



(Please note: these minutes will be presented to the College Council for approval at their next meeting on February 11, 2020)

The College Council of SUNY Delhi met for a regular meeting on Tuesday, December 10, 2019. Present were:

Council: K. Mario, W. Oliver, J. Schoonmaker

Administration: M. Laliberte, T. Aguirre, C. Bishop, K. Ligeikis, J. Padovani, D. Sohns, M. Sullivan

Observers: E. Frisbee, G. Spielman

College Council meetings are broadcast per a January 11, 2016, Amendment to the Public Officers Law Regarding Broadcasting of Open Meetings.

I. Chair Schoonmaker called the meeting to order at 4:30 pm.

II. Approval of Minutes: **Chair Schoonmaker** asked for a motion to approve the minutes of September 17, 2019 **Kathy Mario** moved to approve the minutes. **Wayne Oliver** seconded the motion. The motion carried.

II. President's Report – President Laliberte provided the following updates:

What am I going to report on is there are many project not finished? We have been concentrating on the students and their success academically and also being first time students on a campus. We are working on the next budget cycle and that will be our focus in the next few months. The construction of North Hall and the Turf Field are on pause. We have many academic programs moving forward to the State Education Department. Michael Sullivan and I visited Hudson Valley Community College's mechatronics program. The college is a similar size facility as SUNY Delhi and they used private money to build their facility and program, so we are going to explore that as well. Michael Sullivan visit alum Hudson Valley Community College mechatronics program and a similar size facility and used some private money and explore that. Kelli and the Deans will visit the college January 2020. I can answer any questions that you may have. New York State is not in great shape because of the Medicare issue and they are awaiting money from the Federal Government. I have a phone call with the Chancellor's office next week to discuss budget and setting goals for SUNY campuses.

Wayne Oliver: Will the delay of the turf field affect the NCAA guidelines?

President Laliberte: It does affect the Men's Lacrosse in the Spring and Men's and Women's soccer in the Fall. The Men's Lacrosse field has very poor drainage so they can't play on it when it is wet and muddy. Tomás, Bob Backus, Cathy Foto, and myself will be attending the NCAA conference in Anaheim, California in January 2020. We will be focusing on the waiver for the 4th year and then full time members. We should receive that waiver there have been no red flags. Athletics use SUNY Oneonta and Hartwick so they can play on turf when the weather is not cooperative.

Wayne Oliver: Will the budget for SUNY Delhi be based on perspective student enrollment?

President Laliberte: The enrollment projection numbers have been flat. The biggest push is retaining students. We will have a better idea of the retention numbers at the end of this semester. We have been using a retention toll called Starfish. The advising office would get warnings of what students need help and providing them with the proper resources. The program has been a huge help in keeping track of student progress.

Kelli Ligeikis: Academic dismissals come out after the grades are posted.

Wayne Oliver: Do students have access through Starfish?

President Laliberte: The tool can be used for positive reinforcement and it is an open line of communication with the students.

Kelli Ligeikis: The Professors can flag a student for academic advising or they can send them a KUDOS.

Elizabeth Frisbee: Students can also make an appointment with their Professors.

Kelli Ligeikis: We also worked on a revised freshman seminar course. We launched it the first time in the School of Applied Technologies. We have also created an Advising Advisory Board in order to work on best practices and more training to help our students be more successful. There are times that Faculty Advisors mess up a student's financial aid so we are trying to do better moving forward.

President Laliberte: We have some outstanding faculty advisors and we need to tap into their knowledge. Advising is an important role in a student's life. We need to help them understand the resources that are available to make sure they are okay. Outstanding faculty advisors and tap into their knowledge.

Kelli Ligeikis: Advisors must know there is a huge difference between a C and D due to financial aid. However, not all Advisors are aware of the situation so there needs to be more training.

Kathy Mario: Do you feel that online Professors are connected with students and their success? Can they motivate their students learning?

Kelli Ligeikis: I have taught online courses for several years. The important aspect is you have to pay attention to the class and communicate with the students. taught online and take class online and see the way you write.

President Laliberte: This morning the higher education publication is the affluent are paying other folks to take their online courses. We have to be aware that these things do go on. However, those who teach online know the ins and outs of their course and the abilities of their students.

Wayne Oliver: What is the status of the hotel project for Delhi, New York?

President Laliberte: The status is a land swap with a private developer.

Chair Schoonmaker asked for a motion to approve the President's Report. **Wayne Oliver** moved to approve the reports. **Kathy Mario** seconded the motion. The motion carried.

