

College Assembly  
Minutes of Meeting  
May 15, 2017

Members Present: Jeremiah Godfroy, Dave Michalak, Julie Lakin, Giovanni Scaringi, Alison Sheridan- Brennan, Michael Kinney, Denise Abrams, Carine Surdey, Scott Kavulich, Meigo Fitzgerald (for Howard Streby), Joe DeAngelo, Laura Hodel, Fermin Romero, Angie Bergholtz, Tracy Curtis, Dr. Drumm, Francis Battisti, Debbie Morello, Sesime Adanu, Penny DelFavero

Members Absent: Mary Gilbert, Rosanne West, Mark Ryan, Jamie Heron

Members Excused: Michael Sullivan

Guests: Rachael Hagerman, Amanda Soto, Alice Caroompas, Holly Jones, Brady Harrington, Stephanie Malmberg, Meaghan McGuinness

- Call to order: 3:05 PM. Giovanni opened the meeting and welcomed the group. Several guests were present including some newly-elected members whose terms begin in the fall. Meigo was in attendance as Howard's alternate. Quorum was established, the agenda was approved, and the minutes from the last meeting were approved as submitted. There was a reminder given that the meetings are open to everyone in the campus community.

- CA Report:

- Giovanni thanked everyone and especially the outgoing members of College Assembly for giving their time and being here. He extended thanks to Carine and Denise, Rachael, Amanda and Penny, and the administration members for their support of shared governance. He noted that it has been an honor and a pleasure working with everyone this year. The SG chairs also presented Penny with a token of their appreciation.

- Student Assembly Report:

- Amanda reported that Student Assembly had its last meeting on Friday so there's not much to talk about. She noted that this has been a learning experience for her, and thanked everyone for their support. It was noted that Amanda has done an incredible job and that the chairs look forward to working with her successor.

- COI Report:

- Carine reported that the shared governance elections are almost wrapped up and the announcement will be going out soon. There is a position in CAI that resulted in a tie and that is going to CAI so the group may decide how to handle that. This week's COI meeting has several items on the agenda: one is the detailed maps/signage discussion and a new item is a request for a fax machine for student use. There will also be discussion on adding gender neutral bathrooms and on the appropriate use of bulletin boards. COI also needs representation from CPAC, which is a standing committee of COI. There is currently no campus operations input on COI due to Phil's retirement. It was noted that Debbie is working on finding someone who could represent CPAC.

- CAI Report:

- Denise noted that CAI has been quite busy. There was discussion on the dwindling club budgets, and where the money is going. Dr. Battisti was there and assured the committee that the concerns are being addressed. Gian Roma presented on Achieving Success and gave an update on that. CAI made a recommendation that Ed2Go, the online component of CE, be discontinued. There was a presentation from Follett on ways to better serve students using OERs and LMSs. This may need to go to COI. It was noted that this will go to the CAO meeting tomorrow. Deans and others will work with their departments. The OERs have already been evaluated by the distance learning committee. It was noted that the included model has financial aid implications and we need to be aware of the impact. The textbook committee's goal for next semester is to see if any of the faculty would preview it and see how it works, and then start with little transitions. We

would start using resources we already have. Someone will be coming in from Open SUNY on OERs. There was some discussion on the textbook committee. Christen Baumbach chairs the committee.

- President's Report:

- Dr. Drumm noted that Tracy was the first co-chair and chair of our present shared governance structure which has been about six years, and that Meaghan pre-dates Tracy on the task force; she came up with the model. He welcomed Meaghan back.

- We had a great exit interview with the Achieving Success coaches and we'll be meeting more over the next two years of the contract. They were impressed by how the data was presented in such a digestible way, and how it was received. They said it was the best they've seen. Now the hard work begins, focusing on what we want to do to help get students to graduation.

- A note came from the new executive director of the NY Community College Association of Trustees; they have heard or seen that the chairs of the senate and assembly higher education committee are pushing for a new funding formula for CCs. They found this through software that tracks legislation going through Albany. We could find ourselves next December with a new funding formula. There would probably still be some outcomes and measurements in the formula. It could be an interesting six to seven months. No matter what the formula, they still have to fund it. There are only so many things you can cut back on. The work is the same to serve a student regardless of whether they take six credits or twelve. Full time doesn't cost more than part time in terms of operations and services.

- Dr. Drumm thanked everyone who attended the Retirement and Recognition event. 140 or so people were there Friday night. The event grows every year. All the Chancellor's award recipients were there. Thanks to all those involved in putting it together and to those who came.

- Vice President of Academic Affairs:

- Francis reported that he has been meeting with the departments on budget sustainability.

- The Applied Learning and Career Center was pointed out in a rating system that put SUNY Broome at 3<sup>rd</sup> place. The Mock Disaster is the largest academic program along with convocation. There is also the Mock Wedding and other service learning projects. The criminal justice students have been doing a lot more.

