



# Faculty Senate

Monroe Community College

April 21, 2016  
Faculty Senate Meeting

**PRESENT:** R. Babcock, E. Baxter, S. Broberg, L. Carson, A. Colosimo, M. Dorsey, P. Emerick, S. Farrington, M. Ernsthausen, A. Flatley, H. Fox, B. Gizzi, M. Heel, J. Hill, R. Horwitz, G. Lynch, J. Mahar, D. Mueller, H. Murphy, R. Pearl, L. Pierce, E. Putnam, M. Redlo, K. Rodriguez, R. Rodriguez, J. Salsburg-Taylor, T. Schichler, C. Senden, C. Shanahan, K. Tierney, M. Timmons, T. Vinci, J. Waasdorp, W. Wagoner, J. Wilson, A. Aubrey, L. Zion-Stratton

**ABSENT:** J. Chakravathy, M. Connolly, T. Conte, T. Custudio, K. Farrell, R. Fisher, D. Gasbarre, B. Grindle, A. Hughes, S. Kinel, A. Knebel, D. Lawrence, T. Leuzzi, P. Oettinger, D. Rivers, J. Santos, J. Scanlon, G. Thompson, R. Watson

**GUESTS:** M. Bates, R. Dimino, A. Greer, A. Kress, A. Leopard, K. Love, C. Mapes, M. Mayo, N. Pares-Kane, V. Rocha, J. Snowden, M. Witz, H. Wheeler

**Meeting called to order at 3:33 p.m.**

## 1. Guest Speakers:

### a) President Kress

President Kress attended the meeting and gave the following updates:

- She encouraged the College community to donate to the United Way, if possible.
- She explained the budget advocacy process has begun and she, along with other MCC staff, will be meeting with the Governor and various legislators including the County Executive. The goal of the meetings is to answer any questions and resolve any issues before the budget moves forward this summer.
- She attended the second Pathways Conference along with department chairs, J. Striebich and J. Murphy. She believes they left the conference with the same impression as other prior participants (such as M. Ernsthausen, K. McKinsey-Mabry and a Board of Trustee member) that MCC is very far ahead on this initiative compared to its peers. However, there is still more to be done including looking at the data points. She encouraged faculty to work with K. McCarthy to look at data associated with the Pathway Institute. It is very helpful to find out in what areas students are and aren't being served. This will also enable the College to look at what is working and why, then potentially model that in other areas.

### Questions:

- E. Putnam asked about the cost associated with hiring a consulting firm to review documents for healthcare coverage as well as why employees were required to submit documentation again. President Kress stated she understands how difficult the process is for resubmitting the documentation however, all employees are required to do so. This process for review was explored a while ago and the firm explained the average cost of finding unqualified dependents offsets the cost of consultant fees. This is also being done to ensure MCC complies with State law.
- A. Colosimo asked when MCC would receive the results of the Great Colleges to Work for Survey. President Kress stated they were told preliminary results will be sent sometime this summer, most likely in August, although she is not clear what specific information will be received at that time. The plan is to run the data concurrently with the results from the SUNY Student Opinion Survey, which



will give good information on the College relative to our peers looking at the surveys as an informative assessment. She stated the results from the surveys will be given to the FS, FA and CSEA. However, she explained it is important to note the results of SUNY's Student Opinion Survey will not be made public.

- J. Hill asked if President Kress could discuss the conversation that pre-dated the retirement incentive since there is already language in the FA contract, which allows for an early retirement incentive. A. Kress stated when it was realized the College would have an unanticipated non-reoccurring savings, as a result of contract changes and cost associated with adjuncts, there was a discussion on whether to deposit the excess funds into the fund balance or use it for the greater benefit of the College. She stated there is the provision in the contract however, there was discussion around employees not taking advantage of the one-time clause in the contract when offered due to timing and/or the recent recession. Therefore, the idea was discussed to offer this one-time incentive, which would be for the greater good of the College. J. Hill asked for clarification the one-time retirement incentive would be for the greater good of the College. President Kress *confirmed*.

- M. Ernsthause stated the one-time incentive comes in one payment, which causes a jump in tax bracket increasing taxes. He asked if the College has considered breaking up the amount into two payments. President Kress stated there are requirements to the process and M. Fingar could best answer the question. B. Gizzi stated she did ask about splitting the payment and it was explained to her that all participants in the one-time incentive would need to take the payment the same way. The decision was made to offer it as a one-time payment. M. Redlo agreed all must be in agreement about the payment and in compliance with relative tax codes. President Kress explained any changes to the payment now would alter the message of the incentive, potentially causing people who may not have considered the option to reconsider when it may be too late. She further explained it is an intricate process and cannot be changed at this point.

