

**Meeting of  
The Association of Presidents of Public Community Colleges  
Cooperstown, NY  
June 23, 2004  
Minutes**

**Members Present:** Gabe Basil, Marshall Bishop, James Campion, David Conklin, Thomas Flynn, Dennis Golladay, Mamie Howard Golladay, Carl Haynes, Dan Hayes, James Klyczek, Joseph Olsen, Shirley Pippins, Bill Richards, Michael Schafer, Debbie Sydow, Barry Weinberg, Ron Williams, Cliff Wood

**SUNY System Administration:** George Anker, Bob Brown, Barbara Drago, Carol Eaton, Patricia Pietropaolo, Phil Wood, Denise Bukovan

**Guests:** Stephanie Gross, Kimberley Reiser, Barbara Viniar

**I. Welcome**

Carl Haynes called the meeting to order at 8:08. He welcomed Cliff Wood and Stephanie Gross and everyone present.

**II. Approval of Agenda**

The agenda was reviewed by those present, and approved.

**III. Approval of Minutes of February 20, 2004**

*Tom Flynn,, seconded by Bill Richards, moved that the minutes of February 20, 2004 be approved as submitted. The motion was carried.*

**IV. Treasurer's Report – David Conklin**

Dave Conklin distributed the Treasurer's Report. It reported a May 31 end-of-year balance of \$89,293. According to the report, \$11,942 has been spent so far this fiscal year.

The proposed dues for 2004-05 are \$750 for SUNY campuses and \$500 for CUNY campuses, totaling \$24,500 in revenue. These dues would cover projected professional development costs of \$8,000-\$10,000.

*Dave Conklin, seconded by Bill Richards, moved that the proposed dues be approved as proposed. The motion was carried.*

*Mike Schafer, seconded by Gabe Basil, moved that the Treasurer's Report be approved as submitted. The motion was carried.*

## V. Report From the Vice-Chancellor's Office – Carol Eaton

- Budget/Tuition

Carol Eaton reported that there was no news of when the state budget would be approved. State operated tuition information was provided.

Dr. Eaton also discussed issues involving technology allocations, including how to access the funds. She distributed the allocation chart and available balances. There were questions and discussion. Carol noted that county approvals and matching funds are needed for the technology money.

A question was posed to Dona Bulluck: can student technology fees be used as the match?  
(Carol Eaton's office will follow-up on this question at a later date.)

A question was asked about obtaining associate's degrees at four-year institutions, and the enrollment trends for such instances. Information on this will be given to Debbie Sydow.

- Cornell Retreat/Strategic Plan – Update/Status

Carol Eaton distributed and discussed the summary report of the Cornell retreat, as well as the next steps that will be taken in developing a comprehensive strategic plan.

There was discussion. Mike Schafer suggested more APPCC input and involvement in the process, and also suggested listing the participants in the report. Dennis Golladay commented that the participation of SUNY Trustees was excellent.

Barry Weinberg suggested that ideas that were suggested at the Chancellor's meeting in Fredonia should be incorporated into the system-wide strategic plan.

- Teacher Education Program Approvals – Status

Patricia Pietropaolo informed the group that approvals of teacher education program proposals are occurring. Proposals from at Corning, Jamestown, Monroe, and Westchester Community Colleges are currently in the queue. The State Education Department is pleased with the process.

Patricia distributed the new guidelines. They will be easy to work through on-line. She added that new programs must use the new template, while existing programs are acceptable as they are.

Patricia reported that new teacher education template programs being considered include: Physical Education, Art, and Health.

Tom Flynn stated that the timing of approvals is an issue, and expressed frustration with the process.

A discussion regarding where the graduates would transfer to ensued, as limited spaces are currently available. There was a suggestion to cap the size of freshman classes at senior institutions in order to make more room for juniors and seniors. It was noted that the problem occurs at the department level. The issue is too important to let it drop, but SUNY doesn't take it seriously. Students go instead to private institutions, but at great cost. Policies exist to address the issue, but are not being followed.