IV. College Leadership Team Reports:

Dawn Sohns: We have great news that social media engagement is increasing. Our office has been using strategies to analyze what is doing better at attract new students to SUNY Delhi. Nick George has been using photography and videography to highlight successes on the website. We have reached out to local and regional media and four have responded. We will be giving them a tour of SUNY Delhi. We still have an area of improvement with graphic design. The OCR complaint and ADA compliance report has been sent out by the January 1, 2020 deadline.

Wayne Oliver: Is there a certification that you receive?

Dawn Sohns: There is a company that deals with ADA compliance and there is a certain score.

President Laliberte: There are not many companies out there doing this process it is very limited.

Wayne Oliver: Is this process for all documentation or just website?

Dawn Sohns: It is used for the classroom too.

President Laliberte: We had to also work on the content for the veterinary science videos.

Chair Schoonmaker: Is there any way that I can receive social media updates besides nursing?

Elizabeth Frisbee: Did you click on the link for nursing?

Dawn Sohns: We can fix that for you so you can get other updates.

Wayne Oliver: Are you still looking for a printer?

Dawn Sohns: The colored printer in the print shop is on its last legs. Most publications are produced externally. I have been working with Stephen Cembrinski in the budget office if it is better to buy or lease one.

Wayne Oliver: Christina down at Sportsfield Specialties knows what kind of colored printer you should have.

John Padovani: We have been working on the residence hall master plan with JMZ. We will receive a report in January 2020. We have also designed that Resident Assistants and Peer Educators have the same suicide training. The Bluestone Restaurant is in the send month of operation and it is doing very well. We have hired 14 students for the front and back of the house. The School of Hospitality does lunch on Tuesday and Thursday. They also serve dinner on Thursday nights. They have had different Chefs do brunch on Sunday's. We are hoping to have a ribbon cutting ceremony with students on a Sunday brunch early next semester. It will be a promotional event and also open to the public. Cadi has sent out a survey to faculty, staff, and students regarding all aspects of dining and the quality of food and service. The O'Connor Center and the Beautification Committee have been working on a program called adopt a spot. The 98 Greek Organizations will choose a spot to clean and make look beautiful. Michele DeFreece has created a Community Champion for each month. The champion can be a faculty, student, or staff. The Fall 2019 semester there was a total of 1,5000 community hours which is an impressive number.

Wayne Oliver: Was the Delhi holiday parade part of the number of hours?

John Padovani: Yes, and so was the Halloween party at the Delhi Fire Department.

John Padovani: The AOD Committee uses a software for training on alcohol consumption. The Committee has designed an online training for all incoming freshman to take the course. There will also be a class in Vancko Hall for students who live off campus. The course is designed for fire safety, good neighbor, and responsible partying. We will still talk to these students in person as well. The Code Enforcement Officer, Police, and Mayor will be there to speak to the students.

Kathy Mario: Is that a relatively new program?

John Padovani: Yes, we are building it now.

Kathy Mario: I think it is a good way to get the message out there of being responsible.

Wayne Oliver: What is the percentage that live off campus?

John Padovani: It is always averaged 30%.

Tomás Aguirre: It is targeted to students who rent apartments and houses.

President Laliberte: 10% live at home or in their own residence.

Wayne Oliver: Do the number of true commuters change over the years?

John Padovani: The numbers usually stay the same with commuters.

Wayne Oliver: Are the students dining at Bluestone?

John Padovani: Students have not been going down to eat.

Wayne Oliver: Can the students use their meal plans?

John Padovani: Yes, in the Spring of 2020.

Tomás Aguirre: We will be resurfacing the tennis courts and that will be great for town and gown. We have created an Equity and Inclusion Advisory Board. There are subcommittees focusing on communication and marketing. Chancellor Johnson championed this and we feel we are ahead of the game. A year and half ago we decided how important it was for students to learn about financial literacy. Many times we lose students because of financial reasons because they don't know how to manage their money. The Student Life Division hosted a food pantry challenge down at Bluestone. The food pantry has been an initiative of Governor Cuomo and he was excited to hear that we were going to do the challenge but we also have a food pantry for students on campus. The winning team will now go to Albany to compete. Thank you to Jack for attending.

Jack Schoonmaker: There were pictures posted and my friends loved them and was excited by the creativity.

Wayne Oliver: I was down in Florida can you explain what this was about.

Tomás Aguirre: Larry Mannolini the Director of Student Activities was in charge of the event. There were five teams of two and they had to prepare dishes from foods that you typically would see in a food pantry. Larry 5 teams of two and three and foods available typically find in a food pantry. Longer shelf life. No frozen and fresh food.

President Laliberte: The idea was food with a long shelf life.

President Laliberte: The teams had to create a dish within an hour. They all did a great job and it was enjoyable.

