



# Faculty Senate

Monroe Community College

Faculty Senate Meeting  
October 16, 2014

**PRESENT:** K. Aquila, R. Babcock, M. Bates, S. Broberg, L. Carson, J. Chakravarthy, K. Chin, N. Christensen, A. Colosimo, P. Emerick, M. Ernsthausen, S. Farrington, R. Fisher, H. Fox, D. Gasbarre, K. Mooney-Graves, M. Heel, D. Henneberg, R. Horwitz, A. Hughes, A. Knebel, E. Lanzafame, J. Kucich, J. Mahar, J. McPhee, K. Morris, H. Murphy, D. Navarro, L. Pierce, E. Putnam, C. Rapp, K. Rodriguez, R. Rodriguez, J. Scanlon, T. Schichler, G. Thompson, K. Tierney, J. Waasdorp, R. Watson, H. Williams, J. Wilson, A. Wahba  
**ABSENT:** T. Conte, G. Fazekas, E. Lanzafame, T. Leuzzi, M. Little, D. Miller, P. Oettinger, J. Oriel, P. Peterson, M. Redlo  
**GUESTS:** V. Avalone, M. Fine, R. Leopard, K. Love, L. Palmer, K. Smith, T. Vinci, M. Witz

Meeting called to order: 3:30 p.m.

1. **Guest Speakers:**

a) **President Kress**

M. Ernsthausen introduced President Kress and thanked her for attending the meeting. She asked him in June if she could have time at each Faculty Senate meeting to give Senators the opportunity to ask questions and address any concerns.

President Kress stated K. Morris sent her a few questions, the first requesting information about the relocation of the Public Safety Department from Building 7 to Building 21. President Kress relayed the following information she received from H. Simmons. To avoid disruptions, the move is tentatively scheduled to take place over the holiday break and should be complete by the end of January 2015. The exact dates will depend on the arrival of the equipment for the Dispatch Office located in Building 21. The Parking Office will move from Building 7 to the first floor of Building 1, which was enabled by the move of the Environmental Health and Safety Department to Building 21. There may be some minor disruptions to services for the Parking Office during the spring semester due to the move. In addition, the Ward Room in the back of Building 9 will be retained by Public Safety to allow officers to change and get ready for their shifts without having to go to Building 21. President Kress pointed out the Public Safety move does not mean there will not be Public Safety presence on the main part of campus.

**Questions:** M. Ernsthausen stated he had been hearing concerns from faculty if there were a lockdown on campus and the Public Safety Officers were in Building 21, they would not be allowed access to the main part of the campus.

S. Simonetti explained the Public Safety Office move to Building 21 would only influence where meetings are held and office locations. There should not be any change in the number of officers on the main part of the campus.

President Kress addressed the second question, which was the status of the General Counsel. She referenced the Tribune article explaining that Diane Cecero is on administrative leave and her job duties were reassigned to other people on campus qualified to take on these tasks. The College has also secured a short-term contract with Bond, Schoeneck and King to serve as outside counsel. She stated if faculty are in need of any legal counsel, the issue should be brought to their Vice President. They will then determine when to seek legal counsel in order to regulate costs and billable hours.

*Questions:*

- M. Ernsthause asked if there is a timetable for the General Counsel search since it has been suspended. President Kress explained there was going to be a General Counsel search because according to New York State Diane Cecero was considered retired. She further explained the requirements and the process for obtaining waivers, which also requires a search be conducted to ensure there is not a qualified non-retired candidate for the position. Since Diane Cecero's administrative leave the search has been suspended for now.

- K. Mooney-Graves stated she has concerns regarding the cost of outside counsel pointing out she had D. Cecero review any changes made to forms she uses in her area several times a year. The changes were often minor, however if outside counsel were to review the changes it may be costly for the College. President Kress stated the College is waiting to see how D. Cecero's administrative leave will progress and then the College will need to make some decisions. Administration and the Board of Trustees are mindful of the cost.

