

MVCC College Special Senate Meeting

Tuesday, January 16, 2024

2:30pm Zoom

Attendance

Present: E. Brindisi, E. Bush, K. Cordary, S. Crocker, S. Cummings, S. Dar, N. Evanoff, M. Faitell, S. Frisbee, D. Head, C. Hendricks, R. Huyck, J. Ireland, M. Kuczynski, S. McCall, S. McGovern, S. McManus, K. McNamara, A. Miller, C. Miller, A. Nolan, A. Roy–Small, A. Sandstrom, C. VanNamee, J. Wilkie, L. Williams, and R. Wittenberg

Student Senators: J. Kobler, Y. Naruse

Absent/Excused: C. Albrecht, R. Golden, M. McHarris, R. Miller, M. Parry, S. Selden, S. Silverman, D. Stefanovich, R. VanWagoner, F. Vellone, J. Wilcox

Call to Order

C. Miller called the meeting to order at 2:30 pm.

Policy Endorsement

Human Resources is seeking an endorsement of the policies discussed in December.

Conflict of Interest Policy

S. Frisbee (S. Crocker) motioned to endorse the Conflict of Interest Policy. The motion passed unanimously.

Whistleblower Policy

S. Frisbee (S. Crocker) motioned to endorse the Whistleblower Policy. The motion passed unanimously.

Committees and Councils Taskforce Disussion

S. Frisbee shared and reviewed the attached draft from the Committees and Councils Taskforce. Highlights of the concerns, questions, and conversations that ensued include:

- The Facilities Committee is not required by SUNY.
- The committees that now fall under Human Resources will be overseen by HR but elections will be held by the corresponding bargaining units.
- There was a discussion regarding the impact of Faculty Caucus on APSC and where their work overlaps. APSC is primarily a recommending body and requires membership from across the College to function, while Caucus has only faculty membership. Options A and B seem the most feasible.
- There is a lot going on with Gen Ed changes at SUNY at the moment, so right now is not the best time to make changes to that committee.

- There was a conversation regarding the importance of the work done by the Sustainability Council, and a discussion about whether it should become a committee or affinity group.
- It is important that Groups have the same weight towards evaluation and promotion that Committees have. They are just as important and vital to the College as elected committees.
- Clear pathways for reporting to different agencies across the College, especially for Groups, will be important.

Questions & Open Forum

Club day will be held on January 31st in the Snack bar from 10:00am–1:00pm.

Adjournment

The meeting was adjourned at 3:38pm.

Next Meetings & Routing Sheet Information

The Next Regular Senate Meeting will be: **Tuesday, February 6th at 2:30 PM in WH 225.**

The next Senate Advisory Routing Sheet for applicable Agenda item proposals is **due: Tuesday, January 23rd.**

The next Senate Advisory Meeting will be **Tuesday, January 30th at 2:30 via Teams.**

Respectfully submitted,
Anna Radlowski

College Senate Task Force on Committees and Councils

PRELIMINARY REPORT (12/4/2023)

This task force was created to review all committees, councils, and working groups within the college governance structure. There are multiple reasons for this including functional changes within the groups, the decline in the number of college employees resulting in the same people serving on multiple committees, and the recent FCCC wellness check visit. The goal of the task force is to look at charges, compositions, and functions of these groups and make recommendations for these committees, councils, and working groups to align with the college structure and size.

The current structure consists of 17 committees, 9 councils, and several working groups. In this report, we will be making recommendations for reducing the number of these through combining, absorbing, discontinuing, or realigning based on factors including overlap of scope, function, and membership.

The following are preliminary recommendations presented for conversation and will be modified as needed over the next two months.

1. Combine Academic Appeals and Non-Academic Appeals Committees in one Appeals Committee

Academic Appeals Committee	https://www.mvcc.edu/governance/college-senate/senate-committees/academic-appeals-committee.php
Non-Academic Appeals Committee	https