It was suggested that a committee be formed using the APPCC Executive Committee to take action on the broader issue of transfer as well as teacher education. The committee would work with Carol Eaton and the Provost's Office, with Carol taking the lead in the initiative.

Ron Williams suggested having a summit with the Chancellor. David Conklin noted that the teacher shortage should be a state policy issue, and the State's colleges need to begin accepting more students.

Patricia Pietropaolo stated that the transfer action plan is active and includes these issues. Concerns can be sent directly to the Provost. She will have the Provost re-send the transfer issues letter to the campuses. The Alert URL will also be sent out.

- NYSAC Law Suit Against SUNY – Status

Carol Eaton distributed and reviewed a report on the status of legal issues, prepared by Dona Bulluck. She reviewed the Westchester County suit status, and noted that the case papers are due July 9. The Westchester County suit alleges that SUNY exceeded its authority in issuing the revised community college regulations.

The implications of the Westchester suit were discussed, particularly regarding the potential status of the code changes.

A suit filed against SUNY and the State by the U.S. Department of Justice alleges that SUNY Disabled Student Services offices, including those on community college campuses, should be designated as mandatory voter registration sites. SUNY is responding that the requirements of the National Voting Rights Act do not apply to the disability offices at community colleges.

The County of Suffolk filed suit against SUNY seeking an accounting and reimbursement of FIT chargebacks, formerly funded by the legislature but discontinued in 2001, allegedly due Suffolk County pursuant to the Education law. A motion to dismiss has been made by the Assistant Attorney General on behalf of SUNY.

Carol also reported that the suit filed against SUNY by the Rockland Community College board of trustees has been dropped.

Suffolk and Nassau will file amicus briefs for the Westchester law suit, and NYSAC is supportive of the Westchester case.

- Enrollment Audit Concern – Status

Carol Eaton discussed the perceived discrepancies in enrollment reporting, and noted that SUNY will work with eight colleges to review discrepancies of 10% or more comparing enrollments to expected tuition revenues. Then SUNY will decide what action to take based on the outcomes of the review.

George Anker described the background of the situation, informing the group that the business officers are discussing adopting best practices for tracking withdrawals.

Carol Eaton discussed Brian Stenson's draft memo to the eight colleges that will be reviewed. The discrepancies are mostly due to dual credit for high school students and non-credit remedial. The business officers through Alan Katz will have input and will review the next draft of Brian's memo. She noted that she would like the college presidents to come back with what they know on the subject.

- Strengthened Campus Based Assessment

Carol Eaton informed the group that the Chancellor's resolution was passed at the Board Meeting on Tuesday, June 22, approving the implementation of the assessment process as recently proposed. The next steps are still to be determined. The GEAR group is critical in this process. Faculty and the Provost's office will work on it.

- Other

George Anker handed out a packet on five year enrollment projections.

The ADN Nursing Survey Draft was discussed. Continuing education, specifically adopting the bachelor's degree as a legislated licensing requirement was discussed by the group. Feedback on the nursing survey was requested from the presidents by July 9. The survey will move over the summer.

## **VI. Reports**

- Conference

Gabe Basil suggested sending thank you letters to sponsors.

- Capital Budget Task Force –Bob Brown

Members of the taskforce include: Gabe Basil, Bob Brown, Dave Conklin, Ezra Delaney, Wayne Diesel, Alan Katz, Shirley Pippins, Stu Steiner, Debbie Sydow and Phil Wood

Bob Brown reviewed the background of the taskforce and its purpose.

Phil Wood told the group that a survey of capital needs had been done, which identified concerns, and funding needs. He asked that sponsor resolutions be sent in for approved projects. He has not yet received sufficient resolutions to use the 70 million available in bonded funding.

Tom stated that flexibility is needed to re-allocate the funds and use them in a timely manner.

There was a discussion of the inequity between State operated capital funding (\$1.8 B) and community college funding (\$175 M vs. \$1 B in needs). It was noted that community college funds are allocated by campus, with no flexibility.

