

CCCSAO – Westchester CC
E. Goodling, Council Secretary
Wednesday, June 5, 2013

- SUNY Updates - Ed Englebride
 - Additions to University Life staff
 - Liz Droz – Assistant Vice Chancellor for Student Affairs
 - Mary Stalker – Coordinator for Child Care and Related Services
 - Cariann Quick – Assistant Director of Student Affairs Programs
 - Hao Wang - CIO
- SUNY Applications up overall
 - Community colleges down 11%
 - State colleges down 1%
 - University Centers and Tech Colleges up
 - Revenue sharing – enrollment officers will hear in week
- Athletics
 - SUNY task force formed fall 2012 – NJCAA reps are part of committee
 - Requirements of reporting measures being developed
 - Roster sizes, compliance issues, retention/completion
 - Focus on athletic successes
 - Campus efforts to promote athlete well-being
- Awards
 - Outstanding Student Affairs Practices
 - Student Scholar Awards
 - Scharps Legal Essay Contest
 - Chancellor's Award (Wednesday, April 2, 2014)
 - Will receive information in October 2013
 - Emerging Leaders Award - deadline in early fall
 - Student conference projected for November 2013
- Child Care Update
 - 2013-2014 funding remains same as 2012-2013
 - Family Benefits Child Care Conference (October 21-23 in Saratoga)
- Compliance
 - Project Sunlight
 - SUNY guidelines posted
 - Each State entity is required to have an internal compliance officer – training required
 - SAFE Act
 - Title IX
 - Tobacco Free Campuses
 - Poulitices – topically applied - new phenomenon
 - Bill in Assembly and Legislature for legislation for CUNY/SUNY to be tobacco free
 - SUNY mandate to be met by January 2014
 - First Amendment Guidance recently provided

- Policies on speech and speech-related conduct should include objective and subjective components
 - Emphasize impact on others, the educational environment, and/or ability to deliver or receive an education
 - Must fit definitions of legally prohibited harassment and discrimination
 - Okay to include ‘aspirational standards’ students should follow
 - Child Protective policies examined
- Health Insurance
 - International student health insurance policy – will be opened for community colleges – will provide economies of scale
 - Working toward also making domestic policy available
- SUNY BOT has requested that identification with LGBT be included on SUNY application
 - Request is under review
- Open SUNY
 - State University initiative to provide access and on-line coursework to students to all SUNY institutions
 - Financial Aid consortium effort
 - Housing and athletic eligibility implications
- Personal Safety
 - Committee formed – Martha Asselin is vice-chair
 - Campus Safety Conference and Hazing Prevention Workshop – held Spring 2013 – planning for another conference in Fall 2013
- Shared Services
 - Goal – to reduce administrative costs
 - Campuses may be asked to provide additional information
- Financial aid – major push to discuss student indebtedness – increase in default rates
 - Smartrak – means to help students understand repercussions of taking out loans; effort to assist in retention/completion
- Student Leadership
 - Proposing student leadership best practices conference in fall 2013
 - Student Assembly
 - Trey Price (U. at Albany)
 - Sam Kloeckener (FIT/Stony Brook)
 - Rob Drumm (Herkimer CCC)
 - Ashley Tyree (SUNY Plattsburgh)
- Veterans Affairs Conference recently
 - In-state tuition for all veterans – proposed
- Upcoming meetings and dates were announced
- Residence Hall bill legislation
 - Sprinklers systems in all residence halls – result of Marist College tragedy
 - Bill #1 – students informed of res halls with systems; Bill #2 – sprinkler systems in all campus buildings

Thursday, June 6, 2013

- **Westchester CC – Best Practices**

- **Accent on Success – Ellen Zendman**
 - Retention effort for students considered to be academically at-risk – students who, after one semester, have less than a 2.0 GPA (20% of population)
 - Program is 12-years old
 - Multiple interventions
 - Letter from VP to explain status
 - Mandate that students see advisor – reflected in student account access
 - Interim grade report – student must seek faculty members and fill out grade status at mid-semester
 - Interim grade report taken by student to designated counselor and, if needed, strategy is developed
 - 71% of cohort in study (N=434) improved GPA's
 - PT and FT

- Jefferson CC (Penrose) – adds academic program to similar model
 - Students who are on the verge of success at end of semester receive “Incomplete” grade, small group tutoring, and take final after small group work – have achieved success – particularly in math

- Herkimer CC (Hawes) – will be beginning faculty/staff mentoring program in fall 2013 – faculty/staff will mentor 5 at-risk students

- Rockland CC (Stilley) – will be developing measurable retention goals for faculty

- Recommendation to review CUNY START Program

- Dutchess CC (Stevens) – entering developmental students can take summer course free (Smart Start) to assist in academic skill development – take placement test subsequent to course completion – course is CE

