

College Assembly  
Minutes of Meeting  
December 12, 2016

Members Present: Jeremiah Godfroy, Julie Lakin, Giovanni Scaringi, Alison Sheridan-Brennan, Michael Kinney, Mary Donnelly, Carine Surdey, Scott Kavulich, Jamie Heron, Howard Streby, Joe DeAngelo, Jason Boring, Fermin Romero, Angie Bergholtz, Tracy Curtis, Kevin Drumm, Francis Battisti, Debbie Morello, Michael Sullivan, and Penny DelFavero

Members Excused: Denise Abrams

Members Absent: Mary Gilbert, Dave Michalak, Rosanne West, Mark Ryan, Sesime Adanu, Robert Greaves

Guests: Amanda Soto, Venessa Rodriguez

- 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 of the November 28<sup>th</sup> meeting were approved with a correction to the attendance.

- CA Report:

- Giovanni reported that the shared governance chairs received a question on the weather-related closure policy. There was a question about what happens to the class schedule when there is a one-hour or a two-hour delay. The policy doesn't address this. Opening at 10:00 am, what happens with a 9:30 class? Does it start at 10:00 am, or is it cancelled? The policy doesn't address the class schedule in a delay situation. This could go to either COI or CAI, from either an operational or academic perspective.

It's a common sense solution. Go to your class when possible. Normal classes if not affected by the morning delay. What about students using public transportation? Has the website been updated? Could there be a link on the main website? There was discussion on the wording of the announcement. The word "delay" can be misleading. Some assume all classes are delayed and start one hour later than usual. The previous announcement said 'classes begin at [time]' and offices will open at [time]. There could be a link on the website to the policy for those who have questions.

There are other issues around delays regarding the number of hours, clinicals, etc. Sometimes programs change. This should be referred to CAI, it's an academic issue.

- SG chairs received a submission regarding an article in SUNY Broome Today with a request from maintenance not to put recyclables in the shredders, but in the recycling bins. Student Services building doesn't have recycle bins and the options are trash or shred. Tracy said that there should be stations on each floor of each building. Student Services does have bins on the second floor. Tracy mentioned a proposal for funding and trying to get more recycling stations. After further discussion it was decided that this will be referred to Maintenance; they should have recycling bins for the offices.

- There is a position open on CA for an adjunct faculty member. Please let Giovanni know if there is anyone interested.

- Jason had contacted Giovanni about next semester and finding someone to take his spot for him on CA while he is in the National Guard. Does he nominate someone? Not sure who his constituency is. It was suggested that Jarvis or Amy could be long-term alternate, or maybe someone from Athletics. It was then noted that it would have to be someone who is employed by the college, in a Director, Assistant Director or Staff Assistant capacity, from that constituency, and could not be Jarvis or Amy.

• Student Assembly Report:

- Amanda reported that this is finals week and that Student Assembly has nothing planned for this week. There is a training scheduled for Student Assembly from January 25 – 27 on communication, team building, ice breakers and goal setting.

• COI Report: - Carine gave a demo of the new shared governance website. There is a forward-facing (public) page, and a page behind MyCollege for meeting minutes. They hope to put a note up directing people to the new site. All the info from the original website is still there. The minutes will stay behind the password protection. They can be accessed by logging in to MyCollege. The committee area will remain. This was originally done as a sub-committee of CA. CA might want to look at updating that at some point in time.

There are sections for each of the shared governance bodies, with mission and bylaws and current membership. Student Assembly's area has a link to The Swarm and the current officers.

The 'submit an issue or concern' to shared governance email goes to the shared governance chairs and college assembly secretary. The only form that previously existed was the paper form. This now clearly outlines five different ways to bring an issue to shared governance. All issues that come to the chairs are discussed in the chairs meetings.

Looking for any suggestions or questions about the site. The old site is still up; the new site is located at <http://www2.sunybroome.edu/shared-governance/>. They hope to launch the site at the beginning of the spring semester and introduce it at the spring assembly. Please send any suggestions to Carine.