President Kress thanked SCAA for their work on the joint search committee for Assistant to the President, Human Resources and Organizational Development. She noted the process worked very well and there was participation at the open forums. She believes the same process will be used for the Executive Dean of Damon City Campus and the Provost searches. She encouraged Senators to send any feedback on the search process to SCAA.

She also thanked the Ad Hoc Job Description committee members for all their work. The Committee is working to discern the current job description and important duties for each position and obtaining input is important to the process.

Questions: H. Williams asked if there was a deadline for having the new Assistant to the President, Human Resources and Organizational Development in place. President Kress stated since the candidates are local she hopes to have the person in place by the end of the calendar year.

President Kress thanked the Faculty Senate for the opportunity to attend the meeting and encouraged Senators and their constituents to contact her anytime with questions and/or concerns.

**b) G. Lynch – Global Education & International Services**

G. Lynch, Director of Global Education and International Services (GE&IS), introduced herself and directed Senators to the recent Tribune article outlining the services provided by GE&IS. She gave her background explaining she worked at Roberts Wesleyan College for 13 years as the Global Education Coordinator and as a teaching faculty member. She is looking forward to working with the College community. She would like to attend another upcoming Faculty Senate meeting to give detailed information about GE&IS. She encouraged faculty to stop by the office (Building 3, Room 108E) and use it as a resource for their students.

**c) S. Simonetti – Draft Assembly, Picketing and Demonstrations Policy**

S. Simonetti, Chief of Public Safety, provided background on the draft stating there was no policy in place when he was notified of Vice President Biden's visit to the College in February 2014. He found this concerning and referenced the unfortunate incident at UC Davis several years ago. He worked as Police Chief for SUNY Geneseo for 4-years and was able to adapt its Assembly, Picketing and Demonstrations Policy; customizing it for Monroe Community College. He pointed out a version of this policy is used at the majority of SUNY Colleges. He acknowledged the proposed policy still needs work and explained administration and D. Cecero have reviewed the draft policy. He has concerns regarding the term "open campus". He wants a policy to ensure demonstrators first amendment rights are protected, the safety of the Public Safety Officers and regular operations of the College are not affected by the demonstration. If there were an incident, he would like it outlined clearly what Public Safety Officers can and cannot do.

*Questions:*

- J. Mahar addressed the following concerns from a constituent:

- lack of an appeals process for a denial of a demonstrations request - only one person is given the authority to review applications for demonstration
- definitions of “infringe on the rights of others” and “disrupt essential operations” are vague and broad
- clearer definition of what is considered an assembly, demonstration and picketing

S. Simonetti agreed with the concerns. He believes it will ultimately fall under the General Counsel to advise what an acceptable policy is which will need to be supported by case law.

- K. Morris asked for the definition of “persona non grata” (PNG). S. Simonetti stated the term is widely used on SUNY campuses, which explains a person’s status. The person is sent a PNG letter informing them they are to stay away from MCC. He gave examples of when a person would be issued a PNG letter.

- K. Morris brought the following statement (under 10) to S. Simonetti’ s attention “If, in the judgment of the College officials, an activity is not consistent with the purposes previously articulated on the application....”. She then pointed out the statement under item B(2) explains what is needed on the application and does not ask the purpose of the demonstration. S. Simonetti agreed this is a concern and suggested the word “purpose” should be revised.

- L. Pierce shared concerns from her constituents. They were suspicious of the timing of the policy, which is coming out before the faculty contract negotiations will begin. They have concerns about the ability to put up signs in their windows and/or doors, picketing regarding negotiations. S. Simonetti reiterated the proposed policy was a result of Vice President Biden’s visit in February. L. Pierce stated the constituents would like to know if the signs/picketing would be a violation of this proposed policy. S. Simonetti stated there would need to be an application if there was labor management picketing which is to notify the College of the times the picketing would take place. However, the proposed policy does not address signage.

