

**DRAFT**  
**SUNY CANTON COLLEGE COUNCIL**

**257th MEETING**

**February 5, 2013**

|                 |  |   |  |
|-----------------|--|---|--|
| <b>Present:</b> | Chairman Ronald O'Neill<br>Nafeesa Johnson                                     | Grace Burke<br>Thomas Sauter            | Timothy Currier<br>Roger Sharlow                     |
| <b>Absent:</b>  | Richard Callan   | Cecily Morris                           | Chloe Ann O'Neil                                     |
| <b>Others:</b>  | President Carli Schiffner<br>David Gerlach<br>Natalie Higley<br>Michaela Young | Ryan Deuel<br>Brian Harte<br>Molly Mott | Elizabeth Erickson<br>David Hartle<br>Karen Spellacy |
| <b>Guests:</b>  | Maureen Maiocco  | Matt Metcalf                            |  |

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***Call to Order***

Chairman O'Neill called the meeting to order at 9:01 a.m. He announced that due to a visit by the Governor at Clarkson University this morning and some meeting participants needing to also attend that event the agenda for this meeting may change.

Chairman O'Neill introduced David Hartle, UUP Chapter President; Elizabeth Erickson, Presiding Officer of the Faculty; Matt Metcalf, Assistant Director of Athletics (Matt was invited to present on NCAA but was allowed to leave when he arrived as the schedule had changed; he will be asked back to another meeting.); Maureen Maiocco, Interim Dean for the School of Business and Liberal Arts; Tom Coakley, member of the Canton College Foundation Board; and Chris Robins, reporter for the Watertown Daily Times.

***Minutes of November 13, 2012***

Mr. Sharlow made a motion to approve the November 13, 2012 minutes as presented. The motion was seconded by Mr. Currier and carried.

***New Business***

***Resolution for Reaffirmed Request to Search for Individual President***

Chairman O'Neill asked the members of the Council to approve the resolution reaffirming a request to search for an individual president for SUNY Canton. The resolution was sent to the Council via email and copies were passed out to the larger group at the meeting.

RESOLUTION OF SUNY CANTON COLLEGE COUNCIL

REAFFIRMED REQUEST TO SEARCH FOR INDIVIDUAL PRESIDENT

FEBRUARY 5, 2013

*WHEREAS, SUNY Canton has met and or exceeded the benchmarks set forth by the Board of Trustees in terms of the percentage of budget spent devoted to instructional budget in total, and*

*WHEREAS, SUNY Canton's financial situation is demonstrably stronger than many other campuses in the Campus Alliance Network, and*

*WHEREAS, SUNY Canton, in our report to the Trustees and Chancellor, recommended that we retain an individual president, and*

*WHEREAS, that recommendation has been supported by campus constituencies, the community at large, and our elected state representatives through legislation, resolutions, testimony, and other communications to the Trustees, Chancellor, SUNY Provost, and SUNY CFO, and*

*WHEREAS, SUNY Central Administration recently told the Trustees that they would proceed with individual presidential searches for Cobleskill, Morrisville, and Canton according to the wishes of the campuses, and*

*WHEREAS, the SUNY Canton College Council believes at this point our campus administration is no longer able to reiterate their true opinions without fear of retribution, and*

*WHEREAS, SUNY Canton has made greater progress in shared services and alignment of administrative staff than some other technical sector campuses in the Campus Alliance Network, and*

*WHEREAS, despite assurances from the Chancellor and SUNY Provost that alignment of administrative staff would be accomplished through attrition, people have been demoted and some 'encouraged' to leave or return to previous positions so more titles could be combined, and*

*WHEREAS, the continued lack of a permanent, individual president for SUNY Canton has hurt morale on campus and is also negatively impacting fundraising, faculty and staff recruitment, and retention, and*

*WHEREAS, the Chancellor recently recommended the search begin for an individual president for Cobleskill, and the appointment of an interim president for Morrisville, with a search to begin within the year.*

*NOW, THEREFORE BE IT RESOLVED that the SUNY Canton College Council strongly reaffirms our request for the Chancellor and Board of Trustees to allow us to proceed with the search for an individual president for SUNY Canton without further delay and in the same manner as SUNY Cobleskill and other institutions in the Campus Alliance Network.*

