

SUNY CANTON COLLEGE COUNCIL

260th MEETING

September 10, 2013

| | | | |
|-----------------|--|--|--|
| Present: | Ronald O’Neill, Chair Marie Regan Ornella Parker | Grace Burke Joseph Rich | Timothy Currier Roger Sharlow |
| Absent: | Cecily Morris | Chloe Ann O’Neil | Thomas Sauter |
| Others: | Joseph Hoffman, President David Gerlach Travis Smith Lenore VanderZee | Courtney Bish Brian Harte Karen Spellacy | Elizabeth Erickson David Hartle Michaela Young |
| Guests: | Shawn Miller | | |

Call to Order

Chairman O’Neill called the meeting to order at 9:00 a.m.

Chairman O’Neill welcomed Ornella Parker as the new SGA President and announced that she won the ACT Scholarship for the Technology Sector. Mr. O’Neill also welcomed Dr. Hoffman and Michaela Young. Mr. O’Neill asked everyone to introduce themselves.

Minutes of May 18, 2013

Ms. Regan made a motion to approve the May 18, 2013 minutes as presented. The motion was seconded by Mr. Rich and carried.

New Business

President’s 2012-13 Annual Report

Chairman O’Neill asked Dr. Hoffman to introduce the President’s Annual Report; a copy was provided to College Council members. Dr. Hoffman stated that the report was submitted to SUNY and the Board of Trustees as the President’s Annual Report. The members were asked to adopt and approve the report as their annual report submission to the Board of Trustees.

Mr. Currier made a motion to adopt and approve the President’s 2012-13 Annual Report as the Council’s annual report. The motion was seconded by Mr. Sharlow and carried.

Search Firm Consultant Selection

Chairman O’Neill shared that the Council members were provided with proposals from two search firm consultants – RPA and Academic Search. He thanked Beth Martin for her help with all of this. Mr. O’Neill stated that his recommendation would be RPA, and he stated that Mr. Sauter, although absent, also agreed with him. Mr. O’Neill went on to say that he had spoken with others regarding RPA, and

they expressed satisfaction. His understanding of hiring a search firm, outside of a SUNY mandate, is to take on the leg work – background checks, etc.

Mr. Sharlow made a motion to hire RPA as SUNY Canton’s search firm for the presidential search. The motion was seconded by Dr. Burke and carried.

Chairman O’Neill will send an email to the Search Committee, but for the members present, he announced that Nicole Dunnan will serve as liaison for clerical matters dealing with the search. The reason for this is that Dr. Hoffman may be a candidate.

The first Search Committee meeting is on October 3 at 3 p.m. The Chancellor will be addressing the Committee through video; Dr. Kraushaar will be attending in person.

Mr. O’Neill will also send the Committee the search guidelines. The following people were identified as Search Committee members:

Dr. D. Anthony Beane
Susan Buckley
Elizabeth Erickson
Dr. William Fassinger
Dr. Maureen Maiocco
Dr. Ronald Tavernier
Dale Major
Dr. Debra Stanley
Jondavid DeLong
Ed Coombs
Marie Regan
Ornella Parker
Roger Sharlow
Thomas Sauter
Stacey Basford
Ronald O’Neill, Chair

Judicial Process

Courtney Bish, Dean of Students, gave a short presentation on the Judicial Process. She provided the group with a folder of information. Courtney will send the PowerPoint to Michaela for file and sharing purposes.

Old Business

There was no Old Business to discuss.

Chairman Report

Chairman O’Neill reminded the Council members about the ACT Conference on October 18-20. He asked them to go if they could.

President's Report

Dr. Hoffman shared a copy of the campus organizational chart with the group. He pointed out some changes in the President's staff, securing of the VP for Advancement position, and freeing up of the VP for Student Affairs position. He indicated that he plans to hold off on filling the VP for Student Affairs position until Athletics and the CARC move back under that area fully. For now, Courtney Bish is overseeing that division. When the organizational chart is finished, he will share it again.

Dr. Hoffman indicated that the Canton College Foundation contract has been released, as well as the Alumni House contract.

He provided a copy of the President's updates to the Council. Dr. Hoffman stated that the updates are done monthly, and he will have them sent to the College Council also. He thanked Carli for helping initiate the conversation for the Shared Services MOU. Dr. Hoffman talked a little about the public signing and the structure of the MOU; he stated that shared services do not include the President.

Dr. Hoffman reported that he met the Governor; he thanked June O'Neill for helping with that. He stated that it has been a busy summer trying to get to know people and working on implementing things he would like to do.

