

CCCSAO – Cayuga CC
E. Goodling, Council Secretary
Wednesday, September 25, 2013

- SUNY Updates (Ed Englebride)
 - Application/enrollment
 - Applications up on state side (and for 2014)
 - Intense competition exists with private colleges
 - SUNY captures approximately 46% of NY high school students who attend college
 - Discussion about feasibility of cross-SUNY scheduling of transfer fairs with colleges in closer proximity to each other
 - Day programming for community college student transfer needs and evening for HS students
 - Preliminary enrollment numbers due to SUNY of Oct. 1
 - Athletics oversight committee
 - Includes reps from all University sectors
 - Each campus will be asked to submit an annual report – participation #'s, retention/graduation rates, compliance, successes, etc.
 - Need to report those items that may be in the press – potentially report to Dona Bulluck
 - Awards
 - Chancellor's Scholar-Athlete Award
 - Ronald LaValle Award
 - Chancellor's Award for Student Excellence – luncheon will be held April 2, 2014
 - Childcare – funding will remain the same; currently under auspices of Mary Stalker
 - Educational outreach/professional development
 - Two workshops on hazing
 - Campus safety conference
 - Veterans services
 - Clery/Title IX
 - Compliance – major SUNY focus
 - Clery report due shortly
 - Violence Against Women Reauthorization Act
 - SAFE Act
 - Title IX
 - Ex-Offender update
 - Health insurance
 - Domestic student health insurance
 - International student health insurance – offered to CC's on opt-in basis
 - Personal safety
 - University-wide committee in place (M. Asselin rep)
 - One-day workshop for directors of public safety
 - Tobacco-Free SUNY

- Ty Patterson spoke to campus presidents in Sept. 2013
 - Three regional sessions are planned (Western/Central/Southern)
- Open SUNY
 - All online courses offered at each of the system's 64 campuses – goal to add 100,000 students
 - If expanding into online environment, make sure policies/procedures are up to date.
- SUNY Works – taking co-ops and internships to scale in NY Phase I
- Shared Services – Presentation scheduled by Brian Huxley, Vice Chancellor for Shared Services
- Student Assembly
 - Will meet in Rochester on Nov. 8-10
 - The upcoming meeting schedule was shared

Thursday, September 26, 2013
Cayuga Community College – Fulton Campus

Present: L. Droz, E. Englebride, B. Penrose, R. Shidemantle, S. Whiffy, D. Weigand, S. Thompson Tweedy, T. Pudney, D. Larson, J. Watson, M. Asselin, S. Reynolds, J. Kelley, M. Hawes, J. Rosenthal, C. Stevens, J. Enser, A. Trueman, J. White, P. Broadie, A. Arumesiwicz, G. Taylor, D. Stillely, T. Topping, A. Topping, E. Goodling, D. Bulluck

- Group toured new CCC Fulton Campus
- Residence Life Panel Discussion (Enser, Stevens, A. Hadley [JCC], Goodling)
 - Panel discussed:
 - Decision-making leading up to building of res halls
 - Staffing models
 - There are challenges with staffing at all three campuses – dual reports can be problematic and public safety is not always in harmony with students/staff.
 - Staff training
 - Reporting structures
 - Ownership of halls (D. Bulluck clarified that there is no state law/resolution that indicates that community colleges cannot build/own residence halls; most have made alternative funding arrangements with third parties)
 - At ACC a center core of residence halls are rented back to the college.
 - Planning is an issue with all campuses reporting that very little extra space was developed and hours of usage of the extra space is limited.
 - Discussion ensued about charging a specific resident life fee
 - Approximately 40% of the institutions represented at the meeting charge some type of related fee.
 - JCC has dedicated maintenance workers and extra hours for services (physical ed building is open on Sunday, residence director staff are available after hours)

- JCC has full suites-students can bring in microwaves, need to pay for high speed internet and phone service. Health services usage did not increase although they do contract with the county to provide mental health services.
 - At DCC the need for counseling services has increased and there is a need for special programming such as a “Mentors in Violence Prevention Program.”
 - The mission statement at JCC was revamped to include community service.
 - A “community service” rubric/evaluation (building community) is currently in use.
 - Other special programs vary but resident directors must be on campus when “on duty”.
 - The impact on judicial affairs has been huge on all three campuses.
 - DCC changed the interview process to reflect a stronger (70 average) GPA and it has made a difference in judicial affairs cases.
 - Discussion about ex-felony review and residence life
 - TC3 - Director of Residence Life is on the admissions review process
 - other colleges have no direct concrete process of dialogue with residence life.
 - Discussion about using residence hall for targeted recruitment.
 - At FLCC they recruit for some specific programs using residence halls as a marketing strategy.
 - Final discussion about the critical need for an updated emergency response plan and excellent ties with communications departments.
- Strategic Sourcing – Michele Feathers (SUNY Admin)
 - Procurement is currently fragmented (ex. Advertising – 1300 vendors)
 - Strategic sourcing defined – procurement transformation – improvement of all aspects of procurement
 - Move to cross-functional, multi-campus, category sourcing teams
 - MRO – Grainger contract
 - Sourcing teams – procurement staff, SMEs and stakeholders with significant category expertise (ex. athletic apparel)
 - Fact based assessment of opportunities
 - NYSPRO Partnerships and SUNY Specific Projects
 - Community Colleges
 - Question regarding impact on local community vendors – assurance that the purchasing must make sense in context of the purchase
 - Community College purchasing/sourcing listserv – if desire to be added email michele.feathers@suny.edu
 - Discussion about sourcing student health insurance
 - Discussion on possibility of sourcing textbooks that have been ADA adapted – interpreter available on state contract – adaptive software and equipment would also be helpful

