

Wednesday, September 26

- Update from E. Englebride
 - Applications up system-wide – community college applications include only those that come through the SUNY Application Service Center
 - Student mobility resolution will go before SUNY Board of Trustees in December
 - Biggest transfer cohort is within community colleges
 - Request for Co-Curricular Committee volunteers – S. Salvador and P. Broadie
 - Request for Campus Safety Committee volunteers – M. Asselin, S. Reynolds, P. Broadie

Thursday, September 27

- Welcome from FLCC President Barbara Risser
 - Completion Day Information
 - Welcome to FLCC
- T. Topping – reviewed agenda for the day
- FLCC One Stop Student Center Tour
- Assessment and Completion Agenda (Dr. Steve Tyrell)
- Career Coach Presentation
 - Mike Hall, Northeast Sales Representative (mhall@economicmodeling.com)
 - www.economicmodeling.com
 - Todd Oldham, MCC – VP of Economic Development and Innovative Workforce Services – toldham@monroedd.edu
- General Discussion
 - D. Weigand – Developmental Education
 - Funding concerns – statement re. the elimination of developmental education and its implications for open admissions; state-wide policy
 - Statewide task force to review issues (range of cut scores, predictors of success, etc.) – no statements regarding review of funding to this point;
 - Johanna Duncan Poitier is chair of remediation task force who will make recommendation to the Chancellor – report due in November 2012.
 - Request that note be sent to J. Duncan Poitier to request student affairs representative be appointed – Ann Topping, with support of CCCSAO executive committee, will make contact with J. Duncan Poitier.
 - E. Goodling – Transgender Students Concerns
 - Employee difficulty with transgender student using women’s public restroom
 - D. Bulluck clarified that the law protects the right of individuals – neither individual has an absolute right to public restroom;
 - Law does not protect individual’s level of comfort;
 - Depends on the level of “reasonableness” of person involved;
 - Suggestion to include in annual training (HR)

- Res hall – request if there is precedent for housing situations for housing transgender students; suggestion that “gender neutral” housing be considered.
- A. Trueman – Students of Concern group
 - If posting parameters regarding referrals to Students of Concern/Behavioral Intervention Team, wording should be handled sensitively.
 - E. Goodling will share JCC BITeam whitepaper and referral form on through the distribution list (and D. Bulluck)
 - J. Enser – had “Safety Net” referral system at past organization that allowed for anonymous referral of students of concern from any faculty, staff member, or student.
 - Question as to whether college administrators have an obligation to disclose to students that a referral has been made.
 - Encouragement to keep private “notes” regarding situations rather than detailed notes with student names (that could be FOIL-able)
 - If details are used and data collected, personal identifiers would need to be redacted prior to releasing information – provides a safeguard.
- Policy on admission of prior felons
 - Policy followed should be SUNY policy (whether four-year or community college) – consistent practice is required.
 - College can ask student to request criminal record from DCJS, but college cannot make the “ask.” Might request just felony information, unsure if request can be met to filter out more minor offenses.
- D. Bulluck update
 - FIT chargebacks – Nassau County not issuing certificate of residences for upper division FIT students; currently pending court decision
 - FIT has sued Nassau and Suffolk counties for chargebacks for last spring.
 - General discussion about role of boards of trustees and 1988 law governing this role was outlined (control of fiscal operation and policy-making role)
 - For most NYS community colleges, college/county are partners for joint bargaining - budgetary concerns only – both partners expected to be at the table for this concern only.
- S. Salvador – Hazing issues
 - SUNY Genesee and Binghamton have both experienced significant hazing experiences in fall 2012; S. Salvador has met with MCC athletes and discussed need for exemplary conduct.
- G. Taylor – GCC Best Practices
 - Cliff Notes – third week – Week of Welcome – print material, table tents, media messages;
 - Orientation Curriculum – all day event – ran 6 times over the summer;
 - Students moved into housing early and did 2-day orientation – bring freshmen in Wednesday before classes – kept busy – students bonded together – they need time to settle.

