

College Assembly
Draft Minutes of Meeting
October 17, 2016

Members Present: Jeremiah Godfroy, Mary Gilbert, Laura Hodel (alternate for Julie Lakin), Mark Ryan, Giovanni Scaringi, Alison Sheridan-Brennan, Michael Kinney, Mary Donnelly, Carine Surdey, Scott Kavulich, Jamie Heron, Howard Streby, Joe DeAngelo, Jason Boring, Angie Bergholtz, Tracy Curtis, Kevin Drumm, Francis Battisti, Debbie Morello, Michael Sullivan, Robert Greaves and Penny DeFavero

Members Excused: Denise Abrams, Rosanne West, Fermin Romero

Members Absent: Dave Michalak, Sesime Adanu

Guest: Amanda Soto

- Call to order: 3:03 PM. Giovanni opened the meeting and welcomed the group. Agenda was approved, alternate was approved, quorum established and the October 3rd meeting minutes were approved with an amendment to correct the attendance list.

- CA Report:

- Giovanni announced that the Your Voice Matters events will be held in Decker 201; November 1st is the student event and November 8th is the faculty event. (It was noted later that both events are on Tuesdays.)

- The calendar committee to create the 3-year academic calendar needs to convene. There is a December deadline. Anyone wishing to serve on the committee may email Giovanni. The list on the agenda (Marty, Julie, Rachael, and Laura H.) are some of the people who served on the last committee.

- The SUNY Applied Learning Graduation Requirement (SUNY Campus Plan Part VII): some information was sent out with the agenda. There are seven parts to the Applied Learning Initiative; part seven is to make sure the campus communicates on whether or not Applied Learning should be a requirement of graduation. Some programs already have a requirement: Civil Engineering, Service Learning, etc. Looking for input from shared governance, faculty, staff and administration. Francis added that there was discussion on this at the CAO conference last week and there are a lot of questions. Is SUNY going to require it? How does it impact students? Is it going to enhance transfer, or make the student more marketable? Some programs already have an applied learning requirement. It's not always about internships or leaving campus but there is an embedded piece. If we don't think we need to do it, we won't. There are some constraints. Some placements go to BU and not to us. How would the applied learning requirement apply to transfers? A micro credentialing badge system could attach applied learning to graduates. There are complexities of adding it as a graduation requirement. It may create a barrier to graduation. If a community college requires applied learning, it will have to be accepted as part of seamless transfer. Students can't put a course on their resume; people are already struggling to graduate. It was also suggested that applied learning may be able to be included in a co-curricular transcript. It was noted that different curricula may have unique problems. Applied learning may be enhancing the student experience, but it may not be necessary to make it a requirement of graduation. Students want practical applied learning. CAI will discuss it. There are a lot of graduation requirements; this may be able to replace one of those rather than being an additional requirement. Applied learning can be required in small areas, and we're already doing that. Common Ground is an example. There was some additional discussion on Common Ground. The difference between the applied learning class and the 'regular' class is that the applied learning class included publication. Students choose which class they want; some are not interested in publication.

- Employee Handbook Information 2016-2017: A faculty member brought forward an issue regarding a possible discrepancy in the employee handbook regarding bringing children on campus. Giovanni read the two paragraphs of the employee handbook and there was some discussion on whether this is or is not a discrepancy. It may not be. Is this the same as the student handbook? Are they consistent? Most employers do not allow you to bring children to work. There is also “bring your child to work” day which many places encourage. Is this something we need to deliberate? Debbie suggested referring it to Scott Schuhert, Lynn Fedorchak and Joe O’Connor to look at the language. There are some sanctioned activities where children are allowed. What about College for Kids? Do we need to define what a child is? By age? If they are not a registered student? It was noted that events on campus and in classrooms involve children. There are insurance liability issues. The two paragraphs in the employee handbook are supplementary and not contradictory. The language could be clarified before the next printing. There was more discussion on examples of times that there are children on campus. A student could misread the first paragraph. It’s a common practice at CCs to allow children on an emergency basis. We could look for best practices at other CCs on policy. It was noted that child care is a barrier to education/graduation. A recent social media posting of a professor holding a student’s baby during class may have created an expectation among students that this is what will happen if they bring a child to class.

- Spirit Days: Laura Hodel reminded everyone that last year Scott Schuhert brought forward the idea that every Friday be Spirit Day, a day when everyone wears either SUNY Broome gear or the school colors. This makes people feel connected to the campus. Laura would like everyone to encourage their constituents to wear their gear or the school colors every Friday. The campus store has discounted gear that is affordable.

• Student Assembly Report:

- Amanda reported that there will be a coat drive kickoff on October 19th. A box for coats will be outside of SB 107. The giving of the coats will be October 26th.
- Student Assembly is also working on the SWOT analysis for the Strategic Plan. There was a reminder to fill out the survey if you haven’t already.

• COI Report:

- Carine reported that the last meeting was brief. The shared governance website is coming along and the committee is meeting tomorrow. There will be a demo of the website at the next COI meeting. The new website is more sleek and more user friendly.
- There are six outstanding issues from the last Your Voice Matters that are being resolved to get ready for new issues.
- There was also discussion on the SWOT analysis.

• CAI Report:

- Mary noted that CAI never has short meetings.
- The link was sent out for the SWOT analysis; Larry Allen will facilitate at the meeting on Wednesday.
- Dr. Battisti talked about Open Ed resources; this can help alleviate bookstore stress.
- The adjunct award has nominees and the other award nominations are due the end of the month.
- This Wednesday will be having the prior learning assessment report.
- There was also discussion on international education and on the Middle States concerns that courses are not assessed.
- Thanks to everyone who has worked on the Chancellor’s awards.