• CAI Report:

Mary reported that CAI discussed that students (and many faculty) do not know what to do when we have a delay. People were messaging her in the morning about today's delay. This is being referred to CAI and there was a suggestion to follow up with Jennifer about the wording that goes out in the announcement. Giovanni will be attending CAI and can share in the discussion.

• President:

- Dr. Drumm reported that the banquet for the soccer team was last night and it was a fun event. The holiday party was better attended than it was last year; thanks to everyone who attended. Not sure why more faculty and staff don't attend but it was a great turnout and went very well.

- Michael is chairing the search committee for Debbie's successor. Looks for updates as we go forward. There will be restructuring at some level as they are adding the diversity responsibilities and they are institution-wide. The new position will be based in part upon the strengths of the incoming person.

- It's been quiet at SUNY.

- We'll be getting into budget season. From the governor's office there will be some policy shifts. There will be either flat funding based on the number of FTEs or flat funding, period. In this economy it makes a certain kind of sense.

- There is a lot of behind-the-scenes work being done on our budget, thanks to Michael and the team. The key is for anyone who has a budget to be as frugal as can be this year. It's important to get the budget in place before we start the next semester. This is one of the benefits of having our weird fiscal year; we have a little longer in our fiscal year to help us balance our budget. The fall term has our biggest expenses.

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

- This was a very good semester in terms of both our new programs and our retention figures. We are looking at some new initiatives for enhancing some of the initiatives. Registration is ahead of last year. We had a big drop off last year but now our numbers are up. All the departments are reaching out to students.
  - Articulations are growing. Empire State College will have an articulation agreement and some other partnerships in the health sciences. We will have two articulation agreements with Marywood; one on nutrition and the other for an accounting program. Nutrition is a very competitive field and it will help students get their degrees if they take their first two years at Broome and the second two years at Marywood. Their graduate program has been rated number one in the country.
  - The CCURI initiative has been building over the last few years, so we are looking at some ideas and some funding for that. We'll do something. More students are showing their research and we have a number of faculty involved.
  - Maureen Kollar is working on a very robust orientation for the spring. We are adding some things for that.
  - Budget adjustments are going on; that will be coming out in an email in the next few days. We are going back to last year's funding levels. We will still be moving forward with new programs. It's always difficult when you are cutting back. We'll be talking with the divisions about where they see cost savings. We did that a few years back with Dr. Hayes. Good things will come out of this.
  - Applied learning and the career center; we just received a report on how they've been doing. We had to cut back three positions and applied learning was one of them. This has been covered by a part time staffer with clerical help from students and Maureen is doing an internship. We will be having an Open House in February. IBM is talking about some jobs in Washington. There is a lot of good stuff happening.
  - The Faculty/Staff Assembly will be somewhat different at the beginning of the semester. We probably won't have all the talking heads; will be having a workshop and possibly doing something online.
  - Applied Success has been working a lot this semester. The core team and the data team are drilling down to see where we need to put our efforts rather than putting them all over the place.
- Vice President for Student & Economic Development:
    - Debbie reported on a workforce development meeting this morning on becoming a one-stop center. Sponsored programs will be submitting a \$1.3 million grant application that could help develop a one-stop center right next to the economic development center that might encourage students to come here. Funding is through August 31<sup>st</sup>.
    - Colombia was featured on 60 Minutes last night; the country has just come alive. I can't wait to go back. There will be a summer intensive; Alberto Miller has been working on it to bring people here from Colombia for a summer intensive in English (non-credit); we're ready to market it, and Cartagena is developing a model where students start here and finish there. A great opportunity for us to become global and a source of new revenue. Bogota's chamber of commerce is interested in connecting with the Finger Lakes for wine imports. We're a community college so we need to help our community by supporting our local entrepreneurs and others in our region.
    - Tomorrow I'll be interviewed on the REDC grant and the Calice Center (the advanced manufacturing center). We asked for \$670,000; we're getting \$330,000. We want to have IPC (certification for soldering). Thanks to Joe and to the local business we have focus groups with. We want to do simulation for different types of manufacturing activity so we will be meeting again to do a scaled-back version for the \$330,000. We also received \$75,000 from the Dept. of Labor to do manufacturing training for hard-to-place workers.
    - Met with Liberal Arts on interdisciplinary entrepreneurship programming. Several local entrepreneurs are Liberal Arts graduates and are training others to be successful. We want to encourage the campus community to

use our incubators. It's the fledgling technology companies that have been growing in our area. The large companies are gone.