*BE IT ALSO RESOLVED copies of this resolution be forwarded to the offices of the SUNY Chancellor and Provost, the Chair and Members of the SUNY Board of Trustees, the Chairs and Ranking Minority Members of the State Senate and Assembly Higher Education Committees, the President and College*

*Council at SUNY Potsdam, State Senator Patty Ritchie and Assemblywoman Addie J. Russell, who represent SUNY Canton, the other Senators and Assemblymembers who represent parts of St. Lawrence County, and others that the College Council Chair and Members deem appropriate.*

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*Ronald M. O'Neill, College Council Chairman*

Mr. Sauter made a motion to approve the resolution reaffirming the request to search for an individual president. The motion was seconded by Miss Johnson and carried.

### **President's Report**

President Schiffner updated the Council with a PowerPoint on the following topics:

#### Updates from Albany

The Chancellor spoke about five expectations or challenges for the SUNY campuses in her State of the University Address. They were:

Open SUNY in 2014 – This is a promise to taxpayers and the State that SUNY would commit to an open resource consortium of classes and modules to create an open resource network. It is not known how this will play out for SUNY Canton or the future given that SUNY Canton is one of the leading online educators in SUNY. The Director of Online Learning, the Provost, and President Schiffner are working on figuring out what this means for SUNY Canton.

Three-Year Degree Planning by 2015 – Some four-year degree programs will be offered in three years. President Schiffner needs more clarification on this as to how it will move forward, which colleges will be chosen and how, etc.

Experiential Education Graduation Requirement – Within the next two years, all SUNY schools will be asked to make sure that their graduates have met a requirement for experiential experience – cap-stone course, service learning, etc. President Schiffner feels that SUNY Canton is in a good position already with this expectation as most of the degree programs have either cap-stones or culminating experiences.

Innovation Hubs, Research and Regional Development – There is a plan to create innovation hubs in order to match research with economic development in the area. President Schiffner is watching for further clarification.

Implementing a Common Data System by 2014 – This is a common business intelligence tool for the entire system. President Schiffner feels that this one makes the most sense, but it will be very challenging to have it in place by 2014.

Board of Trustees Meeting – It was stated that the meeting was pretty standard, but the anticipation of having an interim at Potsdam named at this meeting did not happen.

SUNY Report Cards – SUNY's six big ideas are being utilized in a score card fashion as a means of evaluation – graduation rates, retention rates, research endeavors, etc. This gives



an idea of where SUNY's priorities are. SUNY also provided each campus with their own report card to show how they rank individually with each of these areas. President Schiffner indicated that SUNY Canton would be pulling it apart for review with the Institutional Research Office. President Schiffner is concerned that it does not reflect exactly who SUNY Canton is; she is looking for modifications and clarification as to if it will be tied to performance-based funding.

SUNY 2020 Grant Applications – There has not been any confirmation on this.

SUNY High Needs Request for Proposals – SUNY Canton will be submitting a proposal for Engineering Technology areas and possibly Allied Health for some additional funding.

#### Campus Updates

Personnel Changes and New Hires – President Schiffner shared the list of recent personnel changes and new hires with the Council. Dr. Mott added that the Retention Specialist position is very important to get a better percentage of returning students – SUNY Canton has gone from 49-63% by instituting this position/office.

Searches that are Underway – President Schiffner indicated that there are three Deans' searches in various stages, and interviews are in process this week for an Executive Budget Director. There are numerous faculty searches in process – 10 replacements, 9 new – and a search for a Secretary I in University Police due to the recent retirement of Cher Rooney.

Chairman O'Neill asked the Council if there were any questions regarding the last slide. Mr. Sauter asked for more information on the Executive Budget Director position. President Schiffner indicated that it is a shared position that directly reports to Natalie Higley with a presence on both campuses. Mr. Sauter asked how it differed from the historical position of Vice President for Finance. Ms. Higley stated that there are two things that need to be addressed on both campuses – budget process that is campus driven and the overall new resource allocation model. She indicated that both campuses currently have one budget person each who are good at the day-to-day process but are not high-level budgeting people and lack an accounting or budgeting background for the overall. Ms. Higley indicated that a more strategic approach for both campuses needs to be taken, especially in regards to the new resource allocation model. The thought process behind the Executive Budget Director position is to share the position and to have a more standardize, campus-driven budgeting process on both campuses to meet the needs of the resource allocation model.