- Maureen and Gina gave a demo of Career Coach (software we just purchased) at Tioga Center High School. It taps into our website and guides students to programs based on their scholastic interests. It also looks at jobs, nationally and locally. It's open to everyone. We should be able to track who is using the program for follow up. Some of you have been working with the scheduler. It's intuitive and more students are registering with it.

- The research this year: undergraduate research conference had some competitions with computer studies students at TC3.

- We are pulling together the higher level academic programs such as AA1, AS1 and Study Abroad so that we can raise our number of students taking advantage of it. 11 AA1 students graduated this year.

- We also have new programs: Systems Engineering and CEA.

- We've been discussing our internal communication processes. Some things we're doing are duplicative. In other instances, you don't know which committee to go to. So we're working on internal mapping of our communication processes.

- The Culinary Center, the Mechanical Building and the Incubator, and the Gallery are all worthy of mention.

- Vice President of Student and Economic Development:

- Debbie reported that we will need a flow of students to the Incubator in the fall. She and Dr. Battisti will be working with the deans after graduation. It's not enough to build it (and they will come) but we have to drive students to the incubator. We'll be developing some marketing campaigns and encouraging students.

- We're having the final interviews for the Child Care Director.

- The OERs impact the ability to collect money and subsidize the child care center. We have to keep evaluating and doing the right thing for the highest number of students.
- There will be some construction projects going on at Housing this summer. We have 224 deposits for fall and 60 are returning students from last year. It's hard to see the students go but we're left with a lot of clean up. The things that students leave behind in Housing (pots and pans, etc.) are all donated to charity.
- She will be meeting with the Student Assembly executive board and Scott Schuhert on the Student Activities budget.
- American Dining will be offering food on the weekends for housing and the marketing campaign for the meal plans is on the website. Positive feedback from students is on the website.
- As this was her last meeting she thanked Gio, Amanda, Denise and Carine; and stated that she has been blessed to work with everyone. There was a round of applause for Debbie.

It was also noted that Venessa is the new Acting Director of EOP and is developing an orientation for 4 ½ days in the residence halls.

- Vice President of Administrative and Financial Affairs Report:
  - Michael was excused from the meeting.

#### Old Business:

- Some concerns were brought up last semester that were to be addressed by the Chemical Hygiene Committee. It either has not met, or Alison hasn't been included in the meetings. Gio will reach out to the committee chair, John Ruck, about this.

#### New Business:

- The SG chairs received an email requesting the opportunity for participation in meetings via electronic means. It was discussed by the SG chairs, and the consensus was that this may be a great idea but it's not practical. There are technical issues about the room, and there's also the potential precedent that it might set. Physically being here is probably the best avenue for participation. There were also concerns about anonymous voting.

It was noted that there is more to setting up video conferences than you might think. There was some discussion about the question and the possible reason for it.

Denise and Carine went to the SUNY Voices conference where they attended the Excellence in Shared Governance session. Several CCs were there and the off-campus participation issue was discussed and there was agreement that this was not a good idea. The best practice is for people to attend the meetings in person. Only Orange County does some electronic meeting due to their two separate campuses and the need to connect two separate meetings. All participants are on campus.

#### Other New Business:

- Members of the Strategic Planning committee (Sesime Adanu and Meaghan McGuinness) were present to answer any questions or provide more information on the draft strategic plan. The plan was sent out prior to the meeting so people would review and be able to give feedback. The Strategic Planning committee has representation from across campus and has been meeting since last spring. Several CA members are on the committee. We recognize that we should share the plan and gather input before finalizing our plan. This is a working document. It's been tweaked since it was distributed. Are there any questions, or any thoughts on directionality? Comments?

There was a SWOT analysis done across campus in the fall and two community forums were held. We then sent out the mission/vision draft across campus to get input and to make revisions.

It was noted that the work was very thorough and well done.

The next steps should have a measurable metric. There might also be a group or person to be responsible; to make it quantifiable. On the micro-level are there plans for something like a post-survey? For any actions taken, are the results observable?

The last strategic direction was added, specifically because we wanted to be able to measure and so, as a campus, we would be held accountable. Particularly with Achieving Success, we need to be able to hold ourselves accountable. We made it a point that the objectives and strategies are written so anyone on campus can realign to map their work toward the new strategic directions. At the end of the three years, the summary report will be updated. Our committee has worked tirelessly on Friday afternoons, and has labored over this, and had some intense discussions and the plan is the result of that.

The committee was thanked for their time commitment and all the work done.

There being no further business, the meeting adjourned at 3:53 PM.

Next meeting date: Monday, August 28, 2017 at 3:00 PM.

Respectfully submitted,

Penny DeFavero  
College Assembly Secretary