



Faculty Senate

Monroe Community College

January 25, 2018
Faculty Senate Meeting

PRESENT: B. Babcock, E. Basnayake, E. Baxter, L. Blew, M. Boester, K. Borbee, A. Burns, M. Cameron, A. Colosimo, T. Custodio, M. Dorsey, B. Ellis, P. Emerick, K. Farrell, R. Fisher, J. Flack, A. Flatley, A. Freeman, M. Harris, M. Heel, J. Hill, H. Holevinski, R. Horwitz, S. Lautenslager, D. Lawrence, K. Leite, A. Mallory, J. Morelli, H. Murphy, J. Nelson, M. Pentz, E. Putnam, W. Rotenberg, J. Scanlon, T. Schichler, J.C. Senden, C. Shanahan, C. Silvio, R. Straubhaar, G. Thompson, K. Tierney, M. Vest, T. Vinci, J. Volland, J. Waasdorp, J. Wadach, H. Wynn-Preische, L. Zion-Stratton

ABSENT: B. Burritt, J. Carson, D. Gasbarre, M. Griffin, B. Grindle, R. Pearl, J. Santos, M. Timmons, B. Wagoner

GUESTS: C. Adams, J. Delate, T. Graney, A. Leopard, R. Messenger, N. Pares-Kane, H. Wheeler

Meeting called to order at 3:35 p.m.

1. **Action Items:**

a) **Minutes from the December 14, 2017 All College Faculty Senate Meeting.** Motion to approve. Motion seconded. No discussion. **Motion passes.**

b) **Curriculum Proposals:**

M. Vest presented the following program revisions for approval:

Program Revisions:

- | | | |
|--------------------|-----|------------------------------|
| • 2016-PR36-Spring | AAS | Computer Information Systems |
| • 2016-PR30-Spring | AAS | Accounting: General |
| • 2016-PR63-Spring | AS | Biology |
| • 2016-PR71-Spring | AA | English |
| • 2016-PR82-Spring | AS | Music Performance |

No discussion. **Approved.**

c) **Policy Review: Conflict of Interest Policy**

A. Colosimo reviewed the information she received answering questions from the last Faculty Senate meeting. She presented an edited version based on additional feedback (attached as Exhibit A). There was discussion and clarification. Motion to approve Conflict of Interest Policy including the suggested edits. Motion seconded. No further discussion. **Motion passes.**

d) **APC: Proposed Amendment to Faculty Senate Resolution 1.2.5**

R. Fisher reviewed the proposed revision as presented at the last Faculty Senate meeting. Motion to approve. Motion seconded. There was questions and discussion regarding the rational for the changes. **Motion passes.**

2. Future Action Items:

a) APC: Proposed 2019-2021 Academic Calendars

R. Fisher explained according to the Faculty Senate Resolutions a two-year academic calendar should be forwarded to APC for review by September 30. APC received the proposed 2019-2021 academic calendar on November 28, APC began reviewing the proposal on November 30. APC continued to discuss and review many options in order to meet the required seat time. The Committee was not ready to bring a proposal to the FS for consideration at the November 30 and December 14 meetings. He explained the Board of Trustees will be voting on the proposed 2019-2021 academic calendar at its February 5 meeting. A. Colosimo clarified the Board of Trustees will be voting on a calendar which does not include any input from the Faculty Senate. Regardless, APC will continue through its process presenting two options for review and vote at the February 8, 2018 Faculty Senate meeting in hopes the BOT will table the vote until March to allow for input from the FS. R. Fisher stated he did recommend to the Provost that the Board of Trustees table its vote until the March BOT to allow for Faculty Senate input.

He presented and reviewed two options for fall:

- Fall 2019 and 2020 Calendar A – Option from Administration (put forward to BOT for vote)
- Fall 2019 and 2020 Calendar B – Option from Academic Policies Committee

R. Fisher stated APC concurred with the Administrations' recommendation for intersession, spring and summer. He explained the Committee looked at seat time in terms of minutes instead of hours. He reviewed the specific information in each of the proposals. He pointed out 12 days is the number needed to meet seat time requirements for intersession.