Phil Wood reviewed material on funding history and method. There is the issue of meeting the two-prong test of having a master plan and having local funding support. Two methods that have been used to allocate funds include the FTE allocation approach and the master plan approach. Also discussed was the issue of control over capital chargeback funds.

Bob Brown distributed, presented and discussed the capital allocation plan proposal from the task force entitled "Proposed Procedure for Approval and Funding of Facility Master Plans.". The first element of the proposal is the requirement that there be a Facility Master Plan approved by the local trustees, which can also be easily amended for emergencies.

The second element of the proposal is the identification of unmet need, which is need unmet by the campus FTE allocations. The campus would obtain sponsor approval for a project, and submit it to SUNY for inclusion in the annual budget submission to the Governor and legislature.

The third element of the proposal is the re-allocation of uncommitted funds in 2007 to other approved campus projects. As far as process, there is an issue of legislative action being required to move the funds; SUNY needs the authority to take action.

*The following revision was proposed and agreed upon: that a letter or resolution of intent from the county be due in 2006, with a resolution authorizing funding of the project be due in 2007.*

Bob Brown noted that the process for acting to re-allocate funds and working with the legislature will be discussed later. He summarized with the following language of intent to "re-allocate to master plans with sponsor support and resolutions but inadequate state funding."

The fourth element of the proposal concerns the 2008-2013 capital budget. Allocations for 2008-2013 will be based on identified priorities and the five-year master plan. The priorities are to be identified by SUNY, SUCF, and APPCC. It was also mentioned that adding projects every year makes the five-year master plan a rolling plan, with flexibility. The master plan can be done at any time.

*Michael Schafer, seconded by Dennis Golladay, moved to affirm Exhibit I, the Proposed Procedure for Approval and Funding of Master Plans, as amended. The motion was carried.*

The next steps will involve transmitting the proposal to the Chancellor with an APPCC cover letter to support it. In addition, Carol Eaton, Carl Haynes, Phil Wood and colleagues will meet with the Chancellor.

- ICCD Report

Barbara Viniar reported that the ICCD met on June 22, with the position of chairperson being passed from Carl Haynes to Debbie Sydow. Greg DeCinque was added as a new member of the group.

She was reported to the group that there is not sufficient interest in a leadership academy for just New York State. Negotiation workshops for presidents are coming soon. A survey of presidents' training needs showed great diversity. There will be an upcoming program on Leading From Within. A meeting with Anne Huot of the Provost's office clarified that a doctoral program would be the responsibility of the Vice-Chancellor's office and ICCD would support it.

The successful teaching conference will be held in October. An advisory board comprised of deans and vice-presidents will be formed.

The presidents should consider meeting at the new Cornell conference center.

Barbara noted that the MOU between SUNY and Cornell for ICCD is ready; the budget issues have been resolved, and there is strong interest and contributions from Cornell.

The Administrative Leadership Program is currently being planned. Three research grants were awarded recently to community college faculty projects.

- FCCC Report – Kimberly Reiser

Kimberly Reiser informed the group of assessment history, and noted that a resolution had been passed supporting the proposal for Strengthened Campus Based Assessment. She also discussed the APPCC's role, as well as the Faculty Council's efforts.

Kimberly reviewed a folder of documents with the group. She gave an update on other Faculty Council initiatives. She distributed a Faculty Council resolution which asked that the Chancellor request the NYS Board of Nursing to rescind their proposal for the implementation of the bachelor's level RN as a requirement for practicing in New York State.

She discussed efforts to amend a bill to include the president of the FCCC as an ex-officio, non-voting member of the SUNY Board of Trustees. The bill was amended in the Assembly. The Faculty Council will pursue this for the next academic year.

Kimberly reviewed the various faculty awards and encouraged the presidents to participate in granting the Distinguished Faculty Rank on their campuses. Lastly, she discussed the Student Assembly tuition resolution which provided a plan for graded tuition.

