

Council for Academic Issues

December 14, 2016  
Wales 203B  
Minutes

**Attendance**

Jeremiah Godfroy, Mary Donnelly, Henry Bartlett, Mary Seel, Scott Corley, Brian Loy, Holly Jones, Diane Kelly, Joe Kopyar for Joan Lubar, Major Barnett, Lisa Strahley, Rey Wojdat, Timmy Bremer, Lisa Hughes, Scott Kavulich, Sue Slivan, Donna Rehak, Dawn Kutz, Amy Brandt, Beth Mollen, Francis Battisti, Robert Greaves

**Guests**

Giovanni Scaringi, Dani Berchtold, Rachael Hagerman, Christen Baumbach, Rick Firenze

**Members Absent**

Destiny Louissaint, Tairi Mead, Mark Ryan

**Members Excused**

Denise Abrams

**I. Call to Order**

The meeting was called to order at 3:06 p.m.

**II. Establishment of Quorum/Approval of Alternates**

Quorum was established and alternate was approved.

**III. Adoption of Agenda**

The proposed agenda was changed so that prior learning was to be applied learning. Agenda was approved with amendment.

**IV. Approval of Minutes—October 30, 2016**

The minutes were approved as electronically submitted after some discussion and one amendment.

**V. Announcements/Correspondence/Reminders**

None

**VI. CAO/Chairperson Report/Updates**

**a) CAO: Francis Battisti/Danielle Berchtold**

Applied Learning & Career Center has done some amazing things over the past year. Marywood University's has some outstanding health programs and will be joining with SUNY Broome to offer joint programs along with Cornell and others. There is a Starfish meeting tomorrow. There are plans to keep the Applied Learning & Career Center going beyond the current grant that funds it. Applied learning is infused across campus, not to ever be centralized. Finalizing with SUNY what has to be done for applied learning. Much work still has to be done on applied learning.

**b) GUEST: COO Michael Sullivan on the budget**

The COO presented the diagnostic side of the current budget situation with assurance that decisions have not been made yet. Long range planning is important. He makes every effort to be transparent. It is his role to provide diagnostics and information for the college, as he sees it. Handouts were provided to show trends. He always lands on the revenue side first because that is the income then move toward figuring out what to spend. Over the past five years, the spring semester yields less than fall and spring can be predicted by what happens in the fall. Forecast has been made for 2016-17 FTEs. Over the past five years, FTEs are down. This year mirrors 2013-14 on enrollment. Personnel plus benefits are 85% of budget expenses. We have declining enrollment yet we have grown 36 FTEs in staffing. Most of the growth is in instructional staffing. Revenue FTEs are going down and the staffing FTEs are going up. Payroll for 2016-17, so far, is about 1.2 million over the budgeted amount. Revenue is going down about 2.5% this year. Payroll is 4.8 million over what it was in 2013-14. Almost double what salary and wage adjustments are. The 1.2 million gap is probably two components. The budget submitted to the county included a 2% per year increase for faculty even though it was actually 3%. Prescription has been generally to reflect instructional staffing for 2013-14 in current operations. Finance team/administration will target revised budget to last year's spending. Revenues are soft about half a million and we have this 1.2 million deficit problem. We need to develop a sustainable budget that does not use fund balance. Recurring cost need to be paid for by incoming revenue. The fund balance is down to 6%. A number of conversations are occurring and a collaborative effort is requested. This issue will be monitored each payroll period. This is our reality regardless of how it happened and we need to be responsive to it. First issue is to get the 1.2 million covered. Meetings are being held with deans to start this process. Report to college president due next Tuesday and much thought is being given to what needs to be done long term. They will be looking at programs, overloads, study abroad, release time, reorganizing at the administrative level, winter and summer sessions, weekender program, and so much more. There may be the possibility of doing more programs with Binghamton University. Cornell has identified us as a feeder program for a plant science major. Administration will be looking at efficiencies outside of instruction such as retention programs, etc. We cannot make decisions about programs just on the notion that they are self-supporting because some will never be. We also need to make investments if we are to keep growing in this dynamic environment. We cannot have universal cuts regarding classes because each program is different.

**c) CA: Mary Donnelly (Giovanni Scaringi Spoke)**

Discussion came up at SG chairs about closing of the college and delays. Students were confused by late opening as to what they needed to do about their schedule. There are various issues for nursing/allied health majors because of off-site programs and regulations related to scheduling etc. Students and faculty need to have clarity regarding college closings/delays. The delays are most of the problem. There is no one size fits all. Anything that comes from CA is simply an overall suggestion. The weather policy was intentionally vague to allow instructors to do what they wish. Middle States is going to require assessment of shared governance. This will raise many issues that need to be address within the assessment coming up.

**d) FCCC: Rachael Hagerman**

None

**e) SLAC: Rachael Hagerman**

None

## **VII. Reports from Committees/Working Groups**

### **a) SG Chairs**

None

### **b) Textbook Committee**

Surveys will be going out by survey monkey. Law books have been ordered to full enrollment so there should be no issue for spring semester.

### **c) By-laws Committee**

None

## **VIII. Old Business**

### **a) Chair Election**

If shared governance is going to work people have got to step forward. Motion made to extend the meeting until 4:45 p.m. Motion is made to amend by-laws to allow anyone to serve as chair even if they are no longer on CAI. There were no objections to this motion. Vote held to reconvene by-laws committee.

### **b) Applied Learning Assessment**

This has been tabled.

### **c) STRCCC Plan**

None

## **IX. New Business**

## **X. Adjournment**

Meeting adjourned at 4:45 p.m.

Next meeting on Wednesday, February 1, 2017

Respectfully submitted,

Henry Bartlett