

College Assembly  
Minutes of Meeting  
February 27, 2017

Members Present: Jeremiah Godfroy, Julie Lakin, Mark Ryan, Giovanni Scaringi, Alison Sheridan- Brennan, Michael Kinney, Carine Surdey, Scott Kavulich, Jamie Heron, Howard Streby, Joe DeAngelo, Fermin Romero, Angie Bergholtz, Tracy Curtis, Francis Battisti, Michael Sullivan, Penny DeFavero

Members Excused: Denise Abrams, Sally Tripp

Members Absent: Mary Gilbert, Dave Michalak, Rosanne West, Dr. Drumm, Debbie Morello, Sesime Adanu

Guests: Amanda Soto, Rachael Hagerman

• 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 and the minutes were approved as submitted.

• CA Report:

- Giovanni reported that Your Voice Matters was well attended. The main theme was around the logistical process of planning events on campus. There is a level of confusion due to the number of departments and people involved for reserving a room, and getting maintenance and security and how to get everything to work. There used to be a central authority to handle this but there is no longer. Some individuals in MARCOM with experience are going to work on streamlining the process and bring everything into one form.

- The Master Plan is in its final stages and to bring it to conclusion a strategic committee is being formed. The shared governance groups were asked to put forward 3 – 4 names for the committee.

- Awards and Recognition Dinner: CA voted on it a few years ago and decided it didn't fall under shared governance. If anyone from the group would like to volunteer to be part of the planning committee, please add your name to the list being passed around.

- 2017 SG Election Committee: again, volunteers to be part of the election committee may add their name to the list being passed around. We also have two vacancies in CA: Parliamentarian and the Adjunct Faculty Rep. If you know anyone who may be interested in acting as Parliamentarian, or an adjunct who may be interested in serving on CA please let Giovanni or Penny know.

• Student Assembly Report:

- Amanda reported that the elections ended on February 21<sup>st</sup> and there are six new senators.

- They are planning a table to students to sign into their email on March 9<sup>th</sup> and March 16<sup>th</sup>.

- They are fundraising for the peer-to-peer scholarships and are seeking Council of Clubs involvement.

- They endorsed the FCCC resolutions two weeks ago.

- They are putting together a homelessness awareness committee. The homeless awareness campout needs a new location as the quad will be under construction.

- Your Voice Matters on February 23<sup>rd</sup> had a good outcome. Student Activities did a lot of advertising with sidewalk chalk and the hornet. 15 – 20 people attended.

- Thursday is a fundraiser for the Lebanese Red Cross in Decker 201. There will be virtual reality to show what it's like in a refugee camp in Lebanon. There will also be native dancing and food. Joseph Seif will also be presenting a PowerPoint.

- COI Report: - Carine reported that at the last COI meeting Sesime did the same data presentation he did at CA and the group gave answers to the questions on SUNY 2025. The results have been given to Francis.
- We will begin the election process.
- Silvia will do a presentation on the event resources page.
- The FCCC resolutions were endorsed.
- The SG website committee is meeting tomorrow with the expectation of rolling out the new improved website very soon.

- Vice President of Academic Affairs Report:

- Dr. Battisti reported that the three most important things in Academic Affairs right now are the quality of our programs, the retention of students and right-sizing our schedule. We cut back the number of sections and are offering students what they need. In terms of enrollment we have the same number of students as in 2013-14 and are looking at having the same number of sections as we did at that time. We're trying to look at as much as possible. We're also looking at fall and at the summer schedule to make us sustainable. These can be difficult discussions. We're looking at the number of students in a class for each course, and if the course is a requirement. Should a class be offered once a year? We trying to keep everything at least ten students in a class. Quality drives the discussion.
- Six people went to the Achieving Success conference last week. The data summit is coming up. The two coaches will be coming here March 9<sup>th</sup> and 10<sup>th</sup>. We're looking at our initiatives, looking at our data and drilling down in order to set up our objectives for next year.
- Academic Programs: we're working on an article about the college. There is constant change in the classroom as far as upgrading the quality. We're looking at the CEA, our aeronautical program, and there will be a press conference on the 2 plus 2 in food science. The systems engineering program will be for the top 10-15 % of the high school population, and we're looking at tying that in with the IITG grant with BPS, LA and STEM. This may be an option of civil engineering or electrical engineering.
- Applied Learning is moving forward. We have to finalize our report to submit to Albany.
- Undergraduate research with CCURI.
- I've spoken with about four classes and have been getting feedback from students. Complaints are having to walk too far and they want the food in the cafeteria to be different. There are no academic complaints other than some difficulty with faculty.
- Thursday we'll be meeting with the provost on the good information we have gathered. What do we need from systems? The executive team is refining the examples.
- Cutting back the number of sections has been successful in helping the budget deficit.
- There was some discussion on possible college consolidation. We don't know that it's an agenda. The regional councils came from the legislature of NYS. This was discussed (for example) to meet the needs of a large company that impacts a lot of areas, so that they could meet with all the colleges and not just one at a time.
- The meeting with the Provost is to help us decide what performance-based funding to go after.
- There was also some discussion on cutting courses. This can force students into an online options where they may not be as successful. This needs to be looked at campus-wide. We need to learn more and to see where to put our energy. We've got to look at the bigger picture. The increase we had in sections over a short period of time is amazing.