- Software – placement testing, early alert, etc. for student services – also software for student usage
 - Currently accomplishing analysis of greatest spending and potential for greatest saving
- Behavior Consultation Team (Dona Bulluck)
 - Increase of students on campus with mental health difficulties – heightened awareness due to VTU and other national events
 - Important to develop process to take in information about student issues and document issue and actions taken
 - Must be able to demonstrate that you used best judgment possible with information available
 - Process must help you identify persons of concern – when information passed on, the team is obligated to investigate
 - Must assess information gathered and assess the situation – should we be concerned – if “yes,” then why.
 - Determination about whether person can be maintained on campus, if so...what is the plan
 - Presentation of case studies
 - Guided questions allowed for assessment of risk
 - OCR guideline discussion re. risk to self – use individualized assessment regarding conduct for potential involuntary withdrawal
 - Question as to appropriate conditions to establish for student’s ability to return – policy must be established and applied uniformly (cannot apply differently for students with disability)
 - Question as to whether college can require student to have external assessment – if resource is not available to make a risk assessment, can mandate external assessment
 - Notes vs. minutes
 - Personal notes are not FOIL-able – if distributed to others, are not personal notes
 - Should use email only sparingly
 - Documentation should include information from external agencies, doctors, etc.
 - Minutes from committee meeting should include that student was discussed and situation was addressed – minutes are able to be accessed via FOIL
 - If person has disability and accommodation is possible to address the behavior, it must be put into place
- BIT Panel (J. Rosenthal; A. Topping)
 - Genesis of BITeam
 - NABITa was good resource
 - CCC – two BITeams (one team for each campus – 6 members on each)
 - Student engagement, athletics, public safety, etc. – roles on team also include chair, data collector/manager, etc.

- Campus community members also invited to meeting as needed
- Referrals – online and goes directly to BIT chairs
- Types of issues
 - Suicide threats, journal assignment disclosure, sexual issues, MH difficulties, conduct issues, social difficulties, etc.
- Data management – Excel spreadsheet regarding referrals and actions taken
- Discussion regarding voluntary vs. involuntary leaves of absence
- Secondary gain is that BIT membership aids front line counselors, etc. to be less isolated in their responses to students; also offers additional support process to faculty
- Suggestion to consider diversity of committee make-up regarding ethnicity, age, gender, etc.; important to view student issues through multiple lenses
- Best practices:
 - MCC has found Maxient software to be helpful
- Discussion whether Title IX Coordinator has conflict as member of team
- Suggestion that faculty member is part of team
- Question as to how long BIT documentation should be kept

Friday, September 27, 2013

Cayuga Community College – Auburn Campus

Business Meeting

Present: A. Topping, T. Topping, D. Larson, J. White, A. Armusewicz, M. Hawes, S. Reynolds, J. Rosenthal, V. Taylor, D. Weigand, J. Kelley, J. Watson, D. Bulluck, M. Asselin, A. Trueman, E. Goodling, C. Stevens

- Motion to approve June minutes (Rosenthal/Stevens) – approved
- President's report (D. Larson)
 - SUNY President's meeting in NYC – Chancellor Zimpher set framework for work for coming year
 - Discussion re. Open SUNY – campuses required to nominate appropriate programs
 - Community colleges well-poised for challenge
 - Discussion re. crisis management and response
 - Shared services continues to move forward and develop – Brian Huxley leading the charge
 - Conversation on Tobacco Free SUNY
 - Ty Patterson is taking national lead
 - CC's requested to comply with SUNY mandate
 - Resources available for smoking cessation
 - CC presidents have first meeting in mid-October
 - Push to continue restoration of NYS base aid

- Discussion on capital projects – new/reformative vs. restoration/repair
- Seeking clarity on performance-based funding
- Chargeback funding consistency is sought – implementation in 1-2 years
- Start-Up NY – program begins Jan. 1, 2014 – focus on new, start-up businesses; details continue to be clarified
 - Start-up programs need to be tied to academic programs of college
- Financial Report (J. Kelley)
 - June balance was \$5141.40
 - Expenses for September conference will be covered by conference fees
 - Motion to accept report (Rosenthal/Trueman) – passed
- New Business (A. Topping)
 - Location of spring meeting – suggestions for Jamestown and FIT
 - Concern about expense of attending at FIT
 - Council agreed to hold spring conference in Jamestown (June 11-13)
 - Council agreed to hold fall conference at the Gideon Putnam in Saratoga Springs (Sept. 24-26)
 - Possible meeting topics:
 - Threat assessment, MH and spectrum disorder challenges, assessment and accreditation issues, involuntary leave policy
 - Middle States – tying enrollment planning to budget process
 - Potential speaker – Francis Dearing (Suffolk)
 - Panel of best practices for MS and followed by speaker
 - Student development assessment – combined meeting with student affairs and enrollment officers
 - A. Topping will work with V. Taylor
 - E. Englebride/SUNY update on Wednesday night – ask E. Englebride if he will share PPT.
 - D. Bulluck – address medical/MH involuntary leave policies (Thursday afternoon)
 - Officers will be asked to share existing policies ahead of meeting
 - J. White – willing to share dissertation research – case study regarding financial aid impact on CC students
- Old Business
 - Web design – A. Topping will speak to E. Englebride about how to gain support to keep CCCSAO information current; SUNY Director of Communications, D. Doyle?
 - E. Goodling will work with L. Kelsey to keep CCCSAO listserv updated
 - Constitution update – E. Goodling/A. Trueman reviewed
 - Motion to approve (Asselin/Rosenthal) - approved
 - Completion Day activities discussed
- Meeting adjourned 10:30 a.m.

Respectfully submitted,

Eileen J. Goodling