

College Assembly  
Minutes of Meeting  
October 31, 2016

Members Present: Jeremiah Godfroy, Dave Michalak, Julie Lakin, Rosanne West, Giovanni Scaringi, Alison Sheridan-Brennan, Michael Kinney, Mary Donnelly, Carine Surdey, Nick Eggleston (alternate for Scott Kavulich), Jamie Heron, Howard Streby, Joe DeAngelo, Jason Boring, Fermin Romero, Angie Bergholtz, Tracy Curtis, Kevin Drumm, Francis Battisti, Debbie Morello, Michael Sullivan, Robert Greaves and Penny DelFavero

Members Excused: Denise Abrams

Members Absent: Mary Gilbert, Sesime Adanu

Guests: Amanda Soto, Rachael Hagerman

- Call to order: 3:02 PM. Giovanni opened the meeting and welcomed the group. Agenda was approved, alternate (Nick) was approved, quorum established and the October 17th meeting minutes were approved with an amendment to correct the attendance list and a spelling correction.

- CA Report:

- Giovanni gave a reminder that the Your Voice Matters events are both in Decker 201 from 11:00 until 12:00. The student YVM is November 1<sup>st</sup> and the faculty event is November 8<sup>th</sup>.
- Calendar committee will be meeting for the three-year academic calendar and volunteers are needed for the committee. Interested parties can email Giovanni or Penny.
- There are presentations this Thursday from the master planners on the facilities plan.

- Student Assembly Report:

- Amanda reported that Student Assembly is working on safe zone trainings in two phases. These are open to all students. The RAs have been invited. The safe zone training is to show support for the LGBTQIA community and is also a leadership training.
- There is a Title IX training December 2<sup>nd</sup>.
- Amanda will be part of Health for Haiti and is selling tickets for the pancake breakfast at Applebee's on November 20<sup>th</sup>. Tickets are \$7.

- COI Report:

- Carine reported that the technology survey, which was a student satisfaction survey sent out by the tech committee, has resulted in some items coming to COI.
- The SG website is progressing on schedule and should be done by the start of the spring semester. She would like to do a demo at CA. There has been discussion about the campus committees listing on the SG website. Only one of the committees is posting updates, and the committees do not report to shared governance. Carine will be talking with the committees about this.
- Your Voice Matters: there is a link to an electronic form for submitting issues if people can't come to the event.

- CAI Report:

- Mary reported that the October 19<sup>th</sup> meeting included a prior learning assessment presentation and a discussion on applied learning.

- There was a report from the textbook committee. People are ordering textbooks that are harder to get than they need to be. Older texts are harder to get. This needs to be communicated to faculty.
- The COACHE survey will take place next year.
- The SWOT analysis was begun. They did the strengths and weaknesses; this week will be the opportunities and threats.
- There will also be a presentation from the bylaws committee. There are questions on who is or is not a voting member.

- President:

- Dr. Drumm reported that the job description for the VPSED and CDO is being finalized. We are reconfiguring the position to comply with the SUNY requirements for the CDO. There will be some collateral responsibilities as there are at other institutions who already have a CDO. There will also be some administrative and finance restructuring. CE used to be under Administrative Affairs before it went to Student and Economic Development. Sponsored programs, FSA and international education will go where it's most logical. It's also dependent upon people's skill sets. Michael was on the auxiliary board at Onondaga; FSA will most likely go to Administrative and Financial Affairs when Debbie leaves. Other areas are more challenging. CE is a bigger organization and may need to go to Academic Affairs. The structure remains to be seen.
- Sesime attended a workshop on the changes in the Middle States accreditation process. They are moving away from the 5-year periodic review. It is now much more outcomes-driven. The key foci for assessment are graduation and retention rates. There is a movement towards outcome-based funding and New York will end up there. Many community colleges have elected to move to annual reporting on a seven-year process.

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

- Francis reported that Kelli Ligeikis will be going to Delhi and they are advertising for a temporary position. There will be three chairs on the committee to make a recommendation after a national search.
- CEA: Shelly and Sesime are working on a marketing analysis.
- Also working on the articulation agreement with Cornell.
- He is going to Colombia with Alberto and Debbie to visit five colleges, to strengthen relationships and establish programs.
- The Applied Learning Conference is the 17<sup>th</sup> and the 18<sup>th</sup> at the Doubletree. It's a SUNY sponsored event and a number of faculty will be presenting at it.
- The Provost's committee on student mobility meets tomorrow and will be developing a matrix to evaluate.
- SUNYCON was last week. We attended a workshop at Stony Brook's Alan Alda Center.
- Middle States: December 7, 8, and 9 in Philadelphia. Assessment is being questioned at a national level. Performance-based funding guidelines will be out within a month.
- There are two presentations on the facilities plan on Thursday; the campus is welcome.