- Vice President of Administrative and Financial Affairs Report:

- Michael reported that he reviewed the minutes relative to the campus delays/closing and snow removal. In reviewing all the policies and procedures we'll also continue to refine them. We'll take a look at the limited equipment and staff resources in terms of the budget. For the safety and well-being of staff and students we may need additional equipment and/or facilities staff to address things like snow removal. It's probably too late for this year but can be considered for next year. We will take another look at it during the course of this year.
- Presented the annual audited statements to the board. Expenses exceeded revenues by a little over \$400,000 and necessitated the use of the fund balance. We have about 3.4 million in undesignated fund balance which is about 6.2% of operations, and is at the low end of the 5-15% range.
- On the capital side, we got SHPO approval for the historical designation, it's gone to the National Park Service. They have up to six weeks; we haven't received any communications from them. No news is good news and we're hoping to hear from them in the next couple weeks. The historical tax credits are critical to the project, about three million dollars' worth, and we need part of that for the match (at least two million). We're continuing the review process with Empire State Development on the new market tax credits (about one million four). Received some communications this morning and should hear some update by the end of this week. We've been receiving reasonably positive feedback.
- Carnegie bids should be back by the middle of March and then we can make a recommendation to the board.
- Budget Update: the monthly report was distributed to the group. This monthly report went to F&F and to the board. As of January 31<sup>st</sup> the revenue and expense picture is consistent since we started forecasting in November. Revenue: net change for enrollment for fall is about a 2% decline. Spring is about a break even with no increase or decrease compared to last spring. The tuition forecast is up by about a half million. Other revenue lines are close to last year's actuals. On the expense side, payroll costs are about a half million of the budget and fringe benefits are going to be pretty close to budget. We're setting aside some of the spending on equipment and contractual until we know more about the payroll for the rest of spring. There is a lot of detail on the back of the page. Actual payroll expenses though fall and winter are almost 14.5 million. Taking the one payroll we have from the spring semester and multiplying it by the eight pay periods gives the forecast of 9.96 million. Was there an impact of reducing 100+ sections? Yes. We previously had projected a payroll deficit of a million to a million two. After 2 or 3 pay periods we'll be able to give a more accurate forecast using the actual numbers as a basis. On average the direct cost of a section is about \$4,000. All the efforts of a lot of people in a very short time to seriously take a look at this is very commendable to the faculty and administrators. Looking forward to 17-18 the institution needs to look at taking out a total of about 300 sections.
- There was discussion on labor costs and the increase on the ESPA and Guild contracts. There was 2% in last year's budget and the reality was a 3% increase. There was further discussion on some confusion on where we actually stand financially as a campus. One group says we are okay, another group says we are not okay. There was also discussion on the previous budget and its relationship to the current budget. It was noted that the person who structured the previous budget is not here to ask about the budget assumptions that were made. The actual costs for last year were unknown when the budget was put together in May of last year; the actuals weren't known until October.
- The issue is that the current budget is not sustainable based on the revenue trends. The enrollment decline was part of the driver in reducing sections. Spending at the rate of 2 million per year with revenue coming in at 1 million is not sustainable. We need to look for ways to be more efficient and to look at ways we can reduce spending.
- There was also discussion on if there are losses from students not attending due to sections being cut. The reduction of capacity will always result in the loss of some customers. There are balancing forces relative to decisions that need to be made. We are working toward a sustainable budget with no use of the fund balance.

• Old Business:

- The FCCC resolutions were briefly reviewed by Rachael. 1. The campus child care funding for SUNY campuses throughout the state. 2. Maintenance of effort funding. There are disparities in how funding is distributed; this is done every year. 3. Resolution from executive council supporting inclusivity and civil discourse, to encourage diversity and free speech. All four SG bodies are being asked to endorse these resolutions. A joint motion from Carine and Jamie to endorse the three resolutions was seconded by Jeremiah and the motion carried.

There being no further business, the meeting adjourned at 4:17 PM.

Next meeting date: Monday, March 13, 2017 at 3:00 PM.

Respectfully submitted,

Penny DelFavero  
College Assembly Secretary