- Student Assembly

Carl Haynes introduced Stephanie Gross, President of the SUNY Student Assembly, and a new attendee to the APPCC. Stephanie discussed the tuition proposal and the issues associated with it. She also discussed her role as President of the Student Assembly, noting that many Assembly representatives and leaders come from community colleges.

Stephanie told the group that students should be encouraged to become involved in student government.

Stephanie noted that transfer is also a serious concern for students. There is also a need to reach out to campus student trustees.

Stephanie suggested that it may work well if the student government leader and trustee was the same person. She informed the group that the number of student representatives in the Student Assembly from community colleges had been changed from four to six, out of sixteen.

- Other

Carol Eaton distributed guidelines for state operated campuses for distributing scholarships. This was for information only and at the request of presidents seeking information on offering scholarships as part of the operating budget, under the new code.

- Liaison Committee – Don Katt

Community College Business Officer's Association – Dennis Golladay  
Dennis Golladay distributed a handout from The Business Officer's Association.

Community College Chief Student Affairs Officers – Barry Weinberg  
Barry discussed with the group the current immunization issue, which has been discussed by the Chief Student Affairs Officers.

- Professional Development Committee – Jim Campion

Jim Campion reported that the Committee has two new members and is working on plans for next year's programs.

## **VII. June 24 - Presentations**

- Institutional Research – John Porter

John Porter discussed the current developments and initiatives currently taking place in IR.

John informed the group of the status of SOS, noting that the analysis is almost complete. The Alumni survey will be the next system-wide survey. IPEDS (federal USDE database) process and format also changed this year. There is pressure to move the dates up for submission of the Student Data File. The National Community College Benchmark Project is going well; 22

colleges have expressed their intent to participate; 17 have contacted the project, and 14 have submitted data. The 2004 HERI Faculty Survey will be skipped this cycle as the last data is valid for five to six years. Campuses are working on and Economic Impact Survey spreadsheet now.

John showed slides illustrating various community college data, including:

- Applicants by degree/non-degree
- Acceptance rates
- GPA's of accepted/enrolled students
- Geographic distribution of students
- Acceptance rates by region
- Distribution of transfer students by sector
- Bachelor's graduation rates of transfers
- Six-year graduation rates by discipline

Tom Flynn noted that he would like campus-specific data for each category.

John went on to discuss current issues and problems with Institutional Research Data Systems, including:

- Old technology and systems
- Difficulty accessing data
- Data is not integrated
- Some data elements are “confounded”
- The systems do not work well with the two-year sector
- No campus access to data

John then informed the group of the current components of the IR data systems, which include:

- Student data files
- Student address files
- Automated degree files
- Program files
- Course and section analysis

The main goal of the BIRDS (Better Institutional Research Data System) will be the integration of data elements and the widespread campus access to the data.

Data flow will be improved to ease the burden on campuses. Such data would include:

- Student information
- Course information
- Registrations (term/section)
- Degrees
- Academic programs

John informed the group of the key concepts for the project, which include:

- Data is mostly the same

- SUNY ID for tracking students
- Census data by section
- New ethnic categories
- Codes for GIS
- Student goal questionnaire
- Course characteristics
- End of term results

John described the development process, assigning dates for the completion of each stage. The dates were as follows:

- Design work by committee - ongoing
- Campus review – this summer
- Development – Fall, 2004
- Reports Committee – Fall, 2004
- Test implementation – Spring, 2007
- Full implementation – Fall, 2007

Ron Williams raised the issue of limited campus resources to support IR initiatives.

Tom Flynn noted that the project was good, but to be helpful, data is needed on how campuses are performing relative to others. Locally useful data is needed.

Dave Conklin raised the question of how to go about using good data with legislators.

John Porter distributed possible system data elements to the group.

Dave DeMarco then discussed with the group the initiative to re-do all administrative systems, which will be a five-year effort. He also raised the issue of how to access the information, and how to use it effectively.

SLN, SUNY connect will be involved in the effort.