- **Black Male Initiative/Hispanic Male Retention – George Keteku (Westchester CC)**
 - Goal to improve educational outcomes (retention, transfer, graduation) for young men of color
 - Contact Model
 - Uninterrupted contact with college (in- and out-of-session)
 - Scheduled meetings with program director (holistic needs of students addressed; link to resources; connection to clubs, organizations, activities)
 - Telephone calls, email, text messaging and social media (have George's cell and home numbers – in frequent contact)
 - Observational Study
 - Cohorts achieved at high academic level
 - Two Cohorts – one from faculty referral and second from participation in organization
 - Outreach with community
 - Developing relationships with community groups to involve students in community and to engage potential students
 - May want to approach churches and/or international organizations – make contacts through faculty/staff

- Students as coordinators – students report on peers if at risk of dropping out
- TC3 (Trueman) – mentoring program – monthly “connecting circle” and invite faculty/staff to join them and tell their “story” and engage students person to person
- Lessons learned from BHMI
 - We often make incorrect assumptions about this population – many students coming from very difficult backgrounds with multiple issues
 - Causes education to sometimes lessen in importance compared to life issues
- First meeting with George – complete survey
 - Overwhelming sense of “this is not my place”
 - Very little involvement in clubs/organizations
 - Symptoms of population that isolates itself
- Judicial – cultural issues
 - Some issues best dealt with at faculty level
 - Attempt to not move to judicial or law enforcement – greatly inflames situation
 - Need for cultural sensitivity training for all faculty/staff
- Monroe (Topping) – issues with sustained attendance
 - Dr. Keteku – encourages that initiatives be student driven as much as possible – to lead and organize
- **CCCSAO Fall Meeting**
 - Group voted for Cayuga CC to host
 - Dates – September 25-27, 2013
 - Detailed information to follow
 - Focus on Behavioral Intervention Team (BIT) information – Jeff Rosenthal, Julie White, and Amy Trueman will partner to secure a speaker – E. Englebride and D. Bulluck are willing to offer guidance
 - Other potential topics: First Amendment rights on campuses; on-line harassment and security/IT response; trend toward combining enrollment management with student affairs – integration of functions
 - A. Topping will contact G. Taylor regarding enrollment management component
- **Title IX Issues – Andrea Stagg**
 - Title IX listserv – contact Andrea to be added or to find out who on your campus is on the listserv
 - Andrea.Stagg@SUNY.edu
 - Planning 3-4 Clery/Title IX trainings for September 2013 – one-day trainings at various NY State locations
 - Information needs to be broadly disseminated/understood on campuses
 - What is Title IX?
 - What is sex discrimination, including sexual assault and sexual harassment?
 - How do I report?
 - How does my college address complaints? What are the procedures?
 - Title IX addresses exclusion of participation in educational programming on the basis of sex

- College has a duty to promptly respond to complaints of sexual harassment/violence
 - Goal is to limit effects and prevent recurrence of sexual harassment/violence
 - Notify in writing all potential recourse and resources
 - Signed acknowledgement letter
- Recommendation to define sex discrimination in code of conduct or separate sexual misconduct
- Sexual violence – physical sexual acts perpetrated without consent
- Conduct commonly known as rape
 - Sexual assault
 - Sexual coercion
- Consent – clear, unambiguous, and voluntary agreement between the participants to engage in specific sexual activity
- Brochure/website – potential template/example – SUNY New Paltz
- Campus training exemplar – SUNY Oswego
 - Student orientation, parent orientations, student leadership meetings, division meetings, etc.
- Sexual harassment – unwelcome conduct of a sexual nature – sufficiently severe, persistent or pervasive that it unreasonably interferes with, denies, or limits someone's ability to participate in or benefit from a program or activity
 - Requests for sexual favors
 - Unwelcome advances
 - Sexist comments may occur in a single episode or be persistent behavior
- Victims and accused of sexual harassment/violence might be faculty, staff, students, or third parties; male or female; and take place between two individuals of the same sex
- Reporting Sex Discrimination
 - What should I report?
 - Any observed, experienced, or known sex discrimination, including sexual harassment/violence
 - Can have occurred anywhere or at any time in history
 - Who needs to report sexual harassment or sexual violence?
 - Anyone who experiences, observes, hears about incident should report to Title IX Coordinator or other campus official ASAP (deans, department chairs, faculty, staff, students, and third parties)
 - How do I report? When? To whom?
 - Am I required to report? Everyone should report
- OCR wants to see publications with Title IX Coordinator with phone number and email address – website is a good idea
 - Information should come up on web page as result of search (key words of sexual harassment, sexual assault, Title IX Coordinator)
- When including policy information, use identical wording on all publications and sites (sexual harassment, etc.)
- Obligated by law to designate Title IX Coordinator
- How TIXC should help victims?
 - Provide information about available remedies – complaint/police report processes

