

College Assembly
Minutes of Meeting
May 1, 2017

Members Present: Jeremiah Godfroy, Dave Michalak, Mark Ryan, Giovanni Scaringi, Alison Sheridan- Brennan, Michael Kinney, Denise Abrams, Carine Surdey, Scott Kavulich, Jamie Heron, Joe DeAngelo, Laura Hodel, Angie Bergholtz, Tracy Curtis, Dr. Drumm, Debbie Morello, Michael Sullivan, Penny DelFavero

Members Absent: Mary Gilbert, Rosanne West, Fermin Romero, Francis Battisti, Sesime Adanu

Members Excused: Julie Lakin, Howard Streby

Guests: Rachael Hagerman, Amanda Soto, Larry Allen, Gian Roma, Dani Berchtold

• Call to order: 3:03 PM. Giovanni opened the meeting and welcomed the group; he announced that it's our second-to-last meeting. Quorum was established, the agenda was approved with an addition under New Business, and the minutes from the last meeting were approved as submitted.

• CA Report:

- Giovanni thanked the calendar committee and Marty in particular for responding to questions on the 2017-2018 academic calendar and finalizing spring break. Issues that came to the shared governance chairs were the resolution for the financial award disbursements calendar and a campus maps/safety concerns and a relationship to a potential shooting scenario. Jeremiah offered to clarify the campus map issue later in the meeting.

• Student Assembly Report:

- Amanda reported that Student Assembly elections were held and she announced the results. The 2017-2018 Student Assembly executive board: Sa'Nae Cotman, President; Minhyung Park, VP for Academic Concerns; Erika Quamina, VP for Finance; Cameron Terenzetti, VP for Student Concerns; and Orion Barber, Trustee. She will try and have the new President come to the next CA meeting.

- Student Assembly endorsed the Political Pizza Party to be held May 2nd.

- The Homelessness Awareness sleep out is May 12 – May 13. There will be multiple events that night along with the sleep out. Screening of a documentary, the choir will perform and there will be a scavenger hunt.

- The resolution for financial aid disbursements was made to encourage students to do better to get their financial aid disbursed earlier. This would make it easier for continuing students. It's an incentive to do well. The language needs to be clarified; 'good student' needs to be defined.

Amanda was congratulated for her service to shared governance. It was noted that she has set the bar high and she received a round of applause from the group.

• COI Report:

- Carine reported that COI will welcome members of the Achieving Success team to this week's meeting.

- The detailed maps issue referred to COI will be discussed.

- The SG elections committee has been busy with the nominations process; we are still waiting to hear back from some nominees. The ballots should go out tomorrow or Wednesday. There are one or two positions without nominees and they will be write-in candidates: the CAI LA Chair and the Department Chair for CA. If there are any positions for which no one is elected, the bylaws state that the issue comes to CA.

- Carine and Denise attended the SUNY Voices conference. There was a lot of information on standards of excellence in shared governance and some rubrics for assessment. This will be coming to the SG chairs meeting; we want to start the assessment as soon as we can.

Giovanni thanked Carine and Denise for taking the time to go SUNY Voices and sharing the information.

- CAI Report:

- Denise noted that there were quite a few students at SUNY Voices and that everyone was well fed.
- CAI had a report from Dr. Battisti on 'free tuition' and its impact, and some things we can look forward to in terms of marketing.
- There was also a report from Debbie on Ed2Go, the workforce development-type online program. There is some crossover into programs. There was discussion on how that might be managed.
- Dani reported on Applied Learning. The plan is being sent to SUNY today.
- The issue of students and textbooks (why they might not be buying them) is going to the textbook committee of CAI.

- President's Report:

- Dr. Drumm reported that there are some items on the plus and minus side regarding budget. We're not sure about the effects the Excelsior scholarship will have. Part-time TAP might affect the market on the plus side. There was a tick down in applications for fall in the last couple weeks. We typically have fluctuations but they had been up; this might be due to Excelsior. Binghamton students will now have other second choices along with us. Part-time TAP should be a plus for CCs and an opportunity for us. We have more 18-19 year olds than most CCs do. Our local economy hasn't kept up with the rest of New York; this can help CC enrollment. There's \$9 million for Open Educational Resources in the NYS budget; this is great for students as they save money on textbooks. It will also affect the bookstore and the FSA income. There will be an impact on bookstore revenues all across the state.

