

**MINUTES OF THE SUNY COBLESKILL
COLLEGE COUNCIL MEETING**

September 19, 2012

Members Present: Olive Scott, Linda Cross, Julicia Godbout, Tom Greenlees, Cliff Hay, Jeanne Kane, & Phil King

Excused: Barbara Bartlett, Ginny Kintz, & Susan Rightmyer

Guests: Dr. Vancko, Dr. Thatcher, Carol Bishop, Regina LaGatta, Bonnie Martin, Joel Smith, & Amy Healy

Olive Scott called the meeting to order at 9:00 A. M. **The meeting was video-taped.**

PART I

In addition to the September 19 agenda, members were emailed administrative reports prior to the meeting.

Dr. Candace Vancko, Officer in Charge:

- Dr. Vancko thanked Provost Debra Thatcher for her leadership during the academic reorganization initiative.
- Dr. Vancko reported the launch of an Administrative Prioritization initiative to improve service and realign resources. Adjustments will be made based on outcomes.
- Dr. Vancko discussed that in addition to leading a conference call with Chobani's CFO to explore the firm's interest in a regional biodigester project, she met with Price Chopper Chairman of the Board Neil Golub and his senior management team to discuss strategies for mutually beneficial partnerships.
- Dr. Vancko reported that an agreement has been reached with W2E on solutions for completing the gasifier project.
- Dr. Vancko hosted a Campus Forum to outline priorities for the 2012-13 academic year.
- Middle States, campus appearance and enrollment continue to be priorities. New priorities include:
Student Success – Retention & Graduation
Implement Academic Prioritization Plan
Initiate Administrative Prioritization
- Dr. Vancko hosted a Cobleskill Cabinet Retreat to establish priorities for the 2012-2013 academic year.
- Dr. Vancko hosted a joint cabinet retreat to identify new opportunities for shared services. A major outcome of the retreat was the creation of a task force chaired by Provosts Debra Thatcher and John Nader to examine opportunities for shared services and strengthen academic programs on both campuses.
- A joint cabinet retreat will be held at SUNY Cortland's Raquette Lake Camp Huntington from September 24 – 26.
- SUNY legal counsel, Penny Ploughman, lead an "Ediscovery and Records Management" presentation for directors from both campuses on May 31 at SUNY Cobleskill.
- Dr. Vancko reported that two new shared positions have been created – Assistant Vice President for Enrollment Management, Dr. Tara Winter, and Director of Research and Sponsored Programs, Barry Gell. These positions draw on the expertise of Cobleskill staff.
- A shared culinary faculty member was hired.

- A search is underway for shared Grant's Specialist and IT Procurement Specialist to provide additional support at both colleges.
- Dr. Vancko met with Provost David Lavalley, Vice Chancellor Brian Hutzley and Assistant Vice Chancellor Jennifer LoTurco on July 25 to discuss her Shared Services Reports.
- Dr. Vancko gave a report on shared services to SUNY trustees on September 11.
- Dr. Vancko reported that we are working hard to redeploy what we are spending on academics; we will do an assessment at the end of the year.
- Dr. Vancko participated in end-of-semester events to celebrate student achievement, including Academic and Athletic Awards Convocations and the Student Life Appreciation Luncheon.
- Dr. Vancko hosted dinners for student phonathon callers and Orange Key members at the president's house.

Dr. Debra Thatcher, Provost/VPAA:

