

**Joint Planning and Budget Committee
Meeting Minutes
Thursday, October 3, 2019
8:30 – 10:30 a.m., 220 Seymour**

ATTENDEES:

Voting Members

Sondra Aman
Mike Andriatch
Frances Dearing
Kandie Gay
Katy Heyning
Sara Kelly
Jose Maliekal
Pat Maxwell
Dave Mihalyov
Summer Reiner
Craig Ross
Ed Ryan
Susan Stites-Doe
Katy Wilson
Jim Zollweg

Non-Voting Members

Denise Copelton: Co-Chair
Crystal Hallenbeck
Cathy Houston-Wilson
President Macpherson
Karen Riotto
Jim Wall: Co-Chair
Melissa Wight

Guests

Lynda Cochran –
attending on behalf of
Tom Hernandez
Michael Harrison
Kevin Rice

REGRETS:

Voting Members

James Cordeiro
Scott Haines
Tom Hernandez
Meaghan Irving
Kathy Peterson
Elliot Weininger

The meeting was called to order at 8:34 a.m.

Approval of the Minutes

Dr. Copelton asked the committee to review the minutes from the September 12, 2019 meeting. With no corrections, Dr. Ross motioned the minutes to be approved, Ms. Maxwell seconded the motion and all present voting members were in favor. Therefore, the minutes were approved.

Announcements

Dr. Copelton made the following announcements:

- The committee's year-end report to President's Cabinet as well as Cabinet's response has been posted to Blackboard. Members were encouraged to review and submit any questions to Dr. Copelton.
- There will be a Town Hall on the Strategic and Operational Plan on October 16, 2019 and a Budget Town Hall on November 7, 2019.

Mr. Andriatch stated that the State Employees Federated Appeal (SEFA) Campaign and Faculty Staff Campaign both kicked off yesterday. The SEFA campaign is about a month long that supports various organizations and agencies around the New York State. The goal for the SEFA campaign is \$41,000 and 300 donors. The Faculty Staff Campaign runs until June 2020. The goal for the Faculty Staff Campaign is 50% participation, which we achieved for the first time last year.

Getting Rid of Silly Stuff Taskforce (GROSS)

The GROSS Taskforce was established to review items where there could be better efficiencies. There is currently an online form where individuals can submit suggestions. Some suggestions that have been submitted for review are the Major Change Form and Appointment Form. These two items take various steps to complete. President Macpherson is looking for two to three volunteers from this committee to participate in the taskforce. The goal is to find areas where we can save time and money. Anyone interested in volunteering should email Dr. Copelton and she will submit the names to Mr. Wall.

Goal Group Presentations and Budget Prioritization Requests

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

(Note: Presentation is available on Blackboard)

The following questions and discussion points occurred during the presentation:

- President Macpherson acknowledged the importance of having a thoughtful approach to what we do with our facilities as it can have a huge impact academically. As a result of moving the Academic Success Center to the center of campus, there has been a 36% increase in tutoring usage.
- Clarification was requested on what ACE stood for. It stands for American Council in Education. It is mobilizing our campus curriculum to provide support for faculty and staff that want to know more about how to do that. There are three co- team leaders on this project, Lindsay Crane, Eileen Daniel and Steve Jurek. More information will be coming out as events happen. President Macpherson added that this project was funded previously, but there was a pause in the development when Mr. Sipos left and this is not a new funding request.
- Clarification was requested regarding what the meaning was regarding "request from raised funds" listed in the presentation. Dr. Heyning and Dr. Wilson stated that the request is for the Foundation to continue funding to support the new wrap-around undergraduate research, the additional study-abroad scholarships and creating a sustainable budget line for global recruitment

efforts. This is listed in the presentation not as a funding request to JPBC, but because it is listed in the Strategic Plan, it needed to be outlined in the presentation.

- The question was raised regarding Starfish and the number of faculty that are utilizing it. Dr. Wilson stated that she did not know that information but could contact Thomas Chew to provide that information to the committee. Dr. Kelly stated that we do see an increase every year with the number of flags faculty members submit, but Mr. Chew would be the one to provide the detailed numbers. Dr. Copelton asked if the system was being used to its full capability or are there other ways the software could be utilized. Dr. Kelly stated that there are other ways the software can be utilized but it requires IT support.

Goal Group 4: To be a Great College at which to Work Presentation – Mr. Dave Mihalyov, Vice President of College Communications

(Note: Presentation is available on Blackboard)

The following questions and discussion points occurred during the presentation:

- The question was raised if there was information regarding the Shared Governance on the College's website. President Macpherson stated that it could be found on the Leadership page under Resources. The link to the page is:
https://www.brockport.edu/about/president/shared_governance.html
- The question was raised regarding the Diversity Recruiter and the ending date of the PIF grant. President Macpherson stated that the grant is listed to end December 2019, but we will be submitting a request for an extension as the grant started before the individual was hired and started in the role. The goal is to get an extension until December 2020. Either way the request is to permanently fund the position when the grant funding ends. Dr. Copelton asked if there is any evidence of success with this position. Mr. Mihalyov stated that due to the delayed start of this position, there has not been much time to implement many action items, but there are plans in place for moving forward with recruiting underrepresented faculty and staff. Dr. Copelton asked what the individual's role would be with the PRODiG program. President Macpherson stated that the individual would help recruit individuals for the Brockport PRODiG grants. This individual would help recruit for the underrepresented areas that have been established in the Affirmative Action plan that has been produced by Human Resources.
- Concerns were brought up regarding having two cohorts for the Leadership Development Program as there is a large workload involved in this and that could be a workload burden put on the leaders. Mr. Mihalyov stated that the request is doable according to Human Resources, but this concern could be discussed with the leaders and if adjustments were needed, the budget prioritization request would go from \$10,000 a year to \$5,000, as it is \$5,000 per cohort.
- The question was raised as to what is being done as a systemic program to retain employees. Mr. Mihalyov stated that one of the programs that has been implemented is supervisory training so that employees feel better equipped to be a supervisor and therefore their employees are happier. Employee orientations are much deeper than they have been so individuals feel better informed right from the start. Human Resources does not currently have a full-time trainer so there are limits on the professional development that can be provided to the campus. Dr. Reiner asked what is in place to retain the diverse candidates that we are working so hard to recruit. Mr. Mihalyov stated the Office of Equity, Diversity and Inclusion has developed EDI toolkits that provide different resources targeted to the underrepresented groups. President Macpherson stated that Diversity Recruit and Retention Specialist plays a role in the development of the retention of the underrepresented faculty and staff and there are plans in place. In addition, the

Leadership Development process and the Celebration Committee are some of the things we are trying to do more widely. Dr. Reiner stated that an area that appears to be lacking is helping the underrepresented faculty build their portfolios and receive mentoring from underrepresented faculty. Dr. Heyning stated that the PRODiG program within both the campus grant and the sector grant develop communities not only on our campus, but regionally and across the state to create these mentorships. The program will assign mentors, work with faculty groups on campus, and regionally and across the state involve them in support groups, discussion groups and trainings. We have tools that will bring people together electronically and face-to-face for cohort meetings. This is part of the sector grant but it will also be a part of the campus grant for the first year faculty. In addition, part of the Diversity Recruit and Retention Specialist's job description is to complete six month and one year surveys of all faculty that are hired here. This is a way for leadership to understand what resources are needed and wanted on campus.

- A concern was brought up regarding the workload that is placed on underrepresented faculty to serve on multiple committees for diversity representation and that we need to be aware of the balance these individuals need to complete their job duties so that they are not overwhelmed. President Macpherson stated that there is an official and unofficial service burden placed on the underrepresented faculty. The unofficial for example, are students who seek information and guidance from the underrepresented faculty even though they are not their advisor. We are aware of this burden. We do not have a solution for it yet, but we are aware and working on it.
- The question was raised regarding if there is any interest in running the Campus Climate Survey again so that the previous survey results could be used as a benchmark and both results could be included for Middle States. President Macpherson stated that there has been discussion that SUNY would be facilitating a Campus Climate Survey but the decision is not final and will be discussed at a SUNY Chief Diversity Officers' meeting. We are awaiting that decision before we move forward with funding our own Campus Climate Survey.

The following discussion points occurred regarding the goal group presentations and budget prioritization requests:

- Dr. Copelton stated that our meeting on October 10, 2019, would include presentations and budget prioritization requests from Goal Group 2 and 3. At our October 24, 2019, we will discuss these budget prioritization requests and we will have a presentation on the 5-Year Financial Model update. This will assist us with our discussion regarding the budget prioritization requests.
- President Macpherson requested feedback from the committee regarding the budget prioritization request for the funding of the Diversity Recruit and Retention Specialist. There is a short timeframe due to contract and SUNY deadlines. The committee requested information regarding what the position has accomplished and looks to accomplish. President Macpherson stated that there is not any hard data on the accomplishments and plans. Mr. Mihalyov suggested sharing the job description with the committee so that members could have a better understanding of what that position's role is within the campus. President Macpherson agreed to share that with the committee. Dr. Reiner suggested providing a monetary value that could be placed on what this position provides to the campus. President Macpherson stated that there may not be a way to put a monetary value on the position but agreed to send one to the committee if it was possible. Members agreed to discuss this budget prioritization request at the October 10, 2019 meeting so that members had time to review the description. The endorsement results would then be provided to Cabinet to review for their discussion and decision process.

- Dr. Copelton requested clarification on the number of budget prioritization requests put forth by Goal Group 1 and if they are all considered essential. Dr. Heyning and Dr. Wilson stated that the group met and agreed that all of these requests needed to be put forward and not all requests that the group discussed were presented. In addition, some of the requests were for future fundraising dollars and are on grants. It was important that all of this funding information be shared with the committee.

Other Items from the Committee

Ms. Dearing stated that there was a call that has been sent out for volunteers to serve on the working group for the Middle States Self Study. When volunteers sign-up they will be asked to pick all of the groups, they are interested in working on and they will be assigned to one of the groups. Right now, there are 31 volunteers and many more are needed. This is a major time commitment but it is service to the College. Dr. Heyning stated that over the next year, each committee will have to answer a series of questions related to the standard, how have we met the areas of the standard, and what assessment data is needed. They will be working with Dr. Heyning and the steering committee. The study will be submitted Fall 2021. The email regarding the call for volunteers will be sent again and will be posted in the Daily Eagle.

The meeting was adjourned at 9:51 a.m.

Next Meeting: October 10, 2019; 8:30-10:30 a.m.

DC/JW/mw