- Notify victim about resources, etc.
- Law enforcement involvement does not relieve the institution from investigating under Title IX
- Confidentiality
 - College will protect privacy to extent possible
 - Must be balance between confidentiality and obligation to report
 - Statement on confidentiality on NCCC page – example
 - Might want to list confidential resources (counselor, clergy, etc.)
- If complainant does not want hearing – still needs information and resources – inform in writing
- Grievance procedure – example is SUNY-wide discrimination complaint procedure (may be formal or informal resolution process)
- Potential outcomes of formal resolution
 - Determination that complaint was not substantiated
 - Determination that complaint was substantiated
- Protections offered to parties via Title IX
 - All parties treated equally and fairly
 - Retaliation prohibited
 - Alternative arrangements during hearings
 - Prompt investigations, published timelines
 - Notice of outcome – in writing to alleged victim and accused – simultaneously
- Contact information for OCR – must be in campus Title IX info.
 - Note new address
- Violence Against Women Act (VAWA) – provided changes about how to treat victims and complainants of sexual assault, domestic violence, dating violence, and stalking

Friday, June 7, 2013

Business Meeting

- Minutes of Sept. 2012 meeting approved
- President's Report (D. Larson)
 - Extended invitation to be intermediary between groups
 - Request that Dr. Larson prompt discussion with President's group regarding their thoughts about consistent model of enrollment management as it integrates with student affairs
 - Other topics: Open SUNY, introduction of residence life and implications for community colleges (crisis management, need for programming, judicial, expansion to evening hours, etc.), shared services/facility access (with SUNY)
 - Suggestion to consult with Dona Bulluck on potential legal pitfalls for res life
 - Changing to res life model creates broad based changes to campuses – cannot be a purely business model
 - Suggestion to include topic of res life concerns on the fall 2013 agenda
 - Importance of establishing consistent best practices – potential of survey regarding practices – E. Goodling will share need for this with res life community college rep, Amy Hadley; SUNY reps aware
 - Presidents' concerns

- Two-years of base state aid restoration – progress made, but slower than anticipated
 - Budget concerns subsequent to enrollment “bubble”
 - Chargeback issue – need for consistency across state
 - Developmental studies
 - Tax-free SUNY
 - Performance-based funding – what are parameters and basis for funding
 - Career/technical programming and graduate employment
 - Question as to expectations from Presidents from CCCSAO group
 - Responsibility of CCCSAO to engage presidents on matters of concern – through Dr. Larson and/or presentations to group
 - Shared services discussion
 - Focus is really on broader practices (ex. DegreeWorks) than smaller purchasing issues
- Financial report approved as submitted – available upon request – J. Kelley
 - Helpful to have positive balance available when planning events
- New Business
 - Organization of the listerv
 - Chief Academic Officers limit to one director contact per campus
 - CCCSAO has need be able to distribute information expediently
 - E. Goodling will work with C. Quick to confirm listerv and directory lists and will work with A. Topping to develop recommendation
 - Fall 2013 meeting
 - Cayuga CC
 - September 25-27, 2013
 - Potential agenda
 - SUNY Updates (Wednesday)
 - BIT information – 2 hour timeframe – potential speaker
 - Res Life – Best practices
 - Those interested in being part of a panel discussion should contact A. Topping
 - E. Goodling will invite A. Hadley (CC rep) to take part in panel
 - First Amendment presentation
 - Business meeting
 - CCCSAO Constitution
 - E. Goodling will forward updated version
 - Motion to thank S. Salvador for her years of service to the Council
 - Vote passed unanimously
 - Motion to offer formal “thank you” to Westchester CC for their graciousness in hosting the Spring 2013 CCCSAO meeting
 - Particular thanks extended to Sue Carey
 - Vote passed unanimously
 - Best practices publication (Joe Isadore Best Practices)
 - Goals of publication
 - First publication – honor Joe Isadore

- Ongoing – share best practices and to promote the work of our student affairs staff members
- SUNY would like clarity from CCCSAO membership about intent to have best practices processes/publications
- Suggestion to publish proceedings from CCCSAO presentations at meetings
- Suggestion to work toward establishing web presence and place energies in that direction rather than print publication
 - Web presence will highlight information and presentations prompted by CCCSAO meetings
 - Will report to SUNY that the CCCSAO group will not pursue a best practices award or presentation in 2013 in lieu of web presence work
 - A. Topping will explore web options and report to broader group
- Meeting adjourned at 10:24 a.m.

Submitted by,

Eileen Goodling,
Secretary