Chairman O'Neill indicated that he was concerned about several things and asked if the searches for the Deans were being affected by the turmoil that SUNY Canton is going through. President Schiffner and Dr. Mott indicated that the searches were on track as normal – applications for the Dean of Engineering are between 21-27 applications, and the other two were just being advertised or in cue.

Chairman O'Neill went on to ask about the shared Chief of Police and how it is being paid for. Ms. Higley stated that it is a joint position that is being split 50/50 between SUNY Canton and SUNY Potsdam. A discussion of how the shared positions are being paid for occurred. It was clarified that the Environmental Health & Safety Director was also a shared position with salary being split between the two campuses, as well as the HR Director's. It was further clarified that at the beginning of the new fiscal year the entire HR department's salary expense would be split evenly,



but currently, it is just the Director's salary being split. Chairman O'Neill asked how much these shared services have saved SUNY Canton. Ms. Higley explained that shared services is not about just saving money but also creating efficiencies. She stated that SUNY Canton is currently paying \$65,000 for the shared services; however, much efficiency has been gained and savings will be shown as SUNY Canton moves forward. She further indicated that the HR departments on both campuses have been understaffed for a long time and now are at an adequate functioning level where some cross-training can occur. Ms. Higley stated that the Environmental Health & Safety position has been desperately needed on SUNY Canton's campus and savings will be realized once that program is up and fully running. She also stated that the Presidents (President Schwaller and President Schiffner) made the decision to share the Chief of Police. President Schiffner clarified that this decision was made in conjunction with having a proper structure in place which included adding three new officers to SUNY Canton.

Chairman O'Neill asked Ms. Higley about SUNY Canton's surplus funds. She indicated that SUNY Canton has \$7m in rollover surplus with \$1.4m added since the fall. Chairman O'Neill asked if the Council could get that information in writing. Ms. Higley indicated yes. President Schiffner suggested that a study session on the budget be done to show where all of the positions are, what is expended, what is the cash reserve, etc. Chairman O'Neill agreed and stated that he personally wants further information on SUNY Canton's budget. President Schiffner shared with the Council that in an effort to create a more transparent budget a Consolidated Financial Report was put together. Ms. Higley passed out a printed draft and indicated that the final copy was at the printers. She also stated that the final report was online as a link on SUNY Canton's Assessment webpage. President Schiffner asked Ms. Higley to send the link for the final report to Michaela Young, so it could be emailed to the Council members. Dr. Mott and Ms. Spellacy provided further clarification and support for the shared service positions. They indicated how much the shared positions are needed and how the specialization will help the SUNY Canton campus community. Ms. Johnson spoke to the bigger picture and how it helps the students; the sharing of positions has provided more staff which equates into reassurances for the students. Chairman O'Neill agreed with all of the clarifications; however, he stated that funding is still a major concern. Ms. Johnson agreed, but stated that hiring qualified employees in these shared positions will eventually pay for themselves. Further discussion occurred regarding revenue, expenses, and enrollment caps. It was stated that there has been no clarity from SUNY on enrollment caps; however, SUNY Canton appeared to look ok for the next two years when SUNY ran the numbers a month or so ago. There was also a discussion regarding the recent announcement to end shared services between Morrisville and SUNY IT and if SUNY Canton and SUNY Potsdam may/may not experience the same outcome in the future.

Mr. Sharlow revisited the study session again in asking if one could be held. President Schiffner was open to having one or providing the information in another manner depending on what the Council wanted. Chairman O'Neill stated that he wanted to have figures showing the actual dollar amounts for shared services. President Schiffner offered as well to provide a three-year look-back period (2010-11, 2011-12, 2012-13) and a look at the chargebacks. President Schiffner restated that she would provide a breakdown of the shared services positions and departments, chargebacks for the shared positions, status quo of what the budget has been for the past three years and where it is now. She asked if there were other elements that the Council would like information on. Mr. Sharlow stated that there is a need for the Council to know and understand where the shortfalls in staffing have been which would help to clarify why the sudden need to hire has arisen. Dr. Burke agreed and would also like to see how these areas will help with growth in the future as well as keeping SUNY Canton financially sound. The Council would also like to see information on the number of faculty

hired in the last year versus the number of non-faculty. The group engaged in discussion on the various versions of the benchmarks and whether or not SUNY Canton has met the benchmarks set forth in regard to shifting where the money is spent.

