

**Tompkins Cortland Community College
Senate Approved Minutes
Room 201
October 25, 2024**

CALL TO ORDER

A. Faben-Wade called meeting to order

Roll Call

Present: A. Faben-Wade, G. Gammage-Sikora (virtual), K. Millman, M. Timonin (virtual), A. Myles, B. Moose, S. Molnar, S. Brock, J. Walz-Koeppel, M. Barrero

Excused: C. Askew, V. Zeppelin

Unexcused:

Guests: P. Tvaroha, R. Palmieri, S. Paradiso

Approval of Minutes

September 27, 2024

Motion to approve: A. Myles
Second: M. Barrero
Vote: aye 10 nay 0 abstain 0

October 11, 2024

Motion to approve: G. Gammage-Sikora
Second: M. Timonin
Vote: aye 10 nay 0 abstain 0

Public Comment

No public comment.

UPDATES

College Senate Chair Updates

A. Faben-Wade attended the last FCCC plenary and highlighted that key campus governance issues discussed included concerns about potential Chancellor overreach in presidential selections, which was also addressed in a recent Board of Trustees meeting. The Chancellor downplayed these concerns, assuring that it wasn't an issue. Additionally, there was a focus on strengthening partnerships between the FCCC, Community College presidents, and the New York State Board of Trustees to address shared concerns across campuses statewide.

REPORTS

FCCC Updates

P. Tvaroha introduced three FCCC resolutions for campus approval. The first, from the Academic Committee, addresses the concern of policy changes during summer when most faculty are unavailable, urging SUNY administration to allow a minimum of three months within the academic calendar for faculty input. The second, from the FCCC Executive Committee, advocates for revising the SUNY funding model, which currently relies on one-third contributions each from counties, SUNY, and students, to create a more equitable structure. The final resolution, from the Governance Committee, addresses the lack of clear definitions and policies for temporary administrative roles across SUNY Community Colleges. Titles like "administrator in charge," "interim," "acting president," and "officer in charge" are often used interchangeably without consistent guidelines or definitions, creating confusion around role expectations and limitations, such as term length and eligibility to apply for permanent positions.

Motion to approve all 3 policies: J. Walz-Koeppel

Second: K. Millman

Vote: aye 10 nay 0 abstain 0

Policy Liaison Update

A. Myles introduced the Study Abroad Policy and the Involuntary Leave of Absence Policy that C. Boone will be putting forth to the Board of Trustees. She emphasized the importance of reviewing these policies since they are scheduled for Board submission on November 8. The committee agreed to review these policies electronically and utilize the Team chat for any open discussion to avoid the need for an additional meeting and allows the board submission to reflect the group's recommendations accurately. The committee will vote electronically for recommendations.

Strategic Enrollment Plan

R. Palmeri, Vice President for Enrollment Management, introduced the new Strategic Enrollment Plan and updated the group on recent changes. He encouraged feedback on the draft report, which outlines strategies for achieving enrollment, retention, and graduation rate targets, drawing insights from college data and external expertise. The plan, supported by about 40 members across various departments, includes collaboration with the enrollment organization, Ruffalo Noel Levitz (RNL) and takes a comprehensive look at strategies through an extensive dataset analysis. The Strategic Enrollment Plan has been distilled into 10 strategies organized under four main goals, with a strong emphasis on SMART goals drive focused, actionable outcomes. The plan's focus is to hone in on specific, high-impact actions rather than spreading efforts too thinly across a lengthy list of initiatives. Palmeri highlighted the "North Star Goal" of returning enrollment to pre-pandemic levels, translating to approximately 400 more full-time students each year—a transformative target given the decline some schools are experiencing. The work groups assessed data on student pathways, including insights on where students from Cortland and Tompkins County and Adjacent (Donut) Counties are enrolling, which sheds light on capturing more of these local students.

One major focus is on increasing the "capture rate" of local high school graduates, particularly in Cortland and Tompkins County. Currently, about 15% of these graduates enroll at TC3 immediately after graduation. The goal is to raise this to 25%—a challenging but essential target. Strategies to achieve this include strengthening academic programs aligned with labor market demands, improving segmented communications (especially targeting groups like parents of prospective students), and increasing TC3's visibility and engagement within local high schools. Additionally, the college is leveraging advanced data tools, such as CollegeApp, to map and quantify potential adult learners within the region. This data provides insight into where these prospective students are located, helping the team to better target recruitment efforts.

For the college, the key retention challenge lies not just in keeping first-time, full-time students, where retention rates are close to the community college average, but in maintaining continuity from spring to fall. To address this, the team is diving deeper into early momentum metrics to identify predictors that affect student retention early in their college experience. These metrics include whether students are first-generation (now a question on the application), as these students may require additional support with onboarding, financial aid, and acclimating to campus life.

Adjunct Chancellor's Award

The committee discussed the nominees that were put forth by the campus community. The committee will anonymously vote electronically to select a nominee.

ACTION ITEMS

- Electronic vote for recommending or not recommending the Board of Trustees to adopt the Study Abroad Policy and the Involuntary Leave of Absence Policy.
- Electronic vote for recommending the nominee to receive the Adjunct Chancellor's Award.

ADJOURNMENT

K. Millman made motion to adjourn the meeting at 1:39 p.m.