- K. Mooney-Graves pointed out under A it states “any assembly, picket, or demonstration must be authorized in advance” and outlines a time restriction of 9:00 a.m. – 9:00 p.m. Her department members were concerned about the time constraints and suggested a dedicated free space zone, used at other College and Universities across the U.S. This would allow for picketing and demonstrations at any time. S. Simonetti stated the College’s General Counsel added the times so there would be no disruption to the dorms. He has proposed the idea of free space however, it did not make it into the draft.

He encouraged the Senators to ask their constituents to forward their feedback to M. Ernsthause. He emphasized the importance of having a policy vetted by the College community.

## 2. **Announcements**

M. Ernsthause made the following announcements:

- He thanked the Ad Hoc Job Description committee for their hard work. He explained each job description will now follow a similar format and the committee receives feedback from the person in the position, and the people above and below the rank. In order to keep the search processes moving forward, the Committee began with the Provost and Executive Dean of DCC, which should be completed shortly. Next, they will review job descriptions, which currently have interims. He encourages anyone contacted for information to respond as quickly as possible.

- He announced J. Bartkovich has been appointed the liaison to the Faculty Senate during D. Cecero’s administrative leave. He was unable to attend the meeting and K. Love attended in his absence.

## 3. **Student Announcements**

There were no student announcements.

## 4. **The Minutes from the September 18, 2014 Faculty Senate meeting were approved.**

**5. Common Ground Discussion: MCC Visitor and Employee Code of Conduct**

M. Ernsthausem stated due to some discussion at the September Faculty Senate meeting requesting more time to review the MCC Visitor and Employee Code of Conduct Draft #7, he proposed the Senators discuss it with their constituents to obtain input on the parts of the document to which there are no objections. He would like to present this information along with the areas of concern to the Board of Trustees. There will be a common ground discussion at the November Faculty Senate meeting.

**6. Action Items: Curriculum Committee**

a) E. Putnam made a motion to approve the amendment to the current Program Evaluation Process Guidelines for accredited programs (Faculty Senate Resolution 2.6.7)

*Motion seconded. No discussion. Motion passed*

b) E. Putnam made a motion to approve Faculty Senate Resolution 2.9: Assessment of Online Courses

*Motion seconded. No discussion. Motion passed*

c) E. Putnam made a motion to adopt the Infused Competencies Assessment Committee report from Values & Ethics

*Motion seconded.*

*Discussion:* M. Heel explained the purpose for voting to approve the reports (Action Items c and d) from CAPE. The College is moving to demonstrate for Middle States it covers aspects of General Education through an infused competency approach. In the Middle States report 8 years ago, the College was cited for not including nor assessing for Values, Ethics and Diverse Perspectives. This is now being rectified after several years of committee work. These reports are the first step of a two-step process, which is providing these two groups (there will be 3 more in the spring) the provisional permission to use temporary definitions and outcomes to assess the curriculum. They will then perform an assessment and file a report, which will be brought back to the Senate for approval. The Faculty Senate can then vote to approve the information used in the report or make additional recommendations.

L. Pierce asked since this is a big issue with Middle States isn't this being done automatically. M. Heel stated it has not been formalized since the College was still working through the process.

*Motion passed.*

d) E. Putnam made a motion to adopt the Infused Competencies Assessment Committee report from Diversity & Diverse Perspectives

*Motion seconded. No discussion.*

*Motion passed*

e) E. Putnam made a motion to approve the following new program and program revisions:

1 New Program:

2014-NP1-Fall AS Liberal Arts and Sciences: Biology

10 Program Revisions:

2014-PR4-Spring AS Advertising: Commercial Art

2014-PR4-Fall Cert Precision Machining - Optical Fabrication

2014-PR6-Spring AS Lib. Arts and Sci. – Gen. Stud. - Nutrition Advisement Sequence

2014-PR3-Fall AAS Hospitality Management - Hotel Option

2014-PR6-Fall AAS Biotechnology

2014-PR25-Spring\* AAS Radiologic Technology

2014-PR1-Fall\* AAS Clinical Laboratory Technician/Medical Laboratory Technician

2014-PR27-Spring\* AAS Electrical Engineering Technology -- Electronics

2014-PR28-Spring\* AAS Optical Systems Technology

2014-PR23-Spring\* AAS Dental Hygiene

\*Health/PE credit reduction

*Motion seconded. No discussion. Motion passed*

**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. As noted questions and/or comments were taken regarding the following reports.