President Schiffner continued with her report.

Cook Hall, Phase II – Bids are in, and the renovation process will start any day now.

Budget Process – The budget process will start very soon.

Academic Work Week and Academic Calendar Discussion – President Schiffner reported that discussions have been happening in regards to moving the 4-day academic work week back to a 5-day academic week. SUNY Canton is currently at a 4.5-day academic week because of enrollment growth and not being able to meet the demands for classroom space/time. The students also noted that it has been hard to find their advisors at times, and President Schiffner feels that may be due to faculty having back-to-back teaching schedules. The discussions have encompassed several groups – unions, faculty, student leaders, etc. There are no known contractual issues, and even though it may not be something that everyone wants, it is understood and accepted. President Schiffner also reported that there is a goal of having the academic calendar created/set for a few years in advance to help with planning.

Strategic Enrollment Taskforce – President Schiffner reported that SUNY Canton is trying to get out in front of the resource allocation model even though it is not clear as to what that means for SUNY Canton.

Due to time constraints, President Schiffner invited Matt Metcalf and Maureen Maiocco to come back at another time to give their presentations.

### ***Academic Affairs Update***

Provost Spellacy reported that the Engineering School is working on some High Needs Proposals due to a need for some equipment. That School also has some students working on some development programs such as artificial hands and a 3-D printer that will be displayed at SUNY Day as well as working on their ABET accreditation for their four-year programs.

Provost Spellacy reported that the School of Business and Liberal Arts has been able to allocate funds from the Wintertem and Summer Sessions to each School to use for faculty development. Phil LaMarche, a new English professor, has created a Living Writers' Series that is very successful. The Volunteer Income Tax Assistance program (VITA) is in place to help do tax returns for free for qualifying individuals and families.

Ms. Spellacy also reported that the Funeral Services program in the School of Health, Science and Criminal Justice has been accredited. The Sports Management program has grown from 12 students in the fall of 2010 to 78 students this fall. The Nursing BS program has also shown significant growth. Ms. Spellacy further stated that the PTA program has some students from Sri Lanka on campus.

Provost Spellacy stated that Accommodated Services continues to serve a number of students and may need to start providing athletic options to students. She reported that Admissions is seeing enrollment numbers that are matching up to two years ago, and they are looking at avenues that will



recruit more students in the STEM fields. Mike Perry has joined the team during the transition in searching for a new director. The Advising Center is heavily used and had 905 student contacts last semester. Provost Spellacy indicated that Career Services is now an Automotive Service Excellence (ASE) testing center. They are also doing programming for men's soccer and reaching out to Fort Drum. Provost Spellacy reported that EOP is having great success with their tutoring events. They have had 93% of their students pass their courses this year. Successes have also been seen in group tutoring for chemistry and biology. For International Programs, they have had two first-time, faculty-led study abroad programs – China and Croatia. There has been a 10% increase of international students on campus. Provost Spellacy reported that the enrollment in Winterterm and Summer Session is wide spread – not just our students. She stated that Open SUNY is on the forefront of the Online Learning radar; she further stated that more information is needed to make a determination on whether it will benefit SUNY Canton or not. Provost Spellacy gladly reported that the Registrar's Office is almost fully staffed.

Chairman O'Neill asked if the Director for Admissions position had been advertised yet. Provost Spellacy indicated that it had not been because the vacancy was just announced. Mr. O'Neill questioned how long it would take to get that announcement out and if it would be considered as a shared position or not. It was stated that it would take a week or so to get SUNY Canton's portion of the paperwork done, but then approval needs to be received from SUNY in order to search. It is not anticipated that it will be a shared position; however, that is something that is always considered.