Dr. Hoffman mentioned that Natalie was in Albany at some meetings, so he would be happy to answer any questions that they might have on shared services.

Student Affairs Update

Courtney reported that the housing numbers are great – 1238 in the residence halls, 328 of them in Grasse River Suites (GRS) (that is 108% over design occupancy).

The Health Center received AHC status.

Ms. Bish reminded the group that Family & Community Weekend is coming up on September 27 & 28. She also announced that SUNY Canton will host the Associated Colleges' Student Conference this year.

Ms. Bish reported that there will be an app for student activities soon.

Athletics has moved into their 2nd provisional year of the NCAA, and pre-season has already begun. She was pleased to report that the student-athletes' GPA for 2012-13 exceeded expectations. Athletics will host the USCAA National Volleyball Tournament this year again on October 31-November 2, as well as hosting the Special Olympics. On November 2, the men's hockey team will play in Lake Placid at the Olympic rink against Potsdam.

Ms. Bish reported that the first-ever, full-time Greek Life and Community Relations Coordinator will be hired soon. They will oversee the fraternities and sororities and help to foster more of a community service presence.

Chairman O'Neill asked what the incoming freshman GPA is; the answer provided was 82.4.

Faculty Senate Update

Mr. Harte reported that the 165th University Faculty Senate Fall Plenary will be held on October 24-26. He feels that the topics of discussion will be Open SUNY, seamless transfer of students from a 2- to a 4-year institution, and the fate of the Medical Centers.

Mr. Harte reported that he is the alternate Faculty Senator. The full-time position for Faculty Senator is coming up for election. Mr. Harte has decided to stay as the alternate due to his acceptance of the UUP Academics Vice President position.

Academic Affairs Update

Provost Spellacy reported that the four-year Nursing program has their accreditation visit in the Spring. The PTA program is wrapping theirs up, and Engineering's ABET accreditation visit will happen this Fall. Ms. Spellacy reported that J.D. DeLong has taken over as Dean in the School of Business and Liberal Arts.

She is working with International Programs to determine what they will or will not do for programming. They would like to have students on campus for at least part of the degree. Partnerships with Turkey and China may be possibilities; they are looking to diversify their efforts.

The Advising Center worked with freshman to help them create their own schedules this year. Three people were hired to help with advisement; over half of the freshman took advantage of this opportunity. Ms. Spellacy also reported that a group went to NYC to help students finalize their registration process; Ornella joined them, and it was a great success. Ms. Spellacy noted that lines were down for scheduling changes.

Provost Spellacy shared that 61% of last year's Gateway to Success students were eligible to enter their major in the Fall. The number of EOP students entering a bachelor's degree has also increased.

She reported that the Library received the 2013 Joseph F. Shubert Library Excellence Award for changing the Library into a dynamic center.

Provost Spellacy reported that as of September 6 total headcount was 3584 compared to 3624 in 2012 and 3521 in 2011. FTE is at 3126.4 compared to 3210.3 in 2012 and 3117.67 in 2011.

Admissions will be heading out in a week, and they are looking to redefine their marketing. Dr. Hoffman added that Admissions is now under the Provost, and the new Director, Bruce Smith, has started. He is working on putting an Enrollment Management System in place. Dr. Hoffman stated that we knew we would be down some in enrollment, but we need to remember that we need to stay accessible. This may mean we bring in fewer upfront, but the retained number of students will grow. Dr. Hoffman would like individual departments to tell what type of students they want to recruit.

Mr. Sharlow asked if the numbers we are experiencing are similar to other places. Some Colleges of Technology are down and some are up. St. Lawrence County enrollment for us is down. Dr. Hoffman stated that he would like to get better transfer students from the Community Colleges – those that have already completed their two-year degree and looking for a four-year degree.

The group had a discussion on how International Programs could expand – the means by which instruction could be delivered – teleconference, online, in-person, etc.; who to partner with – Turkey, China, Korea; and where instruction will happen – on or off campus.

