

**Joint Planning and Budget Committee
Meeting Minutes
Thursday, September 27, 2018
8:30 – 10:30 a.m., 220 Seymour**

ATTENDEES:

Voting Members

Mike Andriatch
Davida Bloom
Steven Breslawski
Samantha Dicanio
Dawn Footer
Scott Haines
Tom Hernandez
Katy Heyning
Debbie Jacob
Sara Kelly
Kadathur Lakshmanan
Brooke Leddon
Jose Maliekal
Brad Menear
Dave Mihalyov
Cherise Oakley
Kathy Peterson
Susan Stites-Doe
Katy Wilson

Non-Voting Members

Denise Copelton: Co-Chair
Melissa Wight
Jim Zollweg

Guests

Josh Mathews

REGRETS:

Voting Members

Frances Dearing
Teresa Major
Summer Reiner

Non-Voting Members

Crystal Hallenbeck
President Macpherson
Karen Riotto
Jim Wall: Co-Chair

The meeting was called to order at 8:33 a.m.

Approval of September 13, 2018 Minutes

Dr. Copelton asked the committee to review the minutes from the September 13, 2018 meeting. With no corrections, Dr. Breslawski motioned the minutes to be approved, Mr. Haines seconded the motion, and all present voting members were in favor except for one abstention. Therefore,

the minutes were approved.

Announcements

Dr. Copelton introduced the two new committee members from Brockport Student Government (BSG). They are:

- Dawn Footer – recently elected as BSG Treasurer
- Samantha Dicanio

Josh Mathews, BSG President, will no longer serve on the committee but will attend as a guest when needed.

Revise/Reaffirm JPBC Operating Principles

Committee members reviewed the Operating Principles and members agreed to proceed to endorse this version of the Operating Principles. The following is the endorsement results of the present voting members:

Endorse – 13

Not Endorse – 0

Abstain - 0

Adding Faculty Co-Chair Elect to Charge

Committee members reviewed the Charge and the addition of the Faculty Co-Chair Elect. The following items were discussed:

- Clarification was provided regarding the full length of time that a Faculty Co-Chair would serve is a total of four years, one year as Faculty Co-Chair Elect and three years as the Faculty Co-Chair.
- The Faculty Co-Chair serves as the Senate's representative for Faculty but does not have to be serving as a Senator to be Faculty Co-Chair.
- For formatting purposes under committee membership, ex officio will be added next to the Faculty Co-Chair Elect to match the other Co-Chairs with emphasis on the footnote indicating that the Faculty Co-Chair Elect serves ex officio unless they simultaneously serve in a membership role as one of the four Faculty representatives.
- Clarification that the Co-Chair that serves along with the Vice President for Administration and Finance will always be a Faculty member. This was decided during discussions in the Budget and Resource Committee when the JPB Committee was being developed. The Faculty Co-Chair and Faculty Co-Chair Elect will always be a member of the Faculty and not Professional Staff or a Librarian as College Senate currently defines Faculty.

Members agreed to proceed with a vote to approve the Charge with the discussed change and clarifications. The following is the voting results of the present voting members:

Approve – 16

Oppose – 0

Abstain – 0

Clarification was requested on the part of the Charge where it states that the committee is charged to make recommendations to the President regarding new programs and initiatives. The question referred to what programs and initiatives the committee recommended last year. Dr. Copelton explained that new academic programs need to go through the Academic Affairs and Senate process, but have asked that this committee is informed of any new programs, as there are budgetary implications. In addition, we have the Investment Funds proposals that are reviewed by this committee. Lastly, the divisional budgets should include any new programs or initiatives that increased funding is needed for and the budgetary implications of them.

Goal Group Progress Report/Presentation

Note: The Goal Group Progress Report Presentation is available on Blackboard for review.

Goal leaders or representatives provided the committee with a progress report for each goal. The following are the questions, answers, and comments that occurred during the presentations:

Goal #1: To be a Great College at which to Learn – presented by Dr. Katy Heyning, Provost and Dr. Katy Wilson, Vice President for Enrollment Management and Student Affairs

- A question was raised regarding if the MBA program was a contributing factor to the increase in graduate student enrollment. It was noted that the MBA program is a contributing factor as well as the Masters in Nursing.
- A question was raised regarding the number of students who previously used the Academic Success Center services when the offices were disbursed all over campus versus now that they are all together. It was stated that the data would be difficult to obtain but a new swipe system is being installed, so we will be able to know how many students are utilizing it from now on.
- Clarification was asked regarding the \$63,000 the College had to pay back after a Financial Aid audit. The reason the College had to pay the money was that students received financial aid and the College could not provide evidence that the students attended the courses. The College now uses EagleSUCCESS to track students' attendance in courses. Currently, 92% of Faculty are reporting in EagleSUCCESS and the Deans will be following up with the 8% of Faculty that has not completed attendance reports in the system.
- A question was raised regarding how Brockport compares to other SUNY Colleges in regards to how many grants are received. This information was not readily available but can be obtained from the Grants Office.
- A question was raised regarding Student Retention and how to help students when their aid is not enough to help cover the cost of textbooks. The current way to assist students with funding is through the Brockport Foundation, as they will work with Financial Aid to provide emergency loans to students who need assistance. In addition, the following suggestions were made:
 - Require each Faculty member to put a textbook on reserve at the library.
 - Start a textbook program that students who no longer need their books can donate them to the library for students who are in need of them.
 - Have a set number of electronic copies of the textbooks available through the library.

Dr. Peterson volunteered to follow-up with Jennifer Smathers on how textbooks are available to students and what other ways we can provide textbooks to students.

Goal #3: To be a Sustainable Institution for the 21st Century – presented by Dr. Jose Maliekal, Dean for the School of Arts and Sciences

- A question was raised regarding when the next Middle States visit will occur. The next visit will be in the academic year of 2021-22.

Goal #4: To be a Great College at which to Work – presented by Mr. David Mihalyov, Vice President for University Relations

- A question was raised regarding the Workplace Violence Training and if it will include sexual harassment training. Sexual harassment training will be separate from the Workplace Violence Training.

Other Items from the Committee

- A discussion occurred regarding the question on the Commencement Survey pertaining to the class length time of 50/75 versus 60/90. It appears that students and faculty have questioned this class time length and a discussion has occurred in Senate to review this. This is just a preliminary way to gather information. No decisions are going to be made with this information. Dr. Copelton did share that together, Dr. Sia and herself completed a study years ago on the time change and there is various information in the appendices of the report that can be reviewed.
- Dr. Copelton reminded members that the Letters of Intent for the Investment Funds are due October 1, 2018, and encouraged members to remind colleagues of this date.
- Dr. Stites-Doe requested to continue the textbook discussion as an agenda item. Dr. Heyning suggested developing a small group to include students, faculty and retention staff to review the situation and what options are available. Dr. Wilson stated that the first step is to meet with the personnel from the library and the bookstore to see what is available and what best practices are so that we can move forward in an efficient manner.

The meeting was adjourned at 10:11 a.m.

Next Meeting: October 4, 2018, 8:30-10:30 AM

DC/JW/mw