- Vice President for Student & Economic Development:

- Debbie reported that Nancy Seliga is retiring in May and the search committee will meet in January.
- Have been meeting with BU on the downtown incubator and going over the operational budget. We met with the dean on interdisciplinary internship. Space in the incubator may be very cheap or free for the first year.
- Empire State: with the Calice manufacturing as part of the URI, we're in the regional plan to be part of the next round of projects.

- Also continuing progress on training for hard-to-place workers; having greenhouse meetings with NYSERDA, BU and Cornell.
- Met with the regional director of Follett to work out bookstore issues. Joe will visit with all the divisions.
- Ryan Snyder was in an accident. Cards may be sent c/o the bookstore; they will make sure he gets them.
- Workforce development: Southern Tier Tech is a StartUp NY project on power switching savings products. This will provide applied learning projects. All three partners in ST Tech are SUNY Broome grads. The project has been approved for StartUp NY and we're putting in a public notice for 30-days.

- Vice President of Administrative and Financial Affairs Report:

- Michael distributed a handout to go along with his update. Fall enrollment has been completed and we're trying to update some of the analytics, to understand the current state and to be able to forecast the rest of this fiscal year, and to help develop next year's budget. The analytics use the fall term FTE enrollment trend to try and do some predictive analysis for spring enrollment. We had a decline for first three years then some rebound for fall. The five year average is showing about 2500. Taking a look at the spring enrollment trend relationship of fall to total, in terms of a look-back, and the relationship of fall to spring. Trend data shows fall is 50% of total and spring is 44%; 6% is in the other sessions (winter and summer). Using this information from 16-17 budget of 4,850 FTEs, which was a decline from the prior actual, instead of using 12 ½ % (which is the average), a forecast of 13% is more conservative. The forecast suggests about 2 ½ % below last year's actuals, which is better than budget by about 1 – 1 ½ %. Student revenue is the biggest number in the budget; a week to week may appear more volatile. This analysis gives more of a ballpark idea of where the numbers are. The two real numbers in the budget are the tuition and the miscellaneous revenues. The other numbers don't really change. This can help us better know what our means are, and to manage our expense side. We'll have a clearer idea in February and will see how reliable the forecast is, and can fine-tune it. Right now we're a little bit better than budget; at the same time it continues to decline. We'll take a closer look at the data at the division level. Without the fast forward (off-campus) the numbers may look a little worse. Our team will be doing some diagnostics around that.
- There was some discussion on what drives the drop-off from fall to spring. Some students complete in January; some four years are pushing students to transfer. Some of the main reasons for students not coming back are financial and physical reasons.
- There are challenges on the expense side. 85% is payroll and benefits, and payroll might be underfunded based on current expense trends; need to load in the retro payments. In about two weeks could give an initial forecast.
- This kind of discussion raises questions, better and more substantive questions that can help formulate a plan based on what's impacting you and how it's impacting you.
- Students can be asked if they're registered, and if not, why not? This is one way to find out what's driving enrollment changes.
- There was further discussion on the number of jobs leaving the area and the correlation between population and the high school graduation rates. BOCES used to track graduation rates but they don't anymore. Now we rely on the Dept. of Ed. The enrollment plan looks at this data.

- Other/New Business/Reminders:

- Giovanni reminded everyone to fill out the SWOT survey; if you need the link he can send it to you.
- He also thanked Carine, Mary D. and Rachael along with CAI and COI for all the work on the Chancellor's awards; they make it look easy.
- Thanks to Dave and the FA for reminding us to get our flu shots; it's important to stay healthy.

- Someone sent out a final pdf and PowerPoint about the academic and facilities master plan; if you need those please email Giovanni.
- If anyone wants to serve on the search committee for the VPSED/CDO please let Dr. Drumm know. They would like one or two students on the committee.

There being no further business, the meeting adjourned at 3:55 PM.

Next meeting date: Monday, November 14th at 3:00 PM.

Respectfully submitted,

Penny DeFavero  
College Assembly Secretary