

College Assembly  
Minutes of Meeting  
September 11, 2017

Members Present: Tera Doty-Blance (for Dave Michalak), Rosanne West, Mark Ryan, Giovanni Scaringi, Alison Sheridan-Brennan, Alice Caroompas, Michael Kinney, Denise Abrams, Carine Surdey, Scott Kavulich, Jamie Heron, Holly Jones, Tracy Curtis, Kevin Drumm, Francis Battisti, Carol Ross, Michael Sullivan, Penny DeFavero  
Members Absent: Minhyung Park, Mary Gilbert, Howard Streby, Jason Boring, Fermin Romero, Sesime Adanu  
Members Excused: Julie Lakin, Angie Bergholtz  
Guest: Stephanie Malmberg

- Call to order: 3:07 PM. CA Chair Giovanni opened the meeting and welcomed the group. Tera was introduced at Dave's alternate.

- CA Report:

- Giovanni reported that CA will be forming a workgroup for Shared Governance assessment. We reached out to Rachael for a timeline and has received some information. Self-assessment is due 2020; a site visit in 2121. Carine, Denise and Gio will be part of the workgroup and other volunteers are needed. Anyone interested can send an email to Giovanni.

- There was no Student Assembly Report.

- COI Report:

- Carine reported that COI had a lengthy first meeting with several things under discussion. Michael Sullivan presented a potential draft of the college car use process. The draft has gone to the constituencies for feedback. Jeanette will be at the next COI meeting on Michael's behalf to collect feedback. The Faculty Association had some concerns that it may not agree with their contract.

- ADA compliance is being discussed by the Technology Committee; Wednesday is their first meeting. There is another committee looking at ADA compliance. It's chaired by Amy Brandt. They are looking at accessibility of content in online courses and compliance with the website; also with tech procurement.

- The Distance Learning Steering Committee will be implementing online proctoring; we have new software and are doing a pilot for online proctoring.

- Detailed maps were a student concern from last semester still being looked at; with the changes on campus it seems better to wait and change the signage once things are in their permanent locations.

- Gender-neutral restrooms have been under discussion; we currently have three on campus and ideally we would have one in each building.

- Assessment of shared governance will be a continuing agenda item.

- CAI Report:

- The first CAI meeting we went through some housekeeping items and amendments to the bylaws.

- There was also a lengthy discussion that 'final registration' was not really final; the goal should be to be more effective and efficient. We are working to streamline that process.

- Assessment of shared governance will also be a running agenda item.

- President's Report:

- There will be a meeting at SUNY next week with the new chancellor. Chancellor Johnson has asked for a SWOT analysis from all five sectors of SUNY. The Presidents are weighing in.

- A Strategic Planning committee member reported feeling overworked and underappreciated. At this point a lot of people probably feel that way given where the college is today. We have maintained our enrollment in spite of the economy but this means we have more students than many of our peers, and no new faculty or staff members to help serve the new students. We are back to 2010 levels of funding from Albany and our costs have gone up. Albany is back to flat funding; everyone will be stretched more thinly. Some institutions have downsized while we have been able to maintain. This doesn't help morale. We will be stretched more thinly than we would like. This is a weakness which could be shared with the new chancellor. The average state ops have a 30% fund balance while Broome has 5 – 6 %. Other presidents may weigh in on this with the chancellor; most of the presidents may be there. We had a \$50 increase in FTE but this is another cut to the CCs from the state. Our bottom line shrunk for two years.

- The past year was tough for the budget. We are in much better shape now thanks to all of you and a lot of hard work from Michael. Enrollment is essentially flat but we're in solid shape for this year. Our area has a shrinking demographic, but we are in fairly good shape at SUNY Broome, thanks to all of you for doing more on a regular basis.

• Vice President of Academic Affairs:

- The VPAA referenced an article on the front page of the (Press and Sun-Bulletin) paper that said 27,000 jobs were lost. From 2001 until today. Having new programs is one of the reasons why we have increases. It goes without saying that a lot of people have been working really hard.

- We don't always appreciate all the hard work at some levels. We just sent out an email to the chairs, the coordinators and the staff associates to think about better ways to communicate with each other. There was a breakdown in getting the information out about final registration. It's important to keep the chairs abreast so there's a give and take. There's a large registration debriefing; MARCOM has been meeting with faculty and there will be a decision soon on whether to have registration stop the week before classes start.

- We are looking at positions. The budget is tied to the academic schedule and we are hopeful that it's sustainable; with that we can open up some of these positions. We can have searches for the spring semester which we hope will alleviate some of the pressure. Even when you put in a full time temp it causes a lot of consternation. We are trying to move forward on that.

- A few of us are going to Bogota, Colombia, to visit the colleges we have established relationships with and will be speaking at some conferences. The whole idea is to send more students to Broome. We are also doing individual recruitment.

- We have several positive and healthy articulations with our partners.

- A very successful service learning event last week was held in concert with student activities day and we had a little over 250 students. Giovanni will expand more on this at the board of trustee's meeting.

- Applied Learning – all are temps on different grants have been phenomenal. Full time will add stability.

There was a question on whether the second registration week affected our retention numbers. About the same number of people withdrew. We have a program where we can follow late registrants and retention. We did a study four years ago and found that the last in are the first out. During the week in between we will be holding workshops to help get them ready.

There was also some discussion of late-start courses. We did a study and found that it's not meeting what we wanted it to. The people in the advanced courses do as well in ten weeks as in fifteen but this is not true of students taking introductory courses.

• Vice President of Student Development/CDO:

- The VPSD/CDO reported that they are working to get ahead of some infrastructure problems in the Student Village. The residence halls are full and the students are reasonably quiet. Life is going forward.

- Now she can start working on the diversity and inclusion piece, she has met with HR on the faculty/staff side to try and develop some strategies, and has met with Admissions on outreach. She would like to proactively recruit a more diverse

student cohort. There are no benchmarks, so she will be looking at the history and trends, and trying to design some strategies for recruitment.

- Vice President of Administrative and Financial Affairs Report:

- We are eleven days into completing the last fiscal year. We need to file an annual report on 16/17 in October. He's fairly confident that 16/17 will be completed with a balanced budget and no use of the fund balance. This Friday is a split fiscal year payroll (four days are applied to last year and six to this year) so once those numbers are in we will know more.
- 17/18 department budgets have hopefully been loaded electronically. He will be looking at payroll reports in Banner along with Larry Allen, and will continue with update reports on the financial stability of the organization.
- On the capital side the Carnegie project has some specific funding challenges on culinary and we're looking at some alternative programs; we will continue to work through that and hopefully have a definitive solution within sixty days. The Mechanical activity is ongoing and the noise level will continue to subside. We are getting weekly updates. We deferred some substantial repairs and renovations to the campus to balance the 16/17 budget, about ½ million dollars from last year's budget, and there are some pent-up demands, in the same way as there are positions needed. Some interior and exterior repairs will be going on. Dave and his team are updating on repairs to optimize communications. Some significant improvements to the campus will go on over the next year.

Quorum was established. The agenda was approved. The minutes of the August 28th meeting were approved as submitted.

New Business: Giovanni brought forward the creation of a work group for the assessment of shared governance. Jamie moved that the work group be created, Denise seconded. After a show of hands in favor the motion carried.

There being no further business, the meeting adjourned at 3:38 PM.

Next meeting date: Monday, September 25, 2017 at 3:00 PM.

Respectfully submitted,

Penny DelFavero  
College Assembly Secretary