

SUNY CANTON COLLEGE COUNCIL

262nd MEETING

February 17, 2014

Present: Ronald O'Neill, Chair Grace Burke Timothy Currier
Marie Regan Joseph Rich Chloe Ann O'Neil (on phone)
Thomas Sauter Roger Sharlow Ornella Parker

Absent: Cecily Morris

Others: Joseph Hoffman, President Courtney Bish Kyle Brown
Elizabeth Erickson Charles Fenner David Gerlach
David Hartle Shawn Miller Travis Smith
Karen Spellacy Lenore VanderZee Michaela Young

Call to Order

Chairman O'Neill called the meeting to order at 3:08 p.m.

Mr. O'Neill asked everyone to introduce themselves.

Minutes of November 19, 2013

Mr. Rich made a motion to accept the November 19, 2013, minutes as presented. The motion was seconded by Mr. Sauter and carried.

Notes of December 6, 2013

The notes of the December 6, 2013, meeting were presented as information. No action was needed as this meeting was only informational due to a lack of quorum.

Advisory Committee Appointments

Provost Spellacy presented the Advisory Committee Appointments to the Council for approval.

Civil/Construction Advisory Committee

Mr. Damian J. Vanetti, Principal Engineer, GHD, three-year appointment

Mr. Cheyenne Dashnaw, Senior Project Manager, Atlantic Testing, three-year appointment

Dental Hygiene Advisory Committee

Ms. Ashley Abeling, RDH & SUNY Canton Alumnus, Mayfield Family & Cosmetic Dentistry, two-year appointment

Mr. Sharlow made a motion to accept the Advisory Committee Appointments. The motion was seconded by Mr. Sauter and carried.

Chairman's Report

Chairman O'Neill did not have anything to report.

President's Report

Dr. Hoffman thanked Chairman O'Neill for chairing the Presidential Search, as well as the rest of the Committee and the College Council. He stated that he was able to sit with each candidate, and he was very impressed with them. Dr. Hoffman mentioned that one item that came up with each of the candidates was Chief of Staff. The Chief of Staff title at the College was not reflective of that person's duties, so he decided to rename the local title for that position. Lenore's local title is now Executive Director for University Relations; this was approved by Executive Cabinet.

Dr. Hoffman mentioned that he reached out to all of the College Council members to speak to them about the situation with our Vice President for Administration Natalie Higley. Natalie's home campus is Potsdam, so they have the lead on this. However, Dr. Hefner and Dr. Hoffman are working together on it. At this point, Natalie is taking leave time. Dr. Hoffman has asked Shawn Miller, shared Director of Budgets, to be the coordinator for the area to keep everything up to date. He stated that we do not know where we are going from here. Some options include: suspension with pay or possible termination. Dr. Hoffman will keep the Council members updated. He indicated that if she is suspended he will call for a SUNY audit.

Dr. Hoffman went on to talk about Open SUNY; this is a program that SUNY is pushing. SUNY Canton was excited about this opportunity because we are home to the second largest set of online offerings; Empire State has the largest. There were 66 programs nominated and 6 of them were ours. There were 44 best practices, or initiatives, submitted; 4 of those were ours. He stated that SUNY changed the plan. Originally, they were going to roll out the full program in January; instead, they chose 6 programs and rolled them out as a pilot program. We were not among those 6 programs. However, we are part of Open SUNY because when you look at the website we are listed; we just are not getting rolled out in the chosen 6 list and are not receiving the resources that are associated with that. Our Library program was chosen in the full SUNY piece. Dr. Hoffman thanked Karen, the Deans, and Molly for putting those proposals together.