- Dr. Debra Thatcher reported that the Academic Prioritization Task Force completed work and made recommendations regarding programs to enhance, re-engineer, maintain, and eliminate; academic planning process will continue through fall to address curriculum, resources, facilities, delivery modes, technology, collaborations, assessment and marketing for academic programs.
- Applied Psychology Program approved by SUNY/DOE; students begin Fall 2012. A community meeting to discuss internships will be held from 8:am – 9:30 am in Holmes Hall 228.
- Piloting a project to reduce failure rates in introductory math.
- Through Title III hired a First Year Experience Coordinator.
- EOP program relocated in summer 2012 to Library to be closer to academic support services; Derwin Bennett named director; two new counselors on board; EOP student retention rate at 77%.
- First Online Teaching Academy offered to seven faculty in summer 2012; included training for beginning and advanced users of technology for online teaching.
- Four faculty/student study trips in summer: Netherlands (horticulture), Canada (bioethics), Nevada (wild horse management), and California (agricultural business.)
- Thirty-six international students from 14 countries are enrolled this fall.
- Two international visiting faculty: Fulbright Language Teaching Assistant from Yemen teaching Arabic; faculty member from partner college in China shadowing biotechnology faculty for fall.
- Increase of 4% in applications over last year.
- As of September 7, total head count (2,527) is 0.4% over last year at same time.
- 42% of total students are bachelor degree seeking.
- First year of Office of Professional and Continuing Education concluded; accomplishments include: Paramedic certificate and weekend format for BBA in Business Administration and Financial Services approved by SUNY/DOE; Early Childhood degree completion program beginning Fall 2012 at Jefferson Community College; May/June carpentry class and June meat processing class; and Partnership with SCHOOL – non-credit short classes for community members.
- Academic Administration and structure modified to support interdisciplinarity and redirect resources to instruction (13 chairs and 3 deans to 8 chairs and 2 deans .)
- Academic Council re-established and provided feed-back on five-year program reviews.
- Faculty/Professional staff accomplishments: (faculty/staff reception to be held in the library on Friday, Sept. 28):
 - 17 faculty publications in 2011-2012
 - 52 state and national presentations in 2011-2012 by faculty and professional staff
 - 32 faculty and professional staff serving in leadership roles in state and national professional organizations during 2011-2012
- Middle States Standard 7 passed; monitoring report required in September 2013 to demonstrate progress on new procedures for decision-making regarding budgeting, planning and assessment

Carol Bishop, VP Business & Finance:

- Cobleskill exceeded 2011-12 tuition revenue target goals contributing \$260,000 toward June 30, 2012 general IFR cash reserves of \$6 million.
2011-12 funded: Approx \$500,000 of equipment and furniture replacement:
\$200,000 academic areas
\$75,000 student service departments
\$78,000 3 fleet vehicles including a flex fuel car for motor pool
\$10,000 much needed facilities equipment
- Worked with FASP to revise operating budget request templates to align with strategic plan and combine and combine planning, assessment, and resource allocation to ensure budgets are aligned with the College's mission, goals and assessment results; plan to continue to make improvements for 2012-13.
- Working to implement a new online electronic student billing and payment application; planning for implementation spring 2013.
- In June, the SUNY Board of Trustees approved tuition increases for the 2nd year of 5 year rational tuition plan; undergrad tuition for NYS resident student increased by \$300 per academic year (from \$5,270 to \$5,570) - \$150 per semester; Cobleskill's non-resident bachelor degree tuition rate increased \$500 per academic year (from \$14,320 to \$14,820) - \$250 per semester.
- The campus will again be required to fund SUNY tuition credit for full TAP eligible students because TAP aid is less than full tuition rate (estimated cost for Cobleskill is over \$300,000.)
- 2012-13 state support remained unchanged from 2011-12; we anticipate needing \$2 million of campus reserves to cover the state operating budget funding shortfall.
- We have submitted a request for academic mission funding adjustment for extraordinary costs associated with the School of Agriculture & Natural Resources to be included as part of SUNY's new Resource Allocation Model for 2013-14.
- SUNY is working on a new methodology for distribution to campuses; Cobleskill could lose over ½ million dollars. Candace has asked SUNY for a phase-in over three years.

Bonnie Martin, VP Operations:

- Four new, full-time CSEA represented employees started June 1 (doing a fabulous job)
Funded entirely through the Capital Plan at no cost to the campus
Doing small capital projects on campus
Allows for greater responsiveness; saves money
- 2013-2018 Capital Plan Request
Comprehensive five year plan request informed by the Facilities Master Plan and developed in conjunction with the State University Construction Fund.
\$131 million in funding requested for 2013-2018
Requests will be re-prioritized when actual funding is known
- New web pages developed to keep the campus informed of all construction projects and plans
<http://www.cobleskill.edu/construction/index.asp>; developed with the help of shared webmaster Jill Reid
- Local retirement incentive offered – 16 faculty and staff retiring this year
- Workplace Violence prevention program and training for entire campus
- New M/C evaluation process launched
- HR administering professional development funds
- We will be sharing an internet connection with Delhi which will allow each campus to more than double currently available bandwidth.