Dave went on to talk about the BANNER initiative, which he stated is of value to the campuses. Tom Flynn noted that conversion is very difficult. The group then discussed the issues and benefits associated with the BANNER initiative.

Dave DeMarco informed the group that anyone interested in joining BANNER should contact him.

- Richard Blais, Executive Director: “Project Lead the Way”

Barbara Drago introduced Richard Blais, the Executive Director of Project Lead the Way. Richard began by providing the group with background information on the pre-engineering program and curriculum. The project is funded by the Charitable Venture/Charitable Leadership Foundation; the group is a 501(c)3. He reviewed the project's purposes, to promote engineering education, and the schools participating in the project and enrollments.

Richard informed the group that the project is interested in school/college partnerships, especially among teachers. He proposed creating a systemic alignment, where community colleges with engineering programs could host meetings of teachers and faculty once a month in order to discuss program issues and tour facilities. Richard suggested organizing the districts and teachers regionally, and noted that he would draft the agenda.

Michael Shafer discussed their participation in the early model, and noted that there was interest in the program at Mohawk Valley Community College. Michael also pointed out the issue of the cost of teacher participation in the program, questioning whether or not teachers would attend the program after work if receiving no compensation.

Richard noted that RIT hosts professional development, and suggested to the group that SUNY host a meeting with him and RIT, tying in business and industry as partners.

### **VIII. Balance of Business Meeting**

- American Students Association of Community Colleges – Tom Flynn

Tom provided the group with information on conferences for student leaders.

Tom also discussed the common agenda the American Students Association shares with community college leaders, including AACC.

- Other Vice Chancellor's Items

Carol informed the group that she will coordinate a response to SLN changes.

Carol also discussed the Matrix Group with the group, describing its background and actions, as well as the group's members. She informed the group that the Matrix Group will meet every two weeks, functioning as her "cabinet". She added that she will put notes of Matrix meetings on the APPCC list. Carol suggested adding new members, as well as a more formal name.

Michael Schafer mentioned the need for information on collective bargaining briefs and arbitrations. He suggested that Carol talk to the presidents about what they need and that this topic be put on the agenda of the September Executive Committee. Also needed is discussion about the pluses and minuses of Banner.

- Legislative Affairs Committee – Michael Schafer/Michael Trunzo

Michael Schafer informed the group that the only information that is available is already in the paper.

Michael Trunzo told the group that there is a continuing resolution until August 3 and that the legislature adjourned yesterday without action on the budget. He informed the group that K-12 funding was causing the holdup, with much behind-the-scenes maneuvering going on.

Michael told the group that both houses plan to restore community college base aid. He added that rental aid was not discussed. TAP will be restored.

Trunzo informed the group that SUNY was compiling state operated capital requests, and using the survey on master plan needs.

Trunzo discussed talk of a base aid increase for community colleges, but the key question is where is the funding for it. He was also unsure whether there would be stipulations on tuition increases.

Michael Schafer and Michael Trunzo then discussed current bills, including:

- Meningitis amendments to exempt campuses without dorms; there has been no action.
- Prohibiting direct credit card solicitation on campuses. Debit card solicitation, as well as indirect credit card advertising would be permitted.
- The Peace Officer Law, which calls for the removal of search and seizure warrants.
- Charitable gift acceptance
- Disabled student assistance funding
- Creating standards for home schooling, as well as requiring school certification of the curriculum.

Mike Shafer will compile a summary for APPCC action.

Tom Flynn noted that budgets are currently being passed based on the assumption of state aid.

Carol Eaton added that many budgets also include tuition increases, and that more base aid will not affect tuition.

The group agreed to pay for the dinner meeting for the Presidents' Assistants group.

Gabe Basil announced that next year's annual meeting will be held at the Otesaga on June 21-23. Mark your calendars.

Carl Haynes adjourned the meeting at 11:55.

Prepared by  
Denise S. Bukovan

Distributed by  
Debbie L. Sydow, Secretary