Jack Schoonmaker: It was a wonderful time and the winners were a student and non-traditional student who is a mother of three children.

President Laliberte: The team will now head to Albany for the championship.

Tomás Aguirre: The men's and women's fall athletes performed well. The teams made it to the championship rounds.

Kathy Mario: I know you are still working on student voting registrations. How is that going?

Tomás Aguirre: We are still trying to educate students and help them understand their right to vote.

Carol Bishop: There has been a change when students can file their FAFSA. They can now file in early October. We are also heading into another budget phase. We met with Faculty Senate to discuss the last budget process and Stephn Cembrinski answered any questions that were brought forth. The next budget season we need to do a better job at tying it to assessment for Middle States accreditation. We also have been training our accounts payable and purchasing staff. We had to work on the UUP negotiations which need to be paid out by the end of December 2019.

Wayne Oliver: How complicated was the UUP negotiations?

Carol Bishop: Faculty was certainly easier to do. Staff is more complicated because they are categorized by salary grades.

Wayne Oliver: Were there ups and downs in salaries?

Carol Bishop: The analysis was based on title but were they under paid or over paid? The process will continue for three years.

President Laliberte: The IT folks were under paid but we knew that.

Wayne Oliver: Was there any flexibility?

Carol Bishop: No there was no flexibility.

President Laliberte: It is very difficult to take money away.

Carol Bishop: Human Resources department did a great job with the analysis.

Elizabeth Frisbee: Dave Krzyston filled all of our Senate seats. However, one person stepped down this week.

Wayne Oliver: How many total seats are there?

Elizabeth Frisbee: There are 31 positions and only one open.

Elizabeth Frisbee: We completed the bylaws last semester but they are a work in progress. We work with Stephen Cembrinski with the bylaws and how it is connected to the budget process. There were five university resolutions from the Plenary brought back to SUNY Delhi to adopt. There was a lot of talk about discontinuing the contract with the Alvasier Library System.

Wayne Oliver: What is Alvasier?

Elizabeth Frisbee: It is a publishing company for textbook research and it costs a lot of money.

Carol Bishop: The contract expired and SUNY doesn't want to use their service any more. California State walked away from their services.

Jack Schoonmaker: Having all your Senate seats filled is there more positive results on campus and shared governance?

Elizabeth Frisbee: I started to work here in 2012 and it was very stagnant. Yes, we are moving forward and involving more folks across campus and we are seeing more positive feedback and results.

Wayne Oliver: Do they receive any money?

Kelli Ligeikis: Just the Chair and Co-Chair.

Michael Sullivan: We are planning the implementation of the CRM project to keep better track of our alumni. We have had six alumni events this Fall. We hosted Homecoming on October 25th and the attendance numbers were down but not like the past summer event. We are thinking of changing the date next year in conjunction of Family Day which will be September 19, 2020. We were in the Capital District in early November and Houston Texas late October. The numbers were low in Houston, Texas but we will work on that.

Wayne Oliver: Do you know the density of where the alums are located?

Michael Sullivan: We do have some data but it is not accurate because it is manually done. The information in our system is not great for fund raising. The faculty and staff donor campaign is 48% but I am hoping by the end of the month to be 50%. The Fall phone-a-thon is only seeing a small result. There was discussion at the last Foundation

Board meeting that endowments be \$25,000 instead of \$10,000 in order to meet the needs of our students. Dawn and her team is working hard at telling our students stories which will help with fund raising.

Wayne Oliver: Will you be in Naples, Florida this year?

Michael Sullivan: Yes, in March 2020.

Michael Sullivan: We are working on a contract with the New York Yankees. It will be hat night and the first 200 attendees will receive a co-branded hat. The date will be in July 2020.

Kelli Ligeikis: We just signed an articulation agreement with Westchester Community College. Now Columbia Green Community College has approached us for an articulation agreement. It will be very positive to get transfer students from these colleges. We keep growing more programs and we are moving forward with the BBA in baking and pastry. We are also working on getting the two- year degree in engineering science and possible down the road making it a four- year degree. We have an Admission Staff member taking a position at another institution so we will reorganize the admissions team and review the number of months they are working. This is the last week of classes and finals are the following week.

Chair Schoonmaker asked for a motion to approve the Leadership Team Reports. **Kathy Mario** moved to approve the reports. **Wayne Oliver** seconded the motion. The motion carried.

V. **Old Business: None**

VI. **New Business: None**

VII. **Chair's Comments: None**

VIII. **Adjournment:** **Chair Schoonmaker** asked for a motion to adjourn. **Wayne Oliver** moved to adjourn the meeting. **Kathy Mario** seconded the motion. The motion carried. The meeting was adjourned at 5:45 pm.