returning are related to social issues and we have to continue to help our students. Rockland has a 411 center on campus. We may need to look at this.

- Student Assembly Report:

- Amanda reported that Student Assembly has been doing some training on Robert's Rules of Order and deliberation. They are preparing for the semester and breaking the ice. Upcoming events include Student Activities Day and elections. They are again in need of senators. February 9<sup>th</sup> is Student Activities Day, and February 26<sup>th</sup> is an Ask event. The pantry committee collected 800 pounds of food last semester. The peer to peer marketplace board is up. The Lebanese support committee raised \$300 so far.

There was some discussion on putting the peer to peer marketplace on the website as a student resource. SUNY Broome Crew was suggested as was a link inside the portal.

- COI Report: - Carine stated that COI will be meeting on Thursday. There will be discussion on the closing/delay announcement timing issue. People who start work earlier or have a long commute may be here before the announcement is made. They will be discussing Chancellor's award for professional service. The new shared governance website will launch and be announced to the campus. It had been tested and feedback collected.

- CAI Report:

Denise stated that CAI will also meet this week and be discussing the closing/delay announcement issue. The Chancellor's award committee meeting this Friday; this is going well and according to timeline. CAI will also be revisiting some old business.

- President:

- Dr. Drumm mentioned the Faculty/Staff assembly last week and noted he doesn't have many updates to add since then. The debate on free tuition continues. When these types of discussions occur, people who have been working very hard sometimes wonder if they are doing something wrong, because we lost 2200 students from spring to fall. We are always trying to make improvements, it doesn't mean that things have been done wrong. The intake process has improved. We have reorganized offices and made the matriculation process easier. Where do we fall in the continuum of a changing economy? As the world changes around us are we being left behind? Traditional ways have been working for many years. Would going backwards help? There has been discussion about three terms, and about going back to large lectures with smaller breakouts. I saw augmented reality and it was incredible. We have to keep asking questions, and we need to experiment. The focus is on better learning outcomes, not just to meet the market. The more contextual we can make these things, the better for our students and the more success for the college. Scheduling is the other piece; we are not a real working-student friendly

school. We're below the national average for non-traditional students. Throughout these discussions we need to keep asking the bigger questions.

- Executive Vice President and Chief Academic Officer's Report:

- Francis welcomed Denise back to the group, and gave an update on our international students. We have no current F1 status students from those seven countries and none of our green card students from those countries are back this semester. There are no reports of anyone being detained. We are reaching out to all our international students and we're working on a statement (talking points). SUNY legal counsel said not to issue any specific travel recommendations to students at this point.

Regarding transferring early, we need to have meaningful articulations to impact that. We've had those for years; some of the articulations weren't updated. We are doing a 2 plus 2 in Food Science and Food Operation Management. St. John's pharmacy wants to guarantee two of our graduates, and they want them upon entry. They will be working with admissions and some 2 plus 2. We've talked to the Dean at BU on the Pharmacy School and would like to do the same kind of thing with them. ESF, a number of STEM program articulations are being updated. SUNY Canton (Criminal Justice) and SUNY Oneonta also have articulation agreements. Sustainability: we're appreciative of the support from people on campus and will continue to work on and report on all areas regarding sustainability. What can we do to grow programs? We are looking at academic services, looking at support we can give. More cross-divisional work like the honors program, etc. How can they be better offered? This sometimes impacts people as if they have done something wrong; this is not the case. We will continue to highlight achievements. Orientations both live and online, thanks to Maureen Kollar. Enrollment management and fast forward: fall to fall enrollments. 15% of fast forward students come here, and their retention rate is 15-20% higher. We are looking at everything, and looking on an individual basis.

- Vice President for Student & Economic Development:

- Debbie reported that the Southern Tier Incubator will have a ribbon cutting in April and be moving in the summer. We may have student entrepreneurs who want to start in the incubator. The CEA is still in fledgling stages and very preliminary. We're partnering on the greenhouse with BU, RPI, Cornell and Cornell CCE. Achieve students may work in the greenhouse.
- We're doing a search for a Director for the Child Care Center.
- Grants: \$330,000 for the advanced manufacturing center in RDC funding for our soldering lab; \$75,000 IDA grant to re-train unemployed workers. It's hard to find a cohort.
- We're submitting an RFP for the one-stop center to provide help for individuals to find jobs.
- We have a Start-Up NY company.
- American Dining is doing well across the country. Over the top customer service is what sets them apart. That's also what sets the College apart.

- Vice President of Administrative and Financial Affairs Report:

- Michael distributed a handout as an update to the budget forecast and noted that the handout is also published in The Focus. Since fall enrollment the forecast continues to project 12 FTEs ahead of last year. Winter and summer are 6%. Total enrollment is in a 2 – 2% decline compared to last year. Spring is about the same as last year, fast forward numbers will show later in the semester. Forecasted revenue is about \$52.9 million. The 2017-18 budget will be in part based on the 16-17 forecast. On the expense side, payroll is .5 million higher than what we budgeted for; a 3% increase. The forecast is suggesting we are trending about 1.2 million above budget. Compared to a couple years ago, the number of sections has grown. We are looking at the drivers of the cost side.

Spring has the greatest growth over the last 3-4 years. Fall has been reasonably stable. This is the bulk of the revenue. We need to look at this to optimize. The contractual forecast is down due to study abroad. If the payroll number doesn't come down, the contractual will have to.

The goals are to have a balanced budget and to not use any of the fund balance this year. The forecast will drive the 17-18 budget.

- A lot of progress has been made on Carnegie. The architectural designs are being finalized and it will be going out to bid in early March. We're expecting a positive recommendation to go to the Park Service on the historical designation; this will enable historical tax credits. There are some other tax credits involved: the new market and the distressed communities. We hope to hear on the tax credits over the next couple weeks. There will be an update in about a month.

• New Business:

- Rachael Hagerman presented the three FCCC resolutions for which they are seeking endorsements by March 1<sup>st</sup>. They are the maintenance of effort funding, in support of campus child care funding and the statement on campus diversity. Please review the documents that were distributed by email; the FCCC is seeking endorsement from all four SG bodies by March 1<sup>st</sup>.

There being no further business, the meeting adjourned at 4:27 PM.

Next meeting date: Monday, February 13th at 3:00 PM.

Respectfully submitted,

Penny DeFavero  
College Assembly Secretary