

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
COLLEGE SENATE AGENDA  
March 11, 2022  
Virtual Meeting**

CALL TO ORDER

- Roll Call
- Introductions
- Welcome Guests
- Public Comment (if any)

UPDATES

College Senate Chair(s) update

APPROVAL OF MINUTES

February 11, 2022

REPORTS

Executive Branch Representative

Faculty Council of Community Colleges Representative Update

ACTIONS

Chancellor's Awards

Charges in SharePoint

Incomplete Policy

ADJOURNMENT

FOCUS FOR THIS YEAR

Implement new by-laws of the College Senate

Next College Senate Meeting

Friday, March 25, 2022

12:30pm

Virtual Meeting

**Tompkins Cortland Community College  
College Senate  
Unapproved Minutes  
VIRTUAL MEETING  
February 11, 2022**

**CALL TO ORDER**

- A. Ahola called the meeting to order at 12:32 p.m.
- M. Lopez did roll call.
- A. Ahola welcomed the guests.

**Roll Call**

**Present:** A. Ahola, K. Block, A. Decker, D. Doskal, G. Gammage-Sikora, C. Goodwin, C. Iacobucci, M. Lopez, A. Mathers, A. Palumbo, J. Petrella-Baum, V. Pousseur, R. Sarachan, J. Walz-Koeppel

**Excused:** K. Hall, S. Paradiso

**Unexcused:**

**Guests:** S. Bennett, S. Clark, T. Densmore, G. McCalley, P. Reifenheiser, P. Tvaroha

**Public Comment**

A. Mathers followed up re: an email that she sent to the Senate asking for a list of all committees, councils and subcommittees with their roles and seats. She is asking for this information for 3 reasons: transparency, opportunity to consolidate and to streamline. There is currently no formal way to collaborate. A. Ahola mentioned that this was started, but is now buried on SharePoint. It was supposed to go to the website. Academic Council has also asked for the information and G. McCalley had questions. A. Mathers mentioned that it may be useful for the bargaining units, how can the information be shared. A. Ahola agreed that we do need to review the information.

**UPDATES**

A Ahola shared that Chancellor's selections were chosen this week. They are due on February 15<sup>th</sup>. A. Ahola is working on the packets for P. Reifenheiser to sign. The form for feedback is ready. We need to decide where it will live. J. Walz-Koeppel had no updates for this meeting. He shared that meetings next semester will be either via Teams or in-person or hybrid, the decision has not been finalized yet, but the decision will be shared for the January meeting. S. Paradiso asked if there was any word on the Remote Work Policy. J. Walz-Koeppel shared that we do not have word on the timeline other than the preparation for the Board meeting held last evening. The policy will come back up in the Spring. R. Sarachan mentioned having a remote option for the Senate meeting will be preferred. J. Walz-Koeppel said that we would keep it in mind.

**APPROVAL OF MINUTES**

Via electronic vote, the minutes from December 17, 2021 were approved with no changes. Voting for this meeting will be sent after this meeting electronically.

## **Executive Branch Report**

P. Reifenheiser shared that there has been questions on how decisions are made on campus. The information should be shared out on campus on a regular basis via Town Halls as well as documented. A. Mathers suggested a model where the 5 academic divisions and shared governance where everything flowed up to the committees with a set number of representatives on the committee and the final vote would be from the Senate. Noting that everyone would know who was appointed to serve which committees. The Senate had no new questions. A. Ahola reminded the Senate that if there are questions to please ask A. Ahola, J. Walz-Koeppel or M. Lopez and we can forward the questions anonymously.

## **Remote Policy**

S. Clark opened to questions.

- A. Decker mentioned that at the bottom of page 5 the language re: the discretion of the College and equipment. The College should be providing equipment if it is needed for the job. (He used the example that an employee should not be expected to purchase a printer.) S. Clark clarified that it is not to purchase new equipment. J. Walz-Koeppel mentioned that there is a risk when using a personal device. T. Densmore also mentioned that it was intended so that the College is not purchasing additional equipment to have set-ups in both locations. P. Reifenheiser shared that it is not the College's intention to "retrieve" equipment.

- A. Decker also mentioned the bottom of page 4 mentions the College inspecting or retrieving information or documents seems odd. If an employee doesn't return those items, wouldn't they be considered stolen? He also noted that if a request is denied, would it be put in writing? S. Clark shared that the denial is part of the form/application process. There is also included a justification and appeal process.

- A. Decker continued with the bottom of page 6 that employees are not to use the remote work policy as a child care alternative – the first sentence needs to be removed as it would negate the flexibility. There are times when it should be an option. S. Clark clarified that this should be included in the application and working with the supervisor. P. Reifenheiser clarified that the policy is for remote work, not flex hours. Certain hours need to be indicated for when an employee is working. Re: the equipment, we may not have equipment for certain people, but this should not be an excuse that we need to purchase. R. Sarachan mentioned that by noting parenting and child care we should focus on the job task, not real-time obligations – what about a dog barking? P. Reifenheiser clarified that wording should be adjusted so that child care and elder care are not the only things mentioned.

- A. Decker mentioned that the end date is 8/2022. The policy should return to the Senate if the College wants to continue and/or have a full implementation and reviewed periodically. A. Ahola we have sent policies in the past with recommendations or not approved and then provided a reason. Our goal is to vote today.

- P. Reifenheiser clarified that only the College can extend the program, but it is not a problem to follow the same procedure and discretion to not purchase double equipment and to avoid personal equipment. S. Clark had no issues with the suggestions.

- J. Walz-Koeppel shared that the policy will go to the next Board meeting in 2 weeks.

- K. Block – asked if the revised policy has been shared with the whole campus. A. Ahola shared that it was shared with the Senate. J. Walz-Koeppel shared that we won't have time for a vote until next week if we share to the whole campus. If it is not approved, we can re-vote in March. Voting will be open until Monday, February 14.

## **Faculty Council of Community Colleges**

P. Tvaroha shared that there was a resolution put forth re: a Childcare Resolution. The Thank you this year has been changed. Her Committee is addressing a "Swipe-out Hunger" to go towards ending hunger with the Congressman/Senator. Campuses can apply for grants checking boxes to

meet our needs. The Spring Plenary will be taking place in March. There is a resolution to support bills and getting others on board.

**ADJOURNMENT**

C. Goodwin made a motion to adjourn the meeting at 1:12 p.m.

DRAFT

### **Academic Policy – Incomplete Grades:**

An incomplete may be issued upon the student's request at the discretion of the instructor in situations in which a student has not completed the course requirements for medical or personal reasons documented to the instructor's satisfaction. The instructor must submit an Incomplete Request form which may be accessed in the College portal.

While the student and instructor should create a plan for completion of the remaining work, all remaining work must be submitted no later than the end of the fourth week of the Fall or Spring semester following the semester in which the Incomplete was assigned. Whether or not the student completes all remaining requirements by that deadline, their posted grade will be updated to reflect the grade that was earned by that deadline as reported by the instructor. If the Instructor does not report a grade to the Academic Records office by the end of the fourth week of the semester, the Incomplete automatically converts to an F.

If the student being granted an Incomplete is in their final semester before degree conferral, the student's degree cannot be conferred until all Incompletes are resolved, which may move the graduation date to a subsequent semester.

### **Rationale and Additional Guidance:**

An Incomplete may have implications on a student's academic status, academic honors, and/or financial aid status. The student should review these implications with the appropriate offices (Student Success and Financial Aid) before deciding to request an Incomplete. Once the Incomplete is resolved, the student's academic status and financial aid status will be reviewed and recalculated. Any status changes will take effect immediately upon recalculation.

If the course in which a student is issued an Incomplete is a pre-requisite for a course they intend to take in the subsequent semester, the student may be ineligible to take the subsequent course at that time. The student needs to consult with their academic advisor or the Student Success Office to make necessary revisions to their semester schedule and degree plan.

An incomplete is granted at the instructor's discretion. The instructor should consider the amount of work remaining and its potential impact on the student's final grade. The instructor should clearly outline to the student what work is eligible for completion. It is also the instructor's responsibility to make sure the student has access to all online course materials for the extended time period. Instructors should strive to be consistent in applying their criteria in granting incompletes.