She encouraged everyone to attend the Scholars' Days events on Saturday.

#### **b) J. Snowden & V. Rocha**

J. Snowden, Career and Transfer Center and V. Rocha, Advisement and Graduation Services Office, attended to spread awareness regarding a grant project focusing on two areas. V. Rocha stated her role is to go out into the community to promote Career and Technological Education (CTE) to increase enrollment of non-traditional students in those programs. J. Snowden explained his role is to create connections with local employers to create work experience and/or job placement for students.

J. Snowden explained the program is focused on CTE, which included the programs (as defined by Perkins). Nursing and other healthcare professional are also included.

- Applied Technology  
Auto Tech, HVAC, Precision Tooling & Machining, Solar Thermal
- Engineering Technology  
Applied, Integrated, Construction, Electrical, Mechanical, Optical
- Hospitality Management  
Food & Culinary, Golf, Hotel, Travel & Tourism, Event Planning
- Information and Computer Technology  
Computer Science, Computer Systems Tech, Cybersecurity, Information & Networking Tech, Information Tech, Office Tech, Office Tech: Medical Office Assistant.

V. Rocha and J. Snowden reviewed the following major objectives of the project:

- Increase in placement and non-traditional participation for CTE  
Career Forum for CDL students
- Make linkages with community partners  
High-schools, local employers, agencies, and organizations
- Career advisement and job placement services  
Resume writing, interviewing skills, work experiences, jobs

- Participation in student serving events  
High Tech Expo, Women in Tech, Job Fairs, Wayne County Career Fair
- Increasing awareness amongst college community of project

V. Rocha stated there is an event on April 29<sup>th</sup> for Women in CTE and information can be found in the Tribune. J. Snowden explained they are spreading awareness about the program and encourage faculty to use them as resource.

**2. Announcements (M. Ernsthausen)**

M. Ernsthausen made the following announcements:

**a) Lunch and Learn Enrollment and Marketing (4/13)**

- Enrollment

- Financial Aid Process Mapping
- Standards of Academic Progress/Academic Appeal Alignment
- Program Specific Initiatives
- Rochester Area College (RAC) Partnerships
- Dynamic Forms
- Qless Software
- Strategic Enrollment Management Plan

- Marketing

- Go after adult market more effectively
- Market specific degrees
- Market online programs
- Increase digital market
- Enter new markets
- Retention

Questions: L. Pierce asked about online course as a marketing tool – student usually drop out of these programs

**b) Important Upcoming Faculty Senate Dates**

- Legacy Lecture Series is on April 22, 2016 2:00 – 3:30 pm in the forum to honor Mike Goho and Lynn Bartholome
- Executive Committee Meeting on April 28, 2016 at 3:00 – 5:30 pm
- Brighton Campus Social Lunch on May 2, 2016 at noon – 1:00 pm in Monroe A
- Next Faculty Senate Meeting on May 5, 2016 at 3:30 – 5:00 pm in 8-300

**3. Student Announcements**

No announcements.

**4. Minutes from the March 17, 2016 and April 7, 2016 Faculty Senate meetings were approved.**

**5. Action Items:**

**a) Curriculum Proposals**

6 Program Revisions:

2016-PR3-Spring	AS	Mathematics
2016-PR2-Spring	AS	Theatre Arts
2016-PR4-Spring	Cert	Mathematics
2016-PR8-Spring	AS	Engineering Science
2016-PR9-Spring	AS	History Advisement Sequence
2016-PR7-Spring	AS	Music Performance

1 Program Deactivation:

2016-PD1-Spring      AA L    Liberal Arts & Sciences: Humanities

Motion to approve the above curriculum proposals. Motion seconded. No discussion. **Motion passes.**

b) *Curriculum Report: Information Literacy Committee Report*

Motion to support the report. Motion seconded.

Discussion: J. Hill stated she had asked a few questions when this was presented but there was no one present at the meeting to answer. E. Putnam stated she followed up with J. Hill with an email but never received a response. It was agreed J. Hill would be following up with E. Putnam regarding her questions after the meeting.