Executive Director for University Relations Update

Ms. VanderZee indicated that she has submitted a draft plan to SUNY for Start-up NY and has received some comments back; they are looking for us to be very specific. Lenore is working to firm that up. She is working closely with Pat Kelly from the Industrial Development Authority (IDA) and John Reich from the Bridge and Port Authority to see if we can include some of their property as well. She is looking to hopefully submit the revised plan to SUNY within a couple of weeks. Once the plan is provisionally approved, we provide it to the College Council, Faculty Governance, Student Government Association, and unions, as well as various constituencies such as elected officials, etc. to allow them to comment on the plan. Those comments will be submitted with the plan to Empire State Development (ESD) for approval; we have a 30-day window to do that. ESD has 60 days to not reject the plan; then, we can move forward. Lenore asked the Council to look over the plan when it becomes available and provide honest feedback. Mr. Sharlow asked if there have been interested participants. Lenore stated yes; we have four eligible leads. Mr. Sauter asked where the leads came from. Lenore stated that some have come through ESD, some from seeing the ad, and some through word of mouth. She feels the response can be attributed to the kinds of programs we offer and how that fits in with the eligibility requirements for the businesses.

Academic Affairs Update

Provost Spellacy reported on accreditation for various areas. The Nursing accreditation visit for RN to BS will happen this week. IREC accreditation visit had a positive exit interview; this team looked into workforce training and renewable energy programs. NATEF – Automotive accrediting body – visited, and we received good news from them. The ABET visiting team made some suggestions last fall on three of our four new engineering programs, and the revisions were sent out last week. She is hoping for some good news in June for those programs.

Ms. Spellacy reported that her area is working on a program called PathPro through SUNY. They are hoping for agreements with three schools in China which could potentially bring 90-180 students to campus each year. These students would be paying out-of-state tuition. They would do two years in China and then two years here. They would end up with a Chinese version of an associate's degree from their school in China and a bachelor's degree from us. The agreement does call for our faculty to teach over in China, but the Chinese government has offered to pay for those expenses. This is looking very promising.

Ms. Spellacy shared that School departments are busy working on a tenure/promotion matrix. She indicated that as the Campus grew things shifted in the requirements of what was needed to get hired or promoted to a certain rank. These matrixes will help to define that. The departments have submitted their initial drafts; the Deans have reviewed them and sent some back for further decision/clarification. They are working to get those finalized and hope to have them ready for the end of this year to use for new faculty coming in next year.

Provost Spellacy informed the Council that Admissions and the Registrar are working on some paperless efforts. These efforts have led to the use of Degree Works, which is a software program that makes it easy for faculty, advisors, and students to know what they need to still take and what has been satisfied for graduation.

Administrative Affairs Update

Mr. Brown shared some things that HR is working on. He indicated that they rolled out their new online employment tool, People Admin. People Admin allows for a completely digital recruiting process, which saves on time and paper. The Campus-based Leadership Development program is three-fourths complete for the year. This program is geared towards middle-management people on campus who show potential to be leaders. Currently, both Canton and Potsdam staff are participating in this program as a joint effort; the potential leaders will present their project or proposal at the end of the program. There has also been a consolidation of the point-of-contact for payroll as there has been some confusion in the past on whom to contact for payroll questions. An email has been created to help with this.

Kyle reported that there has been a vast amount of compliance training sessions for this year in order to get us in compliance. There are a few more to go. Once we get past this year, the trainings will be minimal. SUNY Plattsburgh and Clinton Community College have now signed on to be trained through our program. The campuses that have signed on for us to do the training pay a flat fee depending on the size of the campus.

IT is also working on some paperless initiatives. They are looking at possible partnerships with vendors, as well as partnerships with faculty and the Sustainability Coordinator on Campus. Currently, the

Campus uses around 340,000 sheets of paper per month for printing and over 100,000 sheets of paper per month for copying. They are working to have a pilot program in place for Fall to educate the Campus on copier/printer use and how to reduce costs.

Kyle shared that IT has shifted some of their focus to help students more. Theresa Corbine has let go of some of the day-to-day duties to look more at assessment. IT has also moved student-loaned equipment to the circulation desk to provide easier access for the students.

Kyle stated that IT is working to move to a more data-driven process by implementing a formal advisory system to help drive IT's overall strategic plan. They hope to increase their assessment offerings to faculty, staff, and students to get feedback on how to improve their services. Lastly, Mr. Brown shared that they are working to get their security level up to current standards.