### **Academic Policies (J. Mahar)**

J. Mahar reports the following:

- Current topics of discussion:

Continue and Finalize Discussion/Proposal on Student Opinion of Course and Faculty (Resolution 1.11)

Prior Learning Assessment (Resolution 1.2.1 (7))

End of Inclusion/Exclusion Practice and its impact on Fresh Start Policy (Resolution 1.1.7(5))

Discussion of Electronic Distribution of Course Information Sheets

*Additional comment: J. Mahar referenced the call for volunteers for the Learning Assessment Ad hoc committee. He asked anyone interested to contact him.*

### **Curriculum (E. Putnam)**

E. Putnam reports the following:

- The Curriculum Committee has given Final Approval to:

1 New Program:

2014-NP1-Fall	AS	Liberal Arts and Sciences: Biology
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10 Program Revisions:

2014-PR6-Spring	AS	Lib. Arts and Sci. – Gen. Stud. - Nutrition Advisement
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Sequence

2014-PR3-Fall	AAS	Hospitality Management - Hotel Option
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2014-PR4-Fall	Cert	Precision Machining - Optical Fabrication
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2014-PR6-Fall	AAS	Biotechnology
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2014-PR4-Spring	AS	Advertising: Commercial Art
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2014-PR25-Spring*	AAS	Radiologic Technology
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2014-PR1-Fall*	AAS	Clinical Laboratory Technician/Medical Laboratory
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Technician

2014-PR27-Spring*	AAS	Electrical Engineering Technology -- Electronics
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2014-PR28-Spring*	AAS	Optical Systems Technology
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2014-PR23-Spring*	AAS	Dental Hygiene
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\* These program revisions are ones that remove one or both credits of Health/PE. These are the programs that have applied for waivers above the 64-credit limit set by SUNY Seamless Transfer. SUNY has said that the waivers will only be approved if we drop the local Gen Ed requirement of Health/PE. Several of the programs affected are health-related and so those students already get a generous helping of Health in their other courses.

3 New Courses:

2014-NC3-Spring	CRJ 202	Private Security/Loss Prevention Investigations
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2014-NC1-Fall	BIO 144	Human Anatomy and Physiology 1
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2014-NC2-Fall	BIO 145	Human Anatomy and Physiology 2
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1 Course Revision:

2014-CR74-Spring	POS 220	International Politics
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3 Course Learning Outcome Revisions:

2013-CO52-Fall	ELT 112	Linear Circuits
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2014-CO2-Fall	ENG 200	Advanced Composition
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2014-CO1-Fall	MTH 165	College Algebra
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- The Curriculum Committee has posted for faculty review until 10/14/14:

7 New Courses:

2014-NC4-Fall	SGT 100	Introduction to Surgical Technology
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2014-NC5-Fall	SGT 101	Surgical Pharmacology and Anesthesia
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2014-NC6-Fall	SGT 102	Principles and Practices in Surgical Technology
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2014-NC7-Fall	SGT 110	Foundations of Surgical Technology
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2014-NC8-Fall	SGT 201	Surgical Procedures
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2014-NC9-Fall	SGT 202	Specialty Surgical Procedures
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2014-NC10-Fall	SGT 210	Professional Issues and Certification for Surgical Technology
13 Course Revisions:		
2014-CR19-Fall	PEC 151	Men's and Women's Physical Education: Co-ed Golf
2014-CR81-Spring	HUM 235	Supporting and Communicating with People with Significant Disabilities
2014-CR80-Spring	HUM 236	Contemporary Issues in the Field of Disability Support Services
2014-CR16-Fall	HUM 230	Individualized Planning and Documentation for Disability Support Services
2014-CR15-Fall	TVL 275	Current Issues in Travel and Tourism
2014-CR18-Fall	OPT 131	Optical Elements and Ray Optics
2014-CR20-Fall	NUR 111	Fundamentals of Nursing
2014-CR21-Fall	NUR 112	Nursing Care of the Adult and Child-I
2014-CR25-Fall	NUR 210	Issues in Nursing
2014-CR22-Fall	NUR 211	Psychiatric-Mental Health Nursing
2014-CR23-Fall	NUR 212	Maternity Nursing
2014-CR24-Fall	NUR 214	Nursing Care of the Adult and Child-II
2014-CR82-Spring	MTH 165	College Algebra
- The Curriculum Committee has posted for faculty review until 10/21/14:		
1 New Program:		
2014-NP3-Spring	AA	Creative Writing
1 Program Revision:		
2014-PR8-Spring	AS	Fine Arts
1 Program Deactivation:		
2014-PD1-Fall	Cert	Criminal Justice: Corrections Administration
6 New Courses:		
2014-NC20-Spring	ATP 191	Introduction to Automotive Service
2014-NC21-Spring	ATP 192	Electrical/Electronic Systems 1
2014-NC19-Spring	ATP 196	Steering and Suspension
2014-NC18-Spring	ATP 198	Engine Repair
2014-NC13-Spring	ATP 199	Heating and Air Conditioning
2014-NC15-Spring	ATP 204	Manual Drivetrain and Axles

*Additional comments: E. Putnam reminded the Senators to review the proposals and encourage their constituents to do so as well. M. Witz stated November 14<sup>th</sup> is the submission deadline for program revisions.*

### **NEG (N. Christensen)**

N. Christensen reports the following:

- Elections will be held for a faculty representative to the MCC Association Board of Directors. The elections are open to all voting members of the faculty. The candidates are Andrew Lawrence from Hospitality Management and Michael Ruff from Business Administration and Economics. The candidates' statements will be available at the polling locations.

- The elections will run at the following times:

- Damon City Campus, Wednesday October 15th, 11 am – 1 pm at Patricia Montrois' desk in DCC 5058
- Brighton Campus, Friday October 17th, 11 am – 1 pm in the hallway outside of the Graduation Services 1-231

*Additional comments: N. Christensen reminded Senators to vote in the election for the MCC Association Board of Directors and encourage their constituents to do so as well.*

### **Planning (M. Redlo)**

M. Redlo reports the following:

- The planning committee now has representation on the sustainability committee and the facilities modifications committee. We should have periodic updates to report back to the full senate.
- Tish Williams is working on a job description for a grants intern position and is looking at the calendar for scheduling seminars on grant writing as she did last October as well.
- Strategic Planning Grant recipients for the 2014-2015 academic calendar have begun putting their funds to work and will be providing updates to the planning committee.
- The Academies Initiative continues to be moving forward under the guidance of Dean Kate Smith. The first group of students will be admitted for fall 2015.

*Additional comments: M. Ernsthansen encouraged anyone interested to apply for a Strategic Planning Grant. Similar to last year, several grants recipients will attend an upcoming Faculty Senate meeting to give updates on their project. A Senator asked for the deadline for Strategic Planning Grants. M. Ernsthansen believes it is sometime in January but will confirm with M. Redlo.*

### **Professional Development (H. Williams)**

H. Williams reports the following:

- The MCC Emerging Excellence Award (MEEA) and John & Suanne Roueche Excellence Awards deadlines are November 7, 2014. All updated information can be found on the Faculty Senate website.
- The Committee is still looking for ideas for the June Professional Development Workshop. It will be similar to last year with a weeklong event covering multiple topics.

*Additional comments: H. Williams reminded Senators to check the Faculty Senate Website under Professional Development for the updated information on awards and leaves.*

### **SCAA (M. Bates)**

M. Bates reports the following:

- Provost/VP of Academic Services and the DCC Executive Dean positions are currently being reviewed within the Ad-hoc job description committees so the search processes can begin
- Open forums for the Assistant to the President – Human Resources and Organizational Development are finishing up this week
- Director of E-learning search is in process with interviews scheduled through October 17
- Assistant Controller search will start in a couple weeks and there is hope to have the search completed by December 2014

#### **8. Old Business:**

No old business

#### **9. New Business:**

##### **a) Promoting Courses**

J. Chakravarthy stated her department, Information and Computer Technology, has been discussing potentially including CRC101 as a requirement in academic programming.