Motion to approve the report. Motion seconded. No further discussion. **Motion passes**

c) *Proposed 6.2 Password Policy*

M. Ernsthausen presented the proposed 6.2 Password Policy for a vote.

Discussion:

- M. Timmons confirmed the policy was amended to clarify who is responsible for reviewing and publishing.

- J. Salsburg-Taylor asked what is meant by sanctions and what determines when it is needed. W. Wagoner responded explaining the basic sanction would be if you do not pick a password the system allows you will be locked out of system. He also believes sharing your password would be grounds for sanctions (possibly being locked out the system).

Motion to approve the proposed policy. Motion seconded. No further discussion. **Motion passes.**

6. **Future Action Items (vote at the May 5, 2016 Faculty Senate Meeting)**

a) *Curriculum Committee: Adding First Year Experience as a High Impact Practice*

E. Putnam explained the memo is a recommendation for the addition of first year experience to MCC High Impact Practices. This memo explains this option is researched based from the AACU, along with the definitions and requirements.

b) *Proposed Faculty Senate Bylaw Article VI*

M. Heel presented the proposed amendment summarizing the changes and explaining the new approval process. The next step after Faculty Senate approval will be open hearings and faculty vote.

7. **Standing Committee Reports**

In order to allow more time for discussion during the meeting, the standing committee chairs submitted their reports for Senators to review prior to the meeting. Questions and/or comments were taken regarding the following reports, as noted. NOTE: Due to the change in the Faculty Senate meeting schedule, not all standing committees will have a report at each meeting.

**Academic Policies (J. Mahar)**

J. Mahar reports the following:

- Remaining dates for Open Forum for Academic Calendar Issues:

ATC: April 27th from noon – 1:00 in Room 149

Brighton: April 29th from noon – 1:00 in Empire Room

Questions: A Senator requested the proposed options be forwarded to the Senators to review prior to the open forums. J. Mahar stated he would have H. Murphy send out the PowerPoint being presented at the open forums. There was discussion regarding all the meeting being held at the noon hour. J. Mahar stated any comments and feedback from those unable to attend can be sent to him.

**Student Affairs (J. Mahar)**

No report.

**Curriculum (E. Putnam)**

E. Putnam reports the following:

- The Curriculum Committee has given final approval to:

2 New Courses:

2016-NC1-Spring

CIS 123

A+ Guide to Computer Hardware: Technical Support

2016-NC2-Spring

CIS 124

A+ Guide to Computer Software: Technical Support



- 4 Course Revisions:
- |                  |         |   |
|------------------|---------|---|
| 2016-CR19-Spring | CIS 209 | Systems Analysis and Design                       |
| 2016-CR20-Spring | CIS 211 | Applied Database Concepts                         |
| 2016-CR21-Spring | CIS 221 | Applied Database Concepts with an Oracle Database |
| 2016-CR23-Spring | ENG     | ENG 233, ENG 243, ENG 253, ENG 263, ENG 273       |
- 1 Course Learning Outcome Revision:
- |                  |        |                          |
|------------------|--------|--------------------------|
| 2016-CO32-Spring | PLE204 | Practicum in Policing II |
|------------------|--------|--------------------------|
- The Curriculum Committee has posted for faculty review until 4/19/16:
- 3 Program Revisions:
- |                 |    |                             |
|-----------------|----|-----------------------------|
| 2016-PR8-Spring | AS | Engineering Science         |
| 2016-PR9-Spring | AS | History Advisement Sequence |
| 2016-PR7-Spring | AS | Music Performance           |
- 1 Course Revision:
- |                  |         |                               |
|------------------|---------|-------------------------------|
| 2016-CR24-Spring | THE 211 | Theatre Production Laboratory |
|------------------|---------|-------------------------------|
- The Curriculum Committee has posted for faculty review until 4/26/16:
- 2 Program Revisions:
- |                  |    |                         |
|------------------|----|-------------------------|
| 2016-PR5-Spring  | AS | Business Administration |
| 2016-PR10-Spring | AA | Creative Writing        |
- 8 Course Revisions:
- |                  |         |  |
|------------------|---------|--|
| 2016-CR26-Spring | MAR 200 | Principles of Marketing                          |
| 2016-CR28-Spring | HSM 101 | Introduction to Emergency Management             |
| 2016-CR27-Spring | CDL 110 | Career and Life Planning for Undeclared Students |
| 2016-CR25-Spring | TEK 101 | Computer Applications for Technicians            |
| 2016-CR29-Spring | ART 101 | Art Essentials                                   |
| 2016-CR30-Spring | ART 104 | Drawing I Foundation                             |
| 2016-CR31-Spring | ART 154 | Drawing the Human Figure                         |
| 2016-CR32-Spring | ART 204 | Drawing II                                       |