Friday, September 28, 2012

Business Meeting (A. Topping, T. Topping, J. Rosenthal, J. Kelley, B. Karp, M. Asselin, D. Weigand, E. Goodling, A. Trueman, B. Penrose, S. Salvador, P. Broadie, A. Armusewicz, G. Taylor)

- E. Goodling voted as secretary of CCCSAO.
- A. Topping distributed member list for verification for CCCSAO listserv.
- Discussion about need for CCCSAO membership to be active about enrollment management best practices.
- Discussion about choosing a common theme regarding completion (orientation, etc.) and use model of assessment as demonstrated to group by S. Tyrell as CCCSAO benchmarking of practices project as well as a prompt for dialogue among group members.
 - Work will assist colleagues with benchmarking and assessment practices as pertains to Middle States standards.
 - S. Salvador – MCC is conducting process assessments for functional areas and services.
- June 5-7 – CCCSAO meeting in Westchester – topics of: assessment, completion, and enrollment
 - Particular focus on assessment of orientation.
 - M. Asselin, G. Taylor, and S. Salvador will frame the topic, potentially identify a speaker, solicit information from membership, and make recommendations for implementation.
- June 2012 minutes
 - In interest of being green, CCCSAO minutes will be shared only electronically.
 - Addendum to June 2012 minutes – in dialogue with SUNY, they recommend a uniform transcript notation, but did not require it.
 - June minutes approved as amended.
- Transcript notation discussion
 - If uniform, who will monitor?
 - How long does notation remain on transcript?
 - What is student request/appeal process to have it removed?
 - Argument from some institutions that transcript is academic and permanent.
 - Motion made, seconded, and approved to handle conduct information directly with transfer college colleagues rather than through standardized transcript notation.
 - A. Topping will follow up with E. Englebride to assure that standardized statement will appear on application to trigger past conduct information from students.
- By-law changes
 - Name change proposed to change from “Chief” student affairs officers to “Senior” in order to be consistent with national terminology.
 - Group consensus is to not change at this time and to remain consistent with NYS terminology.
- Spring meeting – Westchester

- Springhill Suites proposed – 5 minutes from WCC – will continue to check other options for price benefit.
- Will tour the WCC Student Center.
- D. Weigand will check possibility of motel and local dinner theater.
- Potential for Campus Labs as part of Higher One (\$1000 contribution); M. Asselin will contact and A. Topping will follow up.
- Thursday meeting (June) – M. Asselin, G. Taylor, and S. Salvador will coordinate activities on assessment with common theme of orientation
 - Potential speaker: Kim Kline from Buffalo State; G. Taylor will contact.
 - D. Bulluck – Suggested topic to discuss SGA/FSA funding uses and misuses; separation of college with ancillary services.
 - A. Topping will check with E. Englebride about time for SUNY update.
 - Potential for Apple rep to speak to iPod apps for educational use and/or student support and vision for future of textbooks; S. Salvador will contact (\$3000 contribution) – 1-hour lunchtime presentation.
- Discussion ensued about general structure of FSA on various campuses as well as campus bookstore kept in-house vs. outsourcing.
- Fall 2013 meeting
 - Location discussion – Cayuga has offered; potentially stay in Auburn and travel to Fulton Campus for meeting. A. Topping will work out details with J. Rosenthal.
 - **Fall conference dates of Sept. 25–27, 2013.**
- Request of membership to release email addresses to invited members/vendors – agreed.
- Request of membership to identify top ten hot topic/current issues; to submit to A. Topping who will also solicit from President's group.
- Treasurer's Report – J. Kelley
 - Financial report approved as submitted – available upon request.
 - Discussion regarding appropriate balance to maintain; J. Kelley and B. Karp will work on recommendation to group.
- Meeting adjourned at 9:45 followed by meeting of executive committee.
 - A. Topping will send personal contact to each member who was not present
 - Letterhead – B. Karp will explore and bring recommendation forward to executive committee.
 - Discussion regarding the mission of the executive group – to support the engagement and involvement of the larger membership.
 - Discussion regarding the re-instatement of the Best Practices Awards – will bring to larger group at June meeting.
 - Red Cross presentation of June meeting to be rescheduled to Thursday a.m. (breakfast).

Submitted by,

Eileen Goodling,
Secretary