Administrative Affairs Update

Shawn Miller reported on the budget. The budget for this year is \$26.6m; it has been finalized and submitted to SUNY for approval. Personal Service Regular (PSR) is at 73%, Temp Services 12%, Utilities 7%, and OTPS (Other Than Personal Service) 8%. There is a 17% increase, and this is due to an investment in instructional positions. There have been 35 positions on the instructional side added, a 36% increase in full-time faculty positions. There were 16 positions added to the Administrative side, a 9% increase; many of these were mandated health and safety positions. Ms. Miller reported that our target enrollment was met in revenue and exceeded. If it had not been met, we would have had to send money back on our allocation for this year. Ms. Miller indicated that we received a \$300 tuition increase, but we have to offset the decrease in TAP. Our cost for this last year was \$722,000, so the bulk of the tuition increase does go back to the students. It was also pointed out that campuses had to pick up the cost of the UUP raises this year; the State did not give any additional allocations.

A brief discussion on salaries took place. It was noted that we are working with the Associated Colleges to offer a trailing spouses program. Dr. Hoffman explained the new hiring process. The group discussed how degrees factor into hiring. Dr. Hoffman is trying to get each department to develop a matrix of what they prefer and require a faculty member to have.

Dr. Hoffman reported that the Intramural Gym is being converted into a One-Stop Shop Enrollment Services Center. The Registrar, Student Accounts, Financial Aid, and College Association (IDs and Meal Plans) will be housed in there, so students only have to go to one spot on the campus to take care of all of their needs. There will be cross-trained staff at the frontline to help alleviate the long lines. The funding for this comes from reserves that have been campus generated. He stated that the Dana Hall Gym will become the Intramural Gym. John Vandervere will be handling the scheduling for Intramurals, and a new Director will be hired.

Dr. Hoffman also reported that he is working on the process of predicting how many students are registered for classes as there was no real predictor in place. He reported that there will be an Advisement Week where students can meet with their advisors. There will then be a Registration Period, and after that period, a Late Registration Fee will be applied (\$50). A hold will be placed on a student's schedule until that fee is paid.

Advancement Update

Mr. Gerlach expressed his appreciation for being allowed to continue in his Vice President role. He reported that the Foundation has total assets of \$40.5m, which is up over the \$40m mark. Endowment funds increased by 5.2% from last year, and they raised \$1.3m last year, which is 181% of the goal. He reported that it was one of the better years since the market collapse of 2008-09. The Foundation struggled to reach the unrestricted goal; they are still working on that.

The Audit Committee met yesterday, and they had a very clean audit. The Finance Committee also met and approved a 6% spending policy for 2014-15.

Grasse River Suites (GRS) received a favorable rating from Moody's on their bonds. He also reported that they have made the final payment to the general contractor. This payment was held up due to some legal concerns over a sub-contractor; Mr. Gerlach needed to wait on payment until the attorney for GRS was satisfied that everything was taken care of. He shared information on the snow shedding issue from last year. The \$90,000 fix did not work, so they will be spending an extra \$162,000 this year to address the issue. The insurance did cover all of the claims for the vehicles that were damaged.

Mr. Gerlach reported that they have had fantastic Alumni gatherings in Watertown, NYC area, and Saratoga Springs. The full Foundation Board will meet on September 20 prior to the Scholarship Luncheon. Attendance for the luncheon is estimated at 280-300 people.

The final group of the Century Club was inducted into the Hall of Fame this past summer. The Hall of Fame inductees have contributed about \$100,000 in support, and one of them recently transferred \$50,000 in stock to support their endowment.

Mr. Gerlach encouraged the group to donate and thanked everyone for their continued support.

Chairman O'Neill asked about the status of the other dorm. Mr. Gerlach indicated that it was tabled last spring in consultation with the Executive Leadership of the College and Foundation due to concerns on not knowing the yield retention on students and timing. Dr. Hoffman indicated that we are comfortable with the current situation in the residence halls. He reported that there is a 20% drop-off rate from fall to spring; drop-offs are normal, but 20% is high. Part of it is due to students graduating or doing spring internships. He indicated that the housing contracts for all residence halls have been strengthened and standardized, so it is not as easy for students to switch out. The Foundation has provided money to serve as a gap scholarship for students who have to switch from one of the four residence halls to GRS in order for us to keep our needed occupancy level. He stated that it is hard to make an argument for another dormitory when there is a struggle to keep GRS full in the spring. He feels that the drop-off rate will decrease as the retention rates are increased. Ms. Regan asked if the students pay more for the newer dormitory. The answer is yes, but they can take a lesser meal plan. Adjustments such as cooking for yourself and budgeting for groceries almost equalizes the cost between the different residence halls. Mr. O'Neill asked about how SUNY's cap on enrollment has affected us. It was stated that the plan to cap enrollment was put on hold. We are also flat funded by the State now.