If we are okay in the fall, we should be okay going forward in the wake of the Excelsior scholarship and part-time TAP. However, we could be in for a rough couple of years. Some other CCs are underwater and we've been treading water. CDOs are a trend across the country. Here it's a requirement. The area of section management, the number and size of classes, has also become a topic of discussion.

There was more discussion on part-time TAP. The part-time scholarship is actually a separate scholarship and can be used in conjunction with part-time TAP. It's an open scholarship for CC students. The award is \$750 in the fall and \$750 in the spring. You can get TAP in the summer and it's looking like year-round PELL may come back. The Excelsior section on the website is being updated as we get more information.

- Vice President of Student and Economic Development:

- Debbie reported that they are working on logistics to get the incubator up and running. The SUNY Broome opening will be in the fall. The word on the street is that the incubator is very hip.
- 2 peace officers went to Binghamton Police Dept. and we need to fill those positions. We need the results from the exams.
- In Student Activities there has been discussion about the budgets and the club budgets. Scott and Debbie would like to meet with the students again before they vote on the resolutions. There is a lot going on with club budgets.
- There have been 30 applicants and a lot of interviews for the Child Care Director. It'll be a tough year ahead. With the OERs there will be less bookstore commission that totally subsidizes the Child Care Center along with an FSA line. The entire campus has been supportive of the Child Care Center. We will be doing some creative fundraising and grant development to close the gap.
- Friday is the Society for Leadership and Success induction. For many of the students it's the first type of honor they have received.
- The Board of Trustees had a presentation on activities in housing. Six of the Men of Excellence talked about the impact the initiative has had on their lives and there was a standing ovation.
- We have 140 deposits for housing; we had an extra 40 last fall.
- We're under a tornado watch. If it turns into a warning we need to get the students out of housing and into the basement of the library. There was some discussion about what the tornado plan is for the rest of the campus. Each room in every building should have a binder of emergency information and it was noted that some rooms do not.

- In the last weeks of classes we find some students under stress; if there is any concern about a student who is acting stressed, please contact Public Safety.

• Vice President of Administrative and Financial Affairs Report:

- Michael distributed the budget forecast as of April 30, 2017. This is the same monthly report that goes to F&F and to the Board. We're currently about 2/3 of the way through the fiscal year. The forecast has not changed in the last five months. On the enrollment side, the forecast through spring FTEs is a continued 1% decline compared to last year's actual. There has been moderate growth in dual enrollment.

- There are three major challenges in the current budget. On the revenue side there's an \$800,000 challenge. A piece of that is Study Abroad which has an overstated revenue and cost on the expense in the contractual line. On the expense side there's a \$600,000 challenge in personnel. We are trying to focus on increasing the fund balance. The target is not to use fund balance. Rounding the fund balance it's about \$400,000. All together it's a \$1.8 million problem.

- We made some adjustments on the expense side in equipment and contractual. A significant portion of the contractual was preventative maintenance and Study Abroad. We've tried to defer spending to critical and essential items. We could have a balanced budget by the end of August. In four more months there is less time for variables but we still need to be vigilant in order to have a balanced budget.

- On the Capital Projects: the bids have gone out on Mechanical and should be back by the end of May, then to the Board at the June meeting. A lot of work still needs to be done relative to Carnegie. The National Park Service determination on historical status is still pending. There were some revisions to the plan and two of the three have been satisfactorily addressed. The third is the HVAC ductwork going through the first floor of the building. An appeal letter has been submitted and we've retained a firm to appeal. We're leaving no stone unturned in trying to get a favorable decision. It will be a couple more weeks before we get a determination. An appeal takes time and certain funding sources are time sensitive. We hope to get some better news in May.