- Delhi is now able to host MOODLE (learning management system) for Cobleskill. Delhi has provided a test instance that is being evaluated by Cobleskill staff.
- Cobleskill's Environmental Health and Safety Officer, Jan Herrick, played a key role in helping Delhi conclude a successful search for its own EHS officer.
- Roy Bilby, Cobleskill's carpenter, is assisting SUNY Delhi with a search for a new locksmith. Roy's assistance has been invaluable.
- Delhi's Director of Communications and New Media, Kim MacLeod, will be lending her expertise to Cobleskill's search for a new Director of Communications.
- Cobleskill is utilizing Delhi's contract with HireRight to perform criminal background checks for new employees.
- Bonnie Martin is co-chairing the new Administrative Council with Jennifer Gray. The Council will be designing and carrying out an administrative prioritization process, similar to the academic prioritization that took place last spring.
- Bonnie Martin is chairing the search for the new Director of Communications and Marketing.
- Bonnie Martin was named to the Board of Directors of the SUNY Center for Professional Development.
- Bonnie Martin is representing the campus on the SUNY-wide System Efficiencies and Automation Team.

Regina LaGatta, VP College Advancement

- Regina reported that to date, we have raised \$261,340 of our \$330,391 Title III goal started in 2008/2009. In order to be matched by the Department of Education, we have to raise another \$69,000 by September, 2013.
- Faculty staff Annual Fund giving doubled to \$35,274.09 in 2011-12.
- The Annual Fund had its highest alumni pledge fulfillment rate to date at 67%; success for the annual phonathon can be contributed to 1,427 student payroll hours making over 26,000 calls to alumni and parents.
- Regina LaGatta and Jason Evans were invited to be members of the Working Group on Agriculture at Senator Gillibrand's New York State Farm Day in Washington D.C. Professor JoAnne Cloughly and our students prepared "Rustic Apple Torte with Lemon Honey Yogurt Sauce" using products from local county businesses for the event.
- 28 grants were submitted totaling \$18,754,747 (4-year highs for SUNY Cobleskill). This is due largely to increased grant activity in the Biowaste to Bioenergy program.
- The Foundation has formed a Task Force to study the feasibility of the Ski Lodge.
- The College Foundation will be launching a **\$5 million fundraising campaign this month.**

Enhancement of Endowment Funds - \$2.5 Million

Robert Emmons Endowed Chair

Jack Ingels Endowed Professorship

Dr. Michael Murphy Endowed Professorship

College Foundation "1911 Heritage Society" - **\$350,000**

To support academics initiatives through planned gifts

Academic Programming Funds - **\$350,000**

To enhance classrooms, laboratories, student and faculty initiatives not funded through the state budget process

College Scholarship Fund - **\$400K**

Provide funding to bring all foundation scholarships to the endowed threshold and the completion of the Title III Endowed Fund

Outdoor Sports & Recreation Complex - **\$1,750 million**

As part of the "Fighting Tigers" Booster club and the Department of Sports and Exercise's new mission, SUNY Cobleskill will have the ability to enhance and enrich its athletic facilities to recruit Second Century athletes and encourage intramural campus activities

Joel Smith, VP College Relations:

- Reported that a search for a new Director of Communications and Marketing is underway; the committee will have its first meeting today. It is important for the new Director to be involved both internally and externally.
- “The Communications Guide” has been updated and is available online. A “Graphic Standards Guide” for the college is in the final edition stages and will soon be posted online.
- The shared Webmaster position is producing positive benefits for both campuses.
- Recent press releases highlighting college and student accomplishments and special events have included:
 - Fall Opening Overview
 - JoAnne Cloughly’s membership in Les Dames d’Escoffier
 - Update on Schoharie Fresh
 - MOU with Jefferson Community College
- Joel Smith has been working with CAS on a display to promote Coby’s at the Schoharie County Business Expo on October 3.
- Planning is underway for the Center for Agriculture and Natural Resources Construction Celebration on September 27.
- Design projects have been exclusively devoted to the new branding and publications campaign to support admissions efforts. Projects completed to date have included:
 - New viewbook and travel publication
 - Open House poster and post card
 - Updated academic brochures
 - Table top displays
 - Financial Aid information sheet
- The print shop continues to do the majority of printing for both SUNY Cobleskill and SUNY Delhi. Examples of how this service contributes to the success of Cobleskill’s academic programs and its communications, marketing and student recruitment efforts include:
 - Applied Psychology program information sheet
 - Community Engagement Brochure
 - Schoharie County Home of Ongoing Learning (SCHOOL) Brochure
 - Cultural Arts Flyer
 - Camp Brochures
 - BBA at Rockland Community College Brochure
 - Schoharie Fresh Flyers