#### ***Administrative Affairs Update***

Ms. Higley's update was given throughout the meeting.

#### ***Advancement Update***

Mr. Gerlach reported to the Council that he received a very nice letter from one of his endowment recipients. He encouraged the members to donate to the College Foundation as students need and appreciate support. He also reported that SUNY has approved the same resolution for the new residence hall that the College Council did. He stated that SUNY Canton has the highest number of triples, and this new residence hall will help that. He also indicated that there have been some struggles, but it is getting there. Once the final plans are done, Mr. Gerlach will provide them to Michaela for distribution to the Council.

#### ***Student Affairs Update***

Dr. Mott reported that Student Affairs has a new addition of the CARC and athletics. She feels that it is a great fit and will benefit student activities. She reported that Health Services has been working with SUNY Potsdam on a shared student health contract and having this mutual contract will be of great benefit. Dr. Mott also reported that shared hazing programs and civility programs will be happening as well as a program for Title IX in the classroom to help faculty and students understand this policy.

#### ***Student Government Association (SGA) Update***

Ms. Johnson reported that SGA now has an office, and it has greatly improved their ability to function as an executive student committee. Student involvement has grown and several clubs are involved in fundraising. This fundraising has led to more awareness of what clubs there are and has contributed to growth in membership. Ms. Johnson extended an invitation on behalf of the College Activities Board (CAB) to the Council for Winterfest. She also indicated that CAB has seen a growth in activity programming. Ms. Johnson reported on a graduation initiative that they have started. It is

an initiative to encourage clubs and members to focus on their academics while planning for club activities. They have provided an incentive of \$25 to the club that spends the most time in the library. Ms. Johnson shared with the members about the joint dance that SUNY Canton's and SUNY Potsdam's SGAs put together for Super Storm Sandy Relief. Over a \$1000 for relief efforts was raised and will be presenting the check soon. Both groups are also working toward more student-driven initiatives to get the entire student body involved such as a small lecture series or community events. Ms. Johnson reported on the Four-College Leadership conference which provides networking for the students from the area colleges – SUNY Canton, SUNY Potsdam, Clarkson, and SLU. A number of students from each campus gather and hold round-table discussions. The student make-up includes traditional and non-traditional students. President Schiffner noted that the Presidents of the Associated Colleges met and voted to provide funding in support of this conference through their annual budget.

#### ***Faculty Senate Update***

Dr. Harte updated the members about his recent University Faculty Senate meeting. He indicated that Open SUNY will potentially have the greatest impact on SUNY Canton as a college. He reported that the Chancellor is looking to increase online offerings system wide, and it appears that she would like to have students qualify for financial aid at more than one college, so they could take classes at various SUNY institutions and transfer them back to their home program. He reported that the degree-granting institution would retain the student for 50% of their classes, but that student could take the other 50% of their classes from another institution. That change could affect SUNY Canton. It was clarified that the Chancellor is looking for a total of 100,000 students for online which would add to the current 80,000.

President Schiffner finalized her report by sharing some upcoming events with the Council. There are two campus forums planned on Shared Services – one at SUNY Canton on February 7 and one at SUNY Potsdam on February 12. There is a scheduled Living Writers' Series on February 13. She reported that JD Delong will submit the final self-study for Middle States on February 8, and the Middle States evaluation team will visit on March 24-27.

#### ***Chairman's Report***

Chairman O'Neill reported that there will be two new College Council appointments coming soon; the background checks are complete. We are just waiting to have the official appointments from the Governor's Office.

He reminded the members that SUNY Day is coming.

#### ***Old Business***

There was no old business to discuss.

It was determined that Michaela Young would gather some available dates to have the study session on the budget, and send them to the Council members for availability.

Chairman O'Neill asked Ms. Higley if she knew how SUNY felt about the State budget. She indicated that they were happy that they are not getting cut, but the concern is regarding the capital budget. There will not be one, and it is not known whether it will be a one-year delay or a four-year delay.



***Adjournment***

Mr. Sauter made a motion to adjourn. The motion was seconded by Ms. Johnson and carried at 10:39 a.m.

Respectfully submitted,

Michaela Young  
Acting Secretary to the College Council