T. Vinci, a member of APC, outlined the reasons APC supports Calendar B:

1. One week between end of summer and start of fall classes – how this would impact satisfactory academic standing processing from summer -- this would also affect fall registration and financial aid
2. Calendar A - fall SLN preview time is shortened
3. Calendar B would allow student to continue summer jobs until the end of August
4. Calendar A - This would eliminate August in the summer vacation rotation for Professional Staff in some departments
5. Calendar B - Additional week for late registration could help improve enrollment
6. Calendar A - Less time for parents to find child care
7. Calendar B - Summer High school graduates to get processed and registered before classes start

H. Wheeler clarified although Calendar A does not change the typical summer semester, there are many ways this could be changed to address the concerns regarding processing time. The Provost is open to these changes. She also pointed out Calendar B is missing a Thursday (when classes are held only during the day on Thursday). R. Fisher pointed out the Thursday classes would require additional seat time to allow them to meet for just 14 weeks.

There was discussion, questions and clarification on the proposals. R. Fisher agreed to forward the proposal to SEGA/SEG for input.

b) Policy Review:

A. Colosimo tabled the discussion on the following policies until the February 9, 2018 Faculty Senate meeting. The policies can be found on the Faculty Senate Blackboard and she encouraged Senators and their constituents to review and provide feedback.

- **Shared Governance Policy**
- **Nepotism Policy**
- **Amorous Relationship Policy now known as the Consensual Relations Policy**

c) Shared Leadership Coordinating Council Bylaws

A. Colosimo tabled the discussion on the policy until the February 9, 2018 Faculty Senate meeting. This policy can be found on the Faculty Senate Blackboard and she encouraged Senators and their constituents to review and provide feedback.

d) FCCC Resolution: Supporting New Funding Model for the Community College

C. Fogal reviewed the Resolution which outlines a proposed new funding model. The SUNY Provost, SUNY Board of Trustees and other groups support the proposal. FCCC is asking for campuses support. There will be a vote at the February 8, 2018 Faculty Senate to support the Resolutions.

e) Proposal for Renewal of College Hour

M. Heel presented a proposal for the Renewal of College Hour for consideration based on the Faculty Senate discussion in the fall. The proposal outlines re-instating the prior tradition of college hour on the Brighton Campus to allow for dedicated time for students, faculty and staff to use for club time, advising tutoring, etc. There were questions clarifying the proposal. H. Murphy will post the proposal and rationale to the Faculty Senate Blackboard. Senators and constituents are encouraged to send any feedback to M. Heel. There will be discussion and vote to support the proposal at the February 8, 2018 Faculty Senate meeting.

3. Reports

a) Faculty Senate President

A. Colosimo made the following announcements:

- Meeting Minutes Correction
In the November 30, 2018 Faculty Senate Minutes, the Director of Community Engagement position was discussed. However, the correct title is the Assistant Director of Employee Engagement and Organizational Development]
- Senate Volunteering/ Networking
She suggested this semester having opportunities for people from across the college to volunteer as a group in the community, which would encourage community engagement and be followed by a networking event. She encouraged everyone to send ideas to her and she will present an idea at the next meeting.
- Faculty- Initiated Withdrawals
 - Make-up of the Committee: E. Putnam chair, Reps from Students, Financial Aid, Faculty, Administration, Records and Registration
 - Upcoming statement about resolution suspension
She clarified the impetus for this committee. Data received from the Provost suggested FIW seemed to impact some populations more than others, so in the spirit of equity this needed to be reviewed. The Faculty Senate collected feedback and recommended forming a committee in the fall to examine the FIW procedure. In June, Provost Wade recommended the Resolution be suspended for the fall and subsequently the spring as well. She explained there is sentiment from across the College regarding the suspension of an existing Resolution. A. Colosimo is suggesting a memo outlining the sentiment and issues regarding suspending a current policy. It was agreed she would provide a draft memo for review at the next Faculty Senate meeting, with a subsequent vote to support.
 - Shift in Charge – She explained the charge was reduced and included the Provost's request for workable models to allow for consistent and an equitable withdrawal procedure going forward. The Committee is working on models.
 - Upcoming open forum on February 26 from noon – 1:00 in Monroe B – Models will be shared for feedback at the open forum and made available for feedback if anyone cannot attend the forum. There was discussion, questions and feedback.
- Upcoming Board of Trustees Meeting
 - Monday, Feb 5, 4 PM, Monroe B
She encouraged Senators and constituents to attend. There was discussion about the timeline for

review of the Academic Calendar and how to address the issue with the BOT.

b) Student Representatives

There were no student announcements

c) Standing Committees

Academic Policies (R. Fisher)

The Committee is reviewing options for the 2019-2021 Academic Calendar.

Curriculum Committee (M. Vest)

See attached report.

NEG (M. Heel)

No report.

Planning (P. Emerick)

The Committee is reviewing Intent to Apply proposals for the Strategic Planning Initiatives (7 total)

Professional Development (J. Scanlon)

- Call for Proposals: 5th Annual Professional Development Week scheduled for June 4th-8th, 2018. Forms can be found on the Faculty Senate Blackboard.
- Faculty Panel on Leave for Professional Advancement for the Benefit of the College for January 29, 2018 from 12:00 – 12:50 in 3-115.

SCAA (A. Flatley)

- Possible Spring Searches SCAA:
 - o Director of Library
 - o Director of Admissions
 - o Director of Advisement and Transfer
 - o Chief Diversity Officer
- SCAA is waiting on the job descriptions for the above searches.
- SCAA would like to have volunteers for these searches. Please contact a SCAA member if interested.
- Proposal reply sent to Provost Wade regarding Academic Reorganization, she will send a response soon.

4. Old Business

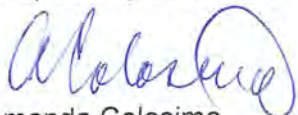
There was no old business discussed.

5. New Business

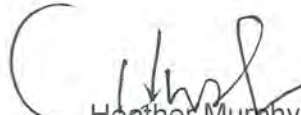
No new business

Meeting adjourned at 4:52 p.m.

Respectfully submitted,



Amanda Colosimo
President
Faculty Senate



Heather Murphy
Secretary
Faculty Senate Executive Committee

Minutes approved at the February 8, 2018 Faculty Senate Meeting.



3.1 CONFLICTS OF INTEREST COLLEGE OFFICERS AND NON-CONTRACT EMPLOYEES POLICY

Category: Human Resources

Date Established: December 18, 2006

Responsible Office: Human Resources

Date Last Revised:

Responsible Executive: Assistant to the President, Human Resources and Organizational Development

Summary

Monroe Community College ("College") is expected to conduct its business transactions with the integrity that is expected under the law and the traditions of an institution of higher education. Where potential or actual conflicts exist between the personal interests of the officer or non-contract employee and the interests of the College, the officer or non-contract employee is expected to consult with appropriate College officials- the Assistant to the President, Human Resources and Organizational Development and abide by Board policy.

Once approved by the Board of Trustees (the "Board"), this Policy on Conflicts of Interest will provide guidance to all college officers and employees defined as non-contract ("the Employee").

Policy

Section 1. Definition of Conflicts of Interest: A conflict of interest will be deemed to exist whenever an individual-officer or non-contract employee is in the position to approve or influence College policies or actions which involve or could ultimately harm or benefit financially: (a) the individual; (b) any member of his or her immediate family (spouse, parents, children, brothers or sisters, and spouses of these individuals); or (c) any organization in which he or she or an immediate family member is a director, trustee, officer, member, partner or shareholder or has a substantial financial interest.

Section 2. Process: Upon appointment, the Assistant to the President, Human Resources and Organizational Development shall provide each Employee-officer or non-contract employee a copy of the Board Policy on Conflicts of Interest and the Disclosure Form. Subsequent to their initial appointment, on or about September 1 of each year, the Assistant to the President, Human Resources and Organizational Development shall distribute the Disclosure Form to each Employee-officer or non-contract employee. The Employee shall return the form within 30 days to the Assistant to the President, Human Resources and Organizational Development. The Disclosure Forms will be reviewed by the Assistant to the President, Human Resources and Organizational Development. Any potential conflicts will be referred to the President and, if appropriate, legal counsel. The Assistant to the President, Human Resources and Organizational Development shall maintain all disclosure forms.

Section 3. Disclosure of Conflicts of Interest: An Employee-officer or non-contract employee shall disclose a conflict of interest: (a) prior to entering into any contract or transaction involving the College; (b) as soon as possible after the Employee-officer or non-contract employee shall learn of a conflict of interest in any other context. Such disclosures must be made in writing and submitted to the Human Resources Office. Disclosure of the material facts

surrounding the ~~Employee's~~ officer or non-contract employee's conflict of interest shall be made to the President.

Section 4. Failure to Disclose Conflicts of Interest: Failure to adequately disclose ~~adequately~~ a potential or actual conflict of interest shall constitute cause for dismissal.

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Section 5. Approval of Conflicts of Interest: Following receipt of information concerning a contract or transaction involving a potential conflict of interest, the President shall consider the material facts concerning the proposed contract or transaction including the process by which the decision was made to recommend entering into the arrangement on the terms proposed. The President shall approve only those contracts or transactions in which the terms are fair and reasonable to the College and the arrangements are consistent with the best interests of the College. Fairness includes, but is not limited to, the concepts that the College should pay no more than fair market value for any goods or services which the College receives and that the College should receive fair market value consideration for any goods or services that it furnishes others. The President shall keep a record of his/her decisions which record shall set forth the basis for his/her decision with respect to approval of contracts or transactions involving conflicts of interest, including the basis for determining that the consideration to be paid is fair to the College.

Section 6. Prohibition on the Acceptance of Gifts: In addition to the requirement that public College officers and non-contract employees disclose any conflict of interests that may exist, the law also prohibits the solicitation and acceptance of gifts from individuals, companies, or other organizations. The law prohibits the acceptance of a gift having a value of \$75 or more under circumstances where it can reasonably be inferred or expected that the gift was intended to influence you the officer or on-contract employee in the performance of your their official duties or was intended as a reward for any official action.

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Section 7. Prohibition on Disclosing Confidential Information. Employees College officers and non-contract employees are prohibited from disclosing or using confidential information acquired in the course of your their official duties to further your personal interests.

APPLICABILITY

This policy applies to all college officers and non-contract employees.

RESPONSIBILITY

Assistant to the President, Human Resources & Organizational Development

Contact Information

Office of Human Resources

Related Information

New York State Public Officers Law, Sections 73, 73-a and 74,

<http://codes.findlaw.com/nv/public-officers-law/#!tid=NF743295724E843A29E9B81A00E4A7768>

Ethics in State Government. Commission on Public Integrity.

http://www.esf.edu/business/purchasing/documents/NYS_Public_Officers_law.pdf

Conflicts of Interest of Municipal Officers and Employees. Office of the State Comptroller.

Division of Local Government and School Accountability.

<https://www.osc.state.ny.us/localgov/pubs/conflictinterest.pdf>

Curriculum Committee Report Faculty Senate Meeting January 25, 2018

Curriculum Committee has approved and submitted to Faculty Senate for Vote at the January 25, 2018 meeting:

2016-PR36-Spring	AAS	Computer Information Systems
2016-PR30-Spring	AAS	Accounting: General
2016-PR63-Spring	AS	Biology
2016-PR71-Spring	AA	English
2016-PR82-Spring	AS	Music Performance

Curriculum Committee has approved and submitted to Faculty Senate for Vote at the February 8, 2018 meeting:

2016-PR38-Spring	AS	Information Technology
2016-PR39-Spring	AS	Computer Science
2016-PR49-Spring	AS	Urban Studies

Curriculum Committee has approved:

Course Revisions:

2016-CR107-Spring	ENG 113	Introduction to Creative Writing
2016-CR160-Spring	MET 201	Designing for Materials, Manufacturing and Assembly
2016-CR161-Spring	GEG 239	Capstone in Geospatial Technology

Course Deactivations:

2016-CD131-Spring	ELT 170	Printed Circuit Layout and Fabrication
2016-CD132-Spring	MET 100	Mechanical Principles
2016-CD133-Spring	MFG 201	Computer Aided Manufacturing
2016-CD134-Spring	TEK 190	Introduction to the Engineering Technologies

Course Learning Outcomes:

2016-CO121-Spring	DEN 212	Community Dentistry I
2016-CO232-Spring	EBL 101	Experience Based Learning
2016-CO171-Spring	ESL 130	English for Speakers of Other Languages - Advanced I: Integrated Skills - WR
2016-CO198-Spring	ESL 145	English for Speakers of Other Languages - Multi-Skills II
2016-CO228-Spring	ESL 158	English for Speakers of Other Languages: Oral Communication
2016-CO199-Spring	ESL 178	Grammar in Writing
2016-CO166-Spring	ESL 201	English for Speakers of Other Languages-Advanced II: Reading/Writing-WR

Course Learning Outcomes:

2016-PO12-Spring	AS	Business Administration
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General Education Courses:

Mary Mohr-02/13/2017-GE-1	PHY 154	General Physics I
Mary Mohr-02/13/2017-GE-2	PHY 155	General Physics II
William Drumright-11/01/2016-GE-1	HIS 275	History and Cultural Analysis of the Holocaust, Genocide, and Human Rights - WR

The Curriculum Committee has approved to post for faculty review until 1/10/2018:

New Course:

2016-NC26-Spring	PHY 110	HVACR Physics
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Course Revision:

2016-CR162-Spring	MET 121	Computer Aided Drafting/Design - Solid Modeling
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General Education Courses:

Deneen Rhode-10/27/2016-GE-1	HED 207	Emotional Wellness
Jason Szymanski-11/23/2016-GE-3	GEO 106	Introduction to Oceanography