Ms. Miller reported that Mike McCormick has created an ongoing projects list on Facilities' webpage; he plans to have a list of projects with floor plans and timetables up there. The Enrollment Center's contract has been awarded to Continental Construction with a finish date of April 2014.

Shawn reported that Census Data is in; we are at \$24.2m total revenue (\$18m in revenue, \$6.2m in State support) and \$22.9m total encumbrances (salary through the end of the year and expenditures). It may be necessary to tap into a little of our reserve money to make budget. Shawn shared that we have to make up the TAP gap (this is mandated and is a large part of the budget), which is \$1.2m this year and goes up with each tuition increase (this amounts to about \$500,000/year for a \$300 tuition increase). We also have to fund the collective bargaining increases that the State agreed to. Mr. Sharlow asked if there is any relief in the future for the TAP gap. Shawn stated that there is not until the rational tuition increases stop, which is probably another year. Chairman O'Neill asked if the revenue amount was based on a certain number of students. The answer was yes. The exact number was not available. Shawn explained that a target projection is set in the Summer in order to build the financial plan, and it is updated in the Fall and Spring with actual numbers. The money up to the target is what the budget is built on; if the target is exceeded, which it was as we historically project low in order to be in a safe zone, then the extra goes into reserves. Ms. Regan asked what the reserve fund was at. Shawn stated that right now it was close to \$6m.

Ms. Regan asked where the new Enrollment Center was going to be located. Dr. Hoffman explained that it will be in the Intramural Gym in the Campus Center. He shared that it would be a one-stop shop and would house the Registrar, Student Accounts, IDs, and Financial Aid. There will be a frontline with some cross training. It will be run similar to the new DMV offices where a student will receive a number that is keyed to a certain activity. Students will have an option to have a message sent to their phone, so they can actually leave the space and return when it is their turn. Dr. Hoffman added that we have changed the way students register. Now, we have an Advisement Week, a Registration Period, and Late Registration with a fee. This needed to be instituted for several reasons, but the key reason was so we knew how many students were returning. We had 86% of students registered within the first two weeks of the Registration Period, so they took advantage of the Advisement Week. Dr. Hoffman noted that we also addressed the loss of the Intramural Gym by making a commitment to Intramural programs. We hired a coordinator for the Fitness Center who also is the coordinator for Intramurals, and he has developed a great program with online registration, new teams, etc. Dr. Hoffman noted that with the completion of the Enrollment Center there will be on-campus space. There are discussions happening

on how best to utilize this space, keeping in mind the Health Center is top priority. Ms. Parker asked if the plans would be listed on the Facilities' webpage. Dr. Hoffman said they would come up as projects on that webpage, but the students will be brought into the discussions before that point.

Chairman O'Neill asked if Shawn knew what total revenue was last year. She stated that she thought it was very close to this year's - \$24.2m. Shawn will send Chairman O'Neill those numbers.

Mr. Sharlow asked Shawn how the reserve fund compared to last year or previous years; was it where we wanted it to be? Shawn stated that she thought it was down a bit; they are watching the enrollment numbers closely. She added that they have had conversations with Dr. Hoffman and the Deans as to where they felt it should be; they indicated that they felt \$5m was "safe." Dr. Hoffman said that "safe" is our comfort level as well as not making us a potential source of revenue to help other SUNY schools.

Dr. Hoffman added that we are putting together an enrollment plan, which will have us looking at community colleges, working to fill empty seats with upper-division transfers, marketing who we are (we are the College for the Community), and targeting Vermont schools (their students pay a higher in-state tuition than they would pay for our out-of-state tuition). We are also looking at the Chinese program and the Turkish program with SUNY. We are also looking to improve programs and admission into Canino. Dr. Hoffman stated that applications are down; however, admits are not that far behind. He noted that we are in our second year of our provisional status for NCAA, and the coaches are wonderful at recruiting. They are hopeful that they might get a year shaved off of the provisional status. Mr. Sharlow asked if we knew which year that might be. Dr. Hoffman stated that he was not sure.