- President:

- The IDA held the groundbreaking. The building is being called The Business Center at 5 South College Drive. There was a great audience on hand. The downside is some loss of parking spaces. Construction on the building should start tomorrow.
- There is an upcoming retirement on the executive staff, and there will be some reorganizing next year. Debbie is retiring at the end of the year. Our structure with FSA and CE is not typical under student services. This may change depending on the skill set of Debbie's successor. The position will be combined with the CDO and it's important to have the level of expertise. SUNY hasn't approved the job description yet. There are some questions around FSA and CE; we're looking at the dean's role for collateral duties, and having discussions on how to organize based on the strengths of the people you have.
- There was also some discussion on the possibility of student tours of the IDA building under progress.

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

- Saturday was a celebration where Oz Winters was recognized and our tennis courts were named after him.
- Samantha Lee is at BU and has been accepted at the SUNYCON conference as a fellow. She is a joint student at BU and here.
- There will be an update on the strategic plan sent out to the campus.
- The Achieving Success teams had their first meeting.
- There is professional development funding in the TRC. Faculty can apply for funding.
- COIL has visiting professors from Celaya. Over 200 people participated in the events. Stefania Migliori from Lorenzo de Medici met with faculty here. There are more faculty led programs. Lorenzo de Medici is a branch campus of Marist.
- The tech fee deadline was today.
- Last week's CAO meeting was a discussion of COACHE. There are five surveys going out to faculty and staff this year. This is too many surveys are once. Can we put off the COACHE survey until next year?
- There was discussion on Achieving Success and Achieving The Dream, and retention. Achieving Success involves success and equity issues.

- Vice President for Student & Economic Development:

- Debbie will be retiring after graduation. She will be working on her book: Work Buds – The Power of Friends at Work.
- There are several entrepreneurial things going on. CEA and the greenhouse; we're visiting Cornell to look at their greenhouse and organizational structure. The Southern Tier Incubator is having biweekly meetings and will open in the spring.
- We're talking about expanding housing. In addition to on campus, off-campus housing is being looked at, and we're keeping our options open.
- Colombia: November 5th is an entrepreneurship and business week in Bogota. Will be meeting with the presidents and deans of colleges in Bogota and other cities.
- The Hunger Banquet plans are underway – Debbie will defer to Jason for update.
- The Giving of the Toys is also coming up.
- Looking for ways to make the bookstore less stressful. Meeting with the regional manager of Follett on Wednesday. The dosimeters being unavailable for the radiology students is not acceptable.
- Dean Schuhert's team is working on breast cancer awareness. October is pink month. There are jugs for donations and students are doing all kinds of activities to help with awareness.

- Food service advisory committee: would like more people to come to meetings, students in particular.
 - StartUp New York – working with Southern Tier Technologies.
 - Jason reported that the Diversity Task Force has been working to put a page on the website that is LGBTQ friendly. There is a list of terms to know. This is intended to be a place for students or anyone with questions, and also done in recognition of our interest in diversity on campus. The list is still being refined. This under the leadership of Dean Schuhert.
 - The Hunger Banquet is being planned for December. It was brought to campus last year for the first time. Students are split up into groups and eat according to their randomly selected social status. There is a storyline that goes along with it and people are walked through it using different characters. They play out a family's experience, taken from real experiences. This works with many types of courses and could be beneficial to supplement a class as well as to bring awareness. We have developed a set of questions that can be used in classes after the event. Donations can be made to the campus food pantry. It was noted that the event will take place at a time of high need in the food pantry.
- Vice President of Administrative and Financial Affairs Report:
 - Michael reported that last year's budget which ended in August is still being wrapped up. The numbers have been updated and we're looking at about \$53 million in revenue and a \$54 million budget. The shortfall meant some expense management was implemented during the last part of the year. There's been an improvement since the last report. A \$300,000 reduction in spending led to a net improvement of about one-quarter million. There is a gap of about \$100,000. We needed to use \$250,000 from the fund balance. We came pretty close to breaking even. This year we are making a concerted effort to balance the budget, and not to use the fund balance. Trying to develop some plans so as not to have to use \$380,000 of the fund balance.
 - He noted that he attended the Board of Trustees meeting and that Giovanni represents CA extremely well, which also represents the institution well.
 - Every year there are some "capital projects" in the budget; \$250,000 was set aside from operating funds. The executive cabinet named projects to run through CPAC. Every two weeks there is a list of those thirteen projects to be reported on. Depending upon spring enrollment, we hope to have another \$250,000 for spring projects.
 - There is a tentative agreement with the Guild that the board has authorized. It mirrors the Faculty Association agreement in compensation and benefits.
 - There was a 4% decline in fall enrollment budgeted for, and there was actually a 2 – 2 ½ % decline, so in this instance "up" means up against a 4% decline. The spring enrollment percentage is down and spring is usually lower. A 1% improvement in enrollment is worth about one-quarter million dollars. Over the next month will be looking at the budget with updated forecasting tools and trying to squirrel away a few dollars.

There being no further business, the meeting adjourned at 4:30 PM.

Next meeting date: Monday, October 31st at 3:00 PM.

Respectfully submitted,

Penny DelFavero
College Assembly Secretary