##### **b) Respectful Termination Resolution**

K. Morris stated the Faculty Senate Executive Committee is presenting for the Faculty Senate's consideration a Respectful Termination Resolution. The Resolution is a way for the Faculty Senate to go on record stating employees who are terminated and not protected by unions should be treated in a respectful manner. Although the resolution is prompted by D. Cecero's leave, it should be reflective of how all long-time, valued employees should be treated.

##### *Discussion:*

- L. Pierce asked if being escorted from campus is a standard procedure. K. Morris stated she is not aware if it is a standard procedure but she is aware of other businesses following this protocol.
- L. Pierce asked if the word "Respectful" will be defined in the document. K. Morris stated the document can be amended and revised. L. Pierce further asked if there was a way for employees not covered by a union to be provided a due process for terminations. K. Morris stated she is not aware of the process and if employees at that level can be unionized. R. Leopard explained it is different from

state to state but once an employee reaches a specified level of management, they are not union eligible.

- A Senator asked how many positions at the College are not covered by a union. It was stated about 30 people, Deans and above. T. Vinci pointed out pre-tenured faculty would not be entitled to due process either.

- A Senator asked if this Resolution passed, would it have any enforceability or is it just a recommendation. K. Morris stated it would be a recommendation, a statement of sentiment. M. Ernsthausem further explained the document is the Faculty Senate members taking a stand on an issue they feel strongly about. K. Morris stated this document would need many edits to make it into a proposed policy.

- M. Ernsthausem asked Senators for a consensus on the next step, which would include clearly defining the terms "collegiality, respectfully". A Senator asked for more clarification on the purpose of the document in order to explain it to her constituents. K. Morris stated the Resolution is prompted by concern for the way D. Cecero exited the College. The Faculty Senate interest is not specifically for one person or employee but it is concerned about the environment of respect for all employees. M. Heel pointed out D. Cecero's exit from the College was not defined as a termination but an administrative leave, therefore this resolution would not apply to her. M. Heel suggested revisiting the idea of expanding the definition of who is covered. K. Morris agreed and would propose including the addition of the wording "termination and taking adverse employment actions".

- M. Heel pointed out since D. Cecero is on administrative leave she is getting income, however this is not what the Faculty Senate is taking issue with instead it is how she left the College rather than what the reason for her leaving. M. Heel would like to say the document does not fully capture the sentiment since a person on administrative leave can still be paid.

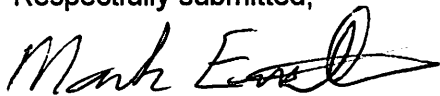
- K. Morris summarized she believes it is the consensus of the Faculty Senate the Resolution would need some revisions. M. Ernsthausem stated the Executive Committee will work on revising the document based on the suggestions. K. Morris encouraged the Senators to share the draft resolution with their constituents and forward any feedback to her or M. Ernsthausem.

- P. Emerick asked if there should be a motion to support the Resolution. K. Morris stated it was presented as a discussion item and would need to be revised before there is a motion to approve it.

- G. Thompson stated he cannot support the Resolution unless he is given the facts about the termination. He would like to know if this was a disrespectful termination. M. Ernsthausem stated he asked the President about D. Cecero's leave and it is the College policy to not comment on personnel issues and M. Ernsthausem respects this policy. L. Pierce pointed out this is a statement showing support for the 30+ employees who are not protected by a union. H. Williams stated the document is a way for the Faculty Senate to show it is mindful of how employees are treated.

**Meeting adjourned at 5:10 p.m.**

Respectfully submitted,



Mark Ernsthausem  
President  
Faculty Senate



Teresa Schichler  
Secretary  
Faculty Senate

**Minutes approved at the November 13, 2014 Faculty Senate meeting.**