

College Assembly  
Minutes of Meeting  
September 26, 2016

Members Present: Jeremiah Godfroy, Dave Michalak, Mark Ryan, Giovanni Scaringi, Alison Sheridan-Brennan, Mary Donnelly, Carine Surdey, Scott Kavulich, Howard Streby, Joe DeAngelo, Jason Boring, Fermin Romero, Tracy Curtis, Kevin Drumm, Francis Battisti, Debbie Morello, Michael Sullivan, Robert Greaves and Penny DelFavero

Members Excused: Denise Abrams, Angie Bergholtz

Members Absent: Mary Gilbert, Julie Lakin, Rosanne West, Michael Kinney, Jamie Heron, Sesime Adanu

Guests: Amanda Soto, Rachael Hagerman

- Call to order: 3:05 PM. Giovanni opened the meeting and welcomed the group. Agenda was approved, quorum established and the September 12<sup>th</sup> meeting minutes were approved with an amendment.

- Student Assembly Report:

- Amanda reported that there are now eleven senators instead of four. Jeremiah reported that the Textbook Committee will be meeting on October 18<sup>th</sup> in L105 from 10 – 11.

- CAI Report:

- Mary reported that the last CAI meeting brought forward several instances of significant concerns with the bookstore. The Follett policy is to order a percentage of the books the college orders for classes. BPS and the Sciences didn't have enough books to go around. There was also a Business Law book that was under-ordered. They got into the finer points at CAI. It was noted that the custom books were sold to the faculty as being a cost-saver for students.

Debbie added that this is the first she is hearing about the bookstore pushing the custom books on the faculty. Tracy said it wasn't the bookstore but McGraw-Hill and she went along with it because she thought she could save her students some money.

The custom books have a separate ISBN and they are not available elsewhere. While the intentions were good this does not help students. The publishers made it very appealing. This is not a new issue. The books can be sold the next semester. It was noted that the loose-leaf books are not as durable as the bound books. The buyback is never really great. It's probably best for students to sell to other students.

There may be separate issues. The books were under ordered. Sellback pricing is only important if students benefit. There is also a quality issue between bound vs. loose-leaf.

Joe and Rick from the bookstore and Karen Pitcher came to the CAI meeting. Most of the problems discussed have been resolved but there are emerging concerns.

Disbursement dates are ten weeks into the semester and students are going without money. The bookstore vouchers are only redeemable at the bookstore but they can be loaded onto another card to be redeemed elsewhere.

It's not just the books. Course materials such as film are not being ordered, and rad tech safety supplies are not available. Debbie will discuss with Joe.

Software packages are not available.

- Achieving Success: the core and data teams are active.

- FCCC Plenary is in the spring.

- Mary is in for Denise Abrams who is out on a medical leave.
- Henry Bartlett is now the recording secretary.
- Rachael is doing the orientations for the Chancellor's awards; also Chris Baumbach and Diane Kelly. A student is still needed on the committee.
- CAI discussed the diversity committee, grant funding and 16-17 goals, and the academic honesty policy.
- Discussion on an add-drop period. Once a class has met you can't add it. Some believe we do have an add-drop period. Others are not sure. Francis added that faculty voted against having a two-week add-drop period in the past. They voted that a class couldn't be added once it had met. Have discussed moving registration; the restriction is on how much money you get back. There was discussion on how much money is refunded. The amounts are scaled. It's not within the framework of CAI to discuss economic impact, only the pedagogical impact.
- Independent research: CCURI and looking at grant money.
- Wednesday CAI will be getting a report on prior learning assessment.

- COI Report:

- Carine reported that Sesime gave an update on the strategic plan. He would like input from the shared governance groups in the form of a SWOT analysis.
- Renaming of the Science Building: a recommendation has been submitted to CA from COI.
- Website committee: there is a shell of a website. Currently working on the structure and materials.

- CA Report:

- Giovanni gave the dates for the two Your Voice Matters events: Nov. 1<sup>st</sup> and Nov. 8<sup>th</sup>. The events will both be in Decker 201. One is for students; the other will be for faculty and staff. Student Assembly can choose from the two dates.
- Chancellor's awards for adjunct teaching are in progress.
- A recommendation has come from COI recommending the Science Building not be renamed until it is repurposed; in the meantime to rely on temporary signage to help lessen confusion. There were no objections to this recommendation being referred to the executive committee.
- SG chairs received an email from a student, forwarded by Dr. Drumm. The student is asking for the creation of a policy on the use of cell phones and technology in the classroom. Mary will present at CAI as a point of correspondence as it's up to the professor and this is an issue of academic freedom. There was some discussion on this. One of the interesting concepts in the email was that of taking the pressure off of faculty. Establishing a rule would be an infringement on academic freedom. It also would be unenforceable, except by the instructor. There was further discussion on the value of the use of technology in the classroom, and information literacy.
- Workplace violence training: additional education should be offered. Debbie will talk to Joe. It was noted that the Sheriff's office is willing to do trainings. It needs to be broader; the active shooter trainings should be inclusive of everyone and offered each semester.
- Strategic Planning: The shared governance chairs discussed and are trying to balance the administration's need to get campus input with schedules and efficiencies. College Assembly has set aside two dates: October 17<sup>th</sup> and October 31<sup>st</sup>. Sesime will have thirty minutes at each of these meetings. All chairpersons' reports should be given to Penny electronically so they can be included in the minutes. The administration could do the same, or have one person do a simple verbal summary. CAI will use October 12<sup>th</sup> and October 19<sup>th</sup> in the same way. COI has made their own schedule of four dates with fifteen minutes each.

- President: Dr. Drumm announced that 901 is down. It was harder to take that down than it was to build something new. They will be breaking ground on the IDA building soon and we're excited about the new tenants.
  - The Carnegie groundbreaking is Thursday morning. They will be opening the time capsule and several historians will be there. PAST will be there.
  - Achieving the Dream/Achieving Success: the core and data teams will be looking at what our data is. It will be up to the core team to decide what improvements we want to focus on.
  - The strategic plan needs to be more concrete and hands-on. Five or six things; we could be the best at getting better. The specific goals will be within the divisions or departments. If we were the best at getting better, everything else would take care of itself. An example of a strategic goal from another college is to have no paper textbooks within two years. Ideally the academic master plan would drive everything else.
  
- Executive Vice President and Chief Academic Officer's Report: There are so many things going on. The strategic plan almost needs an information graphic of the interactions: facilities plan, academics, the CESS report, civility statement and all the end-of-year reports. It can seem like they are disparate; they need to be flowing all together. Success initiatives on student-centeredness will help us focus.
  - Achieving Success: needs more faculty input. We have a list of people; need more from the classrooms. The meetings are open and they are mostly reflection this year. Heather and Gian are the chairs.
  - ACEN is here tomorrow for evaluation.
  - Prior learning assessment: we do a lot but mostly in very specific areas.
  - CCURI (Community College Undergraduate Research Institute): Last week we became a part of it and are looking at funding sources.
  - Articulations: We have Morrisville, SUNY IT in Utica, Marywood with nutrition programs, Cornell with plant science and CEA.
  - The service learning fair was last week and we had 11 or 12 agencies. There is also a grant application for service learning over the break between semesters.
  - Social media and its use in classrooms and PR: Jen Woltjen took a sabbatical to work on this. We are looking at best practices and there are workshops in the TRC.
  
- Vice President for Student & Economic Development:
  - The CEA is moving forward. Passero identified a location at the back of the campus. Sully is shaping up the capital project plan.
  - The Incubator tour was last week. We are ordering furniture.
  - Bangalore: we may offer non-credit courses; possibly credit on-line courses. This needs to be explored.
  - We have visitors from Mexico to evaluate Becalos.
  - Clubs/Sports/Activities: there is an interest in wrestling. Next year hockey ends; there is a possibility of continuing hockey as a sports club.
  - The Coca Cola scholarships can be applied for.
  - We need to continuously communicate around campus.
  
- Vice President of Administrative and Financial Affairs Report:
  - Human Resources: All the faculty new pay rates are in; most is accurate. Retro pay is targeted for the next pay period. Positive negotiations with the Guild.

- Facilities: Major projects: the board of trustees selected a construction manager for Carnegie: Lane Construction. An ad for a construction manager for the mechanical building is going out. We have a vendor for the Science Building which needs remediation of chemicals, etc. This will take about 5-6 weeks and will include asbestos abatement. Rooms will be renovated for the mechanical building staff to move into while that renovation is going on. The basketball court on the north corner should be complete in mid-October.

- Budget: 15/16 concluded with a need for \$500,000 to balance it. Sustainability is needed; we need to balance the budget and not take money from the fund balance. He will send out a general communication on this topic. There is a need for prudence and saving for the future. This will involve rebuilding the fund balance closer to 10% and having a spending plan to allocate funds on a semester basis. The revenue side can be volatile in terms of enrollment. It was noted that a 5 – 15% range is the recommendation for the fund balance.

There being no further business, the meeting adjourned at 4:45 PM.

Next meeting date: Monday, October 3<sup>rd</sup> at 3:00 PM.

Respectfully submitted,

Penny DelFavero  
College Assembly Secretary