Advancement Update

Mr. Gerlach provided an update on the Halford naming; this has been approved by SUNY. He shared that there will be a ceremony at a later date, and he hopes the Council members can attend to meet Mr. Halford. Mr. Gerlach reported that in doing this naming we learned that we were not in compliance with SUNY on our Campus Naming Policy. Mr. Gerlach is working on a proposed policy that will go before the Executive Cabinet and then to the College Council for approval at a later date. Once our Campus Naming Policy is approved by SUNY, we will not need to get SUNY's approval on namings that are under a \$1m.

Mr. Gerlach shared that they closed a \$50,000 gift annuity at the end of the calendar year. He stated he had some great visits in California, and his staff are/have been traveling to Tennessee and Florida for visits as well. They just hired a Foundation-supported staff member, Amanda Hazelton.

Dave reported that as of January 31, 2014, the Foundation was just shy of 60% of their fundraising goal of \$805,500. They have exceeded their endowment goal for the year, and unrestricted gifts are slow to come in.

Student Affairs Update

Ms. Bish reported that the residence hall numbers are at 1053, which is down by 84 from last year, but it is still manageable. They are planning to move ahead for the Fall.

Athletics is hosting the Special Olympics on campus again on May 3. They are very excited about coming back. Randy and his team are planning some timed-trials for mid-April and an Olympic Village on the day of the event.

Courtney reported on Orientation. She shared that she and Molly Mott are co-spearheading it. She explained that we have tried to have Orientation on Opening Weekend which has not been working well. They have gone back to the beginning and will be having them throughout the Summer – two overnight sessions in July, one day session in August for non-traditional students, and one late session. The goal is to rebuild community, get students excited about coming to campus, and get them to learn about Canton. They are hoping that this will help with overall retention rates as well. Ms. Parker asked if students would be able to pick which Orientation session they want. Ms. Bish clarified that Orientation is mandatory, but they will be able to choose their session.

Ms. Bish shared that in January 2015 they will begin their wing renovations in the residence halls. They are working on some exciting plans. They are hoping to do one wing a year. Students will be warned in the Fall that they may need to move in the Spring. Dr. Hoffman added that they were able to add RAs in each residence hall so there is one per floor, and they were able to add two more RAs in Grasse River Suites. Courtney added that they are losing an RD; they are going to make some staffing adjustments to get them through the year though. They are also working on hiring a Counselor.

The first Annual North Country RA Conference was held last weekend at Potsdam. We will host it next year. SUNY Canton represented well.

Courtney shared that Residence Life will be pairing with the Sustainability Office to get more creative with sustainability in the residence halls.

Ms. Bish added that they are planning on having a Welcoming Open Weekend instead of Orientation at the opening of college. This is to help engage all students in exciting events that weekend even if they came to orientation in the Summer. They are also changing Family and Community Weekend to Homecoming this year and moving it to the weekend before Columbus Day Weekend; in the future, it will be on Columbus Day Weekend. They are trying to help make a difference with what they have heard the students and parents want.

Faculty Governance Update

Ms. Erickson reported that they are closing in on their year-long Faculty Governance bylaw update. She indicated that many committees took the opportunity to review their structure and strengthen or change it where needed. The Awards and Recognition Committee has changed to be Nominations and Recognition Committee; the Instructional Technology Committee and the Classroom Committee merged to form the new governance committee called Teaching and Learning Technology Committee. They are going to eliminate the Honors Convocation Committee, which only met once a year to discuss one event. Once that committee goes offline, they may develop a new committee that addresses something to do with honors and helping to serve our students. They have also added some sub-committees to existing committees to get more people involved – Academic Calendar Committee and Academic Integrity. Liz stated that they have received a lot more feedback and participation during the past year.