- Took a trip to Cornell to visit the greenhouses to get some of the nuts and bolts of what we need to build ours. There will be a CE program at Cornell this summer on hydroponics.

- Our Suffragette committee has met and will be working over the next year to get women to vote.

- Diversity task force met today and is involved in wanting to integrate diversity into the strategic plan.

- Vice President of Administrative and Financial Affairs Report:

- Michael reported that they will be providing revised budgets to the VPs who will distribute them to deans and department chairs. The target is to spend the lower of either the current budget, or last year's actual. The three primary areas are personnel, contractual and travel. Trying to refine the budget and does not want anyone to be alarmed. This is not a 10% or 15% problem. Our expense trend is 4% and our revenue trend is 2%, so this is essentially about a 2% problem. We can generally find 2% improvement in just about anything. This creates an opportunity to revisit all areas and to make things modestly better on the cost-savings side or on the revenue enhancement side.

- One major refinement is to the PAR form. This is the form used to re-fill a position or to fill a funded vacant position. In light of personnel being 85% of the budget, this is an opportunity to review vacant positions in light of an enrollment decline over the last several years and for the department to justify filling a vacancy. The new forms and instructions will be sent out by Larry Allen and should be available by the end of this week.

- We're also heavily involved the planning for next year's budget. We work off the County's timeframe which is in April and May. There will be some changes to the process itself and to the type of information requested. The instructions and documents will be out no later than February 1<sup>st</sup>. Piggybacking off of the revised budget, next year's budget will be a further revision of that. I don't think it's necessary to start from scratch with a zero-based budget. Will probably have no more than thirty days to submit and then another thirty to fine-tune it and submit to the County.

- Review committee made recommendations for the construction manager for the Mechanical Building; that will go to the facilities and finance committee and then to the full board on Thursday. Quite a bit of work occurring in the Mechanical building and creating transition space; right now we're going through asbestos abatement and will be modifying spaces in the Science building for office space. The target is March-April of next year to put the project out to bid. This is a \$10-12 million capital project.

- Making significant progress with the Carnegie building. We selected a construction manager last month, there's mitigation that needs to be done for the lead and asbestos, and we're still negotiating with the historical preservation groups related to the design. There are some significant hurdles to get through with that process. The financing of the project involves both historical tax credits and new market tax credits which were deferred from last year, so there is a two-year allotment this year. We're trying to apply for both and to keep the project on time, ideally we'd like Carnegie up and running in the fall of 2018.

- New Business:

- SUNY Broome strategic plan on diversity: Jason moved to endorse the plan and after a vote the motion carried. Giovanni thanked Venessa and Scott for all their work on the plan.

- Giovanni also thanked Julie, Marty, Rachael and Laura for their work on the calendar committee. Any questions or discussion? It's a helpful tool to look out that far. We used the guidelines of holidays, convocation days, counting the number of days and three years' worth of calendars with five sets of eyes looking it over. We have moved our spring break each year to match BOCES K-12 and we try to align that each year as BOCES does their

calendar annually. This calendar works well. Jamie moved to endorse the calendar and after a vote the motion carried.

- We need a chair elect for next academic year. Nominations? Six-month chair elect; then full year chair. Jamie nominated Giovanni; there were no other nominations. The nominations were closed and after a vote, the nominee was approved.

There being no further business, the meeting adjourned at 4:15 PM.

Next meeting date: Monday, January 30th at 3:00 PM.

Respectfully submitted,

Penny DelFavero  
College Assembly Secretary