- There was some discussion on the 10% set aside from the supply line in budgets. There is always concern about padding budgets; that doesn't seem sustainable. There are always unintended consequences of changes in the budget and whenever possible the goal is to give people their resources. It was a higher priority to try and ensure a balanced budget. As we get closer to year-end we might try to release some resources if we feel comfortable enough, and the preference is to fully fund. By the middle of October we should be able to predict enrollment by the end of the year. Whatever was spent last year was what was allowed in the budget. It's hard to plan for a department budget when you don't know if you will have budget cuts later on in the year. Budgets are plans. There are external factors that impact the budget. We have to reevaluate and prioritize. For this year we set aside the lower of either last year's actual or this year's budget. There was further discussion on the 10% practice. Larry noted that this was done in previous years but not this year and possibly not last year. There were also significant initiatives that have a substantial impact on the budget.

New Business:

- Gian Roma and Larry Allen presented on Achieving Success. They looked at 5 years' worth of data in compiling the report. There are more than 40 people involved in Achieving Success. Two teams: core and data. Over 150 employees filled out the institutional capacity survey (ICAT) used in assessing the 7 institutional capacities. The ICAT said data technology and equity need to be addressed.

The working group has put together the retention data packet. The action plan has to be delivered to Achieving Success by May 12th. We have the two priorities and are looking for input and to answer any questions on the data packet. The data showed that the two areas need to be a priority for the action plan. The retention data showed us the same things as the ICAT. We have drilled down into those numbers. The 40 people involved have provided a lot of input. We have three years of completion data. We also have the gateway data.

The priorities: 1) to expand and refine a culture of evidence-based practice to help students succeed, and 2) to reduce the achievement gaps. It was noted that these priorities will require time, energy and funding. The goal is graduation.

Graduation is more difficult for those who have nothing than it is for those who have everything paid for. The action plan is adaptable but we have to get something out.

There was discussion on the difference between commuters and residents. Is there data to compare for Broome, Tioga counties to Westchester County? Can the data be broken out by the student's home county? Within the category of "everyone else" is there is a statistical difference between 'everyone else' who is from here, and 'everyone else' who is from somewhere else? There are cultural differences between students depending on their area of origin. Differing needs more than likely require different student services. There are 5000 commuter students and 300 resident students. This was made part of the benchmark project. The data team has already looked at this and the action plan will address the cultural differences.

Scott Schuhert did a study on discipline cases and academic success a couple of years ago; the data was comparable for resident and non-resident.

Remedial courses add time to a student's program and this may possibly affect retention. When students are referred to remedial courses based on testing they often fail or drop out.

The data is reactive; it will become proactive. Organizational processes need to be looked at to get proactive data. Here has been discussion on giving the course credit for remedial courses. There was also discussion on the need for students to take a course twice to pass it.

Online success will also be looked at. Some have a sense that students don't do as well online.

The Excelsior scholarships has a null effect. 65% of our students are already covered for tuition. Nearly 50% are fully covered for everything. People who have never considered college may consider it as a result of Excelsior.

Other New Business:

- Jeremiah gave some perspective on the student concern about the detailed maps. This came about during a SWOT analysis: would like more detailed maps or signage in campus buildings for students and visitors. People are not always able to find things on campus. Detailed maps or hanging signs in hallways might be helpful. Jeremiah was told there was a concern that showing a detailed building layout might present a safety concern. Would it compromise safety to have a detailed building layout? The buildings are not all the same.

There was some discussion about it at SG Chairs and Carine has it on the agenda for COI for more discussion.

- Jeremiah also offered to share support letters with information about his trip to Malawi with anyone interested.

Other Business:

- Issue referred from SG chairs to CA: participation in SG via electronic means. Will be on the agenda for the next CA meeting under New Business.

- It was reported that an email just went out to campus with emergency procedures for hurricane warnings.

There being no further business, the meeting adjourned at 4:30 PM.

Next meeting date: Monday, May 15, 2017 at 3:00 PM.

Respectfully submitted,

Penny DelFavero
College Assembly Secretary