Dr. Hoffman shared that we are trying to connect Admissions with the different departments, so they have information to share when they are traveling. They started by having an Admissions Day in Engineering.

Chief of Staff Update

Ms. VanderZee reported on some rankings from US News and World Report and other places. We ranked 58 in the Regional College North, which is about on par. She indicated that we are looking at what figures we send in and how we submit them. This is important because all of the reporting to US News and World Report is optional, and some rankings are based on graduation rates. Due to factors that are not always accounted for, our numbers may be unreasonably deflated. She is looking to increase our ranking. Ms. VanderZee reported that we are ranked in the top 20% nationwide as Military Friendly. She also reported that we were ranked in the top 26% of colleges nationwide for Saving the

Planet. They highlighted our Renewable Energy program in the Canino School. We will be doing press releases to highlight these areas.

Ms. VanderZee is also working with SUNY and the Governor's Office on Start-Up NY. She explained the program to the group and shared that she is working with Barry Wells from Subaru and Stephen Knight from United Helpers on some ideas. She indicated that this initiative looks toward places that are already off the tax roll, so it will add to the economy. She stated that she created an overview sheet that is accessible from the President's webpage, and she would be happy to email the link to anyone who was interested in it.

She indicated that the potential start date is January 1, 2014. She also reported that we plan to engage the community well before it is needed.

Faculty Affairs Update

Ms. Erickson reported that Dr. Hoffman and she are working on the Faculty Governance structure. They are working to update the general bylaws to be sure they match SUNY regulations. They are meeting on Thursday with the Faculty Governance Chairs to discuss their committee bylaws and composition of each committee. Duties will also be amended if need be. Ms. Erickson is hoping for an approval by December, so the new bylaws, compositions, etc. can be in place for the spring semester.

Ms. Erickson announced that the Faculty Senator position is being filled due to SUNY regulations. Nominations are being submitted, and the deadline is Friday. The Faculty Assembly will vote on this at the September meeting. The elected person will fill Karen Spellacy's spot as Faculty Senator until May 2014.

PR Update

Mr. Smith shared that PR has created a new identity and style guide, so all logos, styles, colors, etc. match. They have developed a tool box for faculty and staff to use, which includes the new information and templates.

Mr. Smith reported that there are new banners along Cornell Drive. These banners serve a few purposes such as adding some color around campus, helping with directions, and connecting the names of building with the faces of who they were named for.

He followed up on Lenore's report regarding various list rankings and stated that PR will be working to get some good press out. The President's Annual Report that was adopted earlier in the meeting was done as a full publication for the first time. Mr. Smith announced that Matt Mulkin was hired as the full-time Publications Coordinator. Matt has been working with Admissions on their publications, on the President's Annual Report, and soon on After Canton.

Student Government Association Update

Ms. Parker reported that the Student Government Association (SGA) held their first meeting on September 4. Students were concerned with the change of the Intramural Gym, specifically how the decision was made without their input and how Dana Hall will run compared to how the Intramural Gym did. They were also concerned/questioned if the title Greek Affairs Coordinator would be

changing to Greek Life Coordinator and if each Greek organization could have their accounts and have them more open. Dr. Hoffman stated the title would be Greek Life Coordinator.

Ms. Parker reported on some student activities that were coming up.

- Bone Marrow Clinic – One of the Greek Organizations is sponsoring this event; there is no date set yet. It is a teaching session and is completely free.
- Autism Walk – Many Greek Organizations and APO will be participating on the walk on September 14; Ornella asked for support.
- Student Leadership Conference – This will be hosted by SUNY Canton’s SGA this year on campus on November 9.

Ms. Erickson added that she worked with the Student Government over the summer, and the Faculty Governance will be working to fill the student vacancies on the Governance Committees. There are about eight vacancies that have not been filled for about five years. The first students filling vacancies are attending a meeting for the Curriculum Committee tonight.

Chairman O’Neill spoke about how the December 6 meeting/holiday dinner date was determined; it was arrived at by the majority of who could attend.

He also shared with the group that Ornella’s application was very impressive; she is involved in many activities on campus, enrolled in Health Care Management as a major and Math as a minor, and is able to maintain a 4.0 GPA.

Lastly, Chairman O’Neill thanked Dr. Hoffman and stated how he felt he is fitting in with the community and campus very nicely.

Adjournment

Mr. Rich made a motion to adjourn. The motion was seconded by Mr. Sharlow and carried at 11:03 a.m.

Respectfully submitted,

Michaela Young
Secretary to the College Council