Faculty Senate Update

Dr. Fenner reported that he attended the Faculty Senate meeting in Albany. He shared that Chairman McCall spoke about LITCH – Long Island Hospital – and the LITCH tax. He indicated that the Chancellor did not have any big initiatives. SUNY is moving the Service Learning Opportunities under another acronym, and SUNY Binghamton has the lead on that. Dr. Fenner shared that the Union stopped by and expressed concern that globally within SUNY teachers cannot pass their state board exams. Parents are up in arms. We will not have that issue here, but it is a concern of the Unions.

Dr. Fenner noted that there are academic competitions as well as athletic ones. He indicated that on March 7 he will take an interdisciplinary group including GMMD students, Independent Study students, and Management students to an Entrepreneurial ship Marathon. Mainly, this is a speaking competition. An entrepreneur comes in with their product and says to improve it; the students work on improvements all day and give a presentation. On April 1, a group of students will go to the SUNY Undergraduate Research Council; they will be highlighting Tina Flanagan’s work on travel revisions at SUNY Canton. Tina will have a brochure; the Chancellor, Senator Ritchie, and Assemblywoman Russell will hopefully come by to take photographs and give Tina an opportunity to explain what she did. On March 29, one interested student will attend the New York State Business Planning Competition, of which we took second last year. She has rental properties that she is looking to change into a social entrepreneurial ship under Article 30 for veterans to see if we can get funding there. Through Foundation support, he is taking an International team of Management students to the International Business Strategy Competition in Anaheim. The students are working through it; the competition is very math intensive. They are in a group with students from Guangzhou University in China and a few other universities in Canada, London, and the U.S. The students are working about three to four hours a day to get the statistics for running a business correctly.

Public Relations Update

Mr. Smith reported that they have been busy in PR during the last few weeks. He took a moment to thank Ellie Prashaw and Greg Kie for their efforts in the Presidential Search.

They are working on the Report to the Community and hope to get that out at the end of April/early May. They plan to use it as a vehicle to announce the next President and promote Alumni Weekend.

Student Government Association Update

Ms. Parker reported that SGA’s mission is to create future leaders. They are hosting three workshops to help with that – Coming Out of Your Comfort Zone, Leadership Styles, and Your Next Big Move. There is an overall leadership conference scheduled for March 22; each club sends members that they feel need help with leadership skills in order to train them to be a future leader for that club. The theme has not been set yet for this conference.

Ornella shared that there is a group currently in Boston at the NAOCA event. This event allows college student groups to shop around for vendors and activities to bring onto campus.

Ms. Parker reported that on March 1 six students and one advisor will attend the American Student Government Association Training Conference in NYC; they will be trained on student government.

Lastly, she shared that the Vet Tech Club has a trip scheduled to the Boston Aquarium to further their education on large marine life.

Dr. Burke asked if there was a policy where students had to sign in to class and were penalized if they missed more than three classes. Ms. Spellacy shared that there was no campus-wide policy for unexcused absences to class; however, each professor or department can have an attendance policy. Dr. Hoffman added that students who do not attend class on a regular basis are a burden to other students and the teacher as they still require the lecture notes and this slows up the class. We do ask that teachers have clearly stated policies on unexcused absences, share information on excused absences, and ask teachers to be lenient should a significant issue arise. Students should be calling their instructors if they cannot make it to class. We also use attendance as an early warning system especially for students who are on probation or academic jeopardy.

Dr. Burke also asked about getting stronger clinical experiences for the nursing program. Dr. Hoffman explained that we had to roll back the Nursing RN program from 120 to 90 students because there was an issue of getting them placed in clinicals. He stated we are sympathetic to that. He also stated that they are trying to work with SIMS training labs to help with some supplemental experiences needed. This is something that is very important to us, and we are trying to address it. Mr. Sharlow asked how long we had the simulator program. Our lab is around eight years old with new equipment within the last four years.

Old Business

Ms. Young shared that the tobacco policy with approved changes had been taken care of; there will be new updates brought before the Council for approval at the next meeting.

Adjournment

Ms. Regan made a motion to adjourn. The motion was seconded by Dr. Burke and carried at 4:38 p.m.

Respectfully submitted,

Michaela Young
Secretary to the College Council