Steve Ackerknecht, VP for Student Affairs:

Excused from meeting (report submitted)

Dr. John Kowal, Presiding Officer of the Faculty:

Excused from meeting (report submitted)

Julicia Godbout, President, Student Government Association

- Students are happy
- Construction does not seem to be hindering students
- Students love the upgrades at Prentice and Champlin
- Students are looking forward to Homecoming
- Student Government Officers will be having lunch with Dr. Vancko in the near future

PART II – College Council Members:

Approval of Minutes – A motion was made by Linda Cross to amend the May 16, 2012 meeting minutes from “the Council Meetings for the academic year 2012-13 will be held at 8:30 on the second Wednesday of the month”, to “the Council Meetings for the academic year 2012-13 will be held at 9:00 on the second Wednesday of the month”. The motion was seconded by Jeanne Kane and carried. A motion was made by Cliff Hay to approve the amended minutes, seconded by Tom Greenlees and carried.

Chair’s Report – Dr. Scott reported that she attended Dr. Vancko’s campus Fall Forum on August 22. The forum was well attended and the presentation was very informative. Dr. Scott asked for a five year enrollment report by region/program to be given at the October 10 meeting. Dr. Scott asked Dr. Thatcher for a list of advisory committee meetings.

Committee Reports:

ACT - Cliff Hay reported that he and Dr. Scott will be attending this year’s ACT conference in Lake Placid.

CAS – Phil King reported that the new CAS director, Brian Marhaver, seems to be doing a very good job. Mr. Marhaver comes to SUNY Cobleskill from Herkimer County Community College.

- The bookstore seems to be doing well under the management of Barnes and Noble. There will be renovations made in the near future which will further enhance the student experience.
- The auditor’s report concluded that there were no illegal activities; some sloppy bookkeeping practices were uncovered. The new director has a good handle on what needs to be done.
- Coby’s is offering dinners on Thursday and Friday evenings. Several people have reported that the meals are delicious and community members are taking advantage of the cuisine prepared by our students.

Faculty Governance Executive Board

- Peter Barvoets is the new chair of the Curriculum Committee.
- The minutes from the September 6 Executive Committee Meeting are posted on the Governance Committee website.

New Agriculture Building:

- Progress is being made. The old dairy building was torn down. There is much underground construction taking place. There will be a kick off celebration held on September 27.
- The new heifer barn is up and running. It is a good size building.

Professional Development Committee - Linda Cross reported that the committee met earlier this month; \$136,000 was allocated this year. There has been a wide variety of allocations including, EMS instructors who received training who in turn will be able to train others on campus. Dave Campbell is taking two online courses, and Degree works in the registrar’s office.

New Business:

1. Election of Officers:

- A. Vice Chair – Motion to nominate Cliff Hay made by Phil King, seconded by Linda Cross and carried.
- B. Secretary – Motion to nominate Ginny Kintz made by Cliff Hay, seconded by Jeanne Kane and carried.
- C. Approval of Andrew Comey, CMB, CEPC to the Culinary Advisory Board – Motion to approve Andrew Comey as a member of the culinary Advisory Board made by Linda Cross, seconded by Phil King and carried.

Cliff Hay made a motion to adjourn at 11:00, seconded by Tom Greenlees and carried.

The next meeting will be held on October 10th at 9:00 a.m. in Knapp 203.

Respectfully submitted by,

Amy K. Healy

Distribution: College Council, Vice Presidents, Deans, Department Chairs, Presiding Officer of the Faculty, The Alumni Association, The College Foundation, Van Wagenen Library.