**NEG (M. Heel)**

M. Heel gave the following report:

- SUNY FCCC Representative: The seat is up for re-election. There will be a call for nominations in the Tribune with details regarding the position. C. Fogal currently holds the position and she will be running for re-election.
- The following department/areas have Senator Seats expiring on June 30, 2016: Biology, Business Administration, Chemistry and Geoscience, English/Philosophy, Health Professions, Mathematics, Nursing, VAPA, World Languages, Applied Technologies, Instructional Technologies and Learning Resources, Career and Transfer Office, Computing, Workforce Development, Academic Services Divisional Area, Student Services Divisional Area. There will be a call for nominations in the Trib and M. Heel will be contacting the areas/departments.
- M. Heel pointed out as NEG chair the importance of meeting quorum at each Faculty Senate meeting. He encourages all Senators to attend the Faculty Senate meetings. The Faculty Senate is the group that can make a difference.

**Planning (P. Emerick)**

No report.

**Professional Development (A. Colosimo)**

No report.

**SCAA (A. Flatley)**

A. Flatley reports the following:

- The search committees have been finalized for the (4) dean searches and jobs posted.
  - Dean for School of Social Sciences & Global Studies and School of Arts & Humanities
  - Dean for School of Community Engagement & Development and School of Business, Hospitality & Entrepreneurism

- Dean of Academic Foundations \*
  - Dean of Curriculum and Program Development \*
- \*searches are to be completed in the fall 2016 with projected hire date January 2017.

**8. Old Business**

- P. Emerick stated he followed up with B. Cunningham about concerns raised at the last Faculty Senate meeting regarding the New Downtown Campus (NDC) furniture choices (must pick filing cabinet or bookshelf). B. Cunningham explained to P. Emerick the reason for allowing everyone to only pick one is due to space limitations, functionality of the furniture, and comfort.
  - B. Gizzi stated she understands the official word is as P. Emerick stated and people have been told they can bring in their own furniture at a later date, however she believes it is a simple issue of cost rather than space. There was discussion regarding the dimensions of the NDC offices, the frustration of the mixed message and whether faculty were consulted throughout the process. M. Ernsthausen stated he will follow up with B. Cunningham regarding the concerns and report back at the May 5<sup>th</sup> Faculty Senate meeting.
- M. Ernsthausen stated the Shared Governance Leadership Council plans to have a document completed by May 1<sup>st</sup> and he hopes to share with the Faculty Senate at the May 5<sup>th</sup> meeting.
- T. Schichler asked for an update on the proposed Intellectual Property Policy. M. Ernsthausen stated he forwarded comments from the EC to M. Fingar but has not received a response. He will follow up with her.

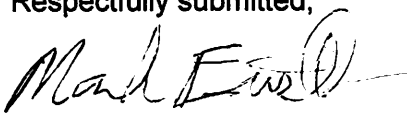
**9. New Business**

- Budget Resource Committee (BRC)* - M. Redlo updated the Faculty Senate on the recommendations of the BRC. They presented their research and findings to the President and her cabinet (presentation forwarded to Senators). The recommendations were broken down into "now", "two-years from now" and "later". The recommendations concentrate on three key points centered around advisement: more faculty to help in advisement during July and August (budgeted separate from advising budget), return of the advisement keys, and testing center improvements.
 

Questions: M. Fine asked if there were projected implementation dates. M. Redlo responded the advisement keys would be return in the next few months. The new testing center is contingent on several variables. There was discussion regarding additional services that could be included in a testing center and possible locations.
- J. Hill asked for clarification on several Executive Committees Minutes. M. Ernsthausen was not listed as present however, he was making announcements. H. Murphy stated this was an oversight and he was present at both meetings.
- Everyone was encouraged to attend the farewell reception for Dr. Shelitha Williams on Thursday April 28 at 2:30 – 4:30 at DCC in room 4193.

**Meeting adjourned at 5:01 p.m.**

Respectfully submitted,



Mark Ernsthausen  
President  
Faculty Senate



Teresa Schichler  
Secretary  
Faculty Senate

**Minutes approved at May 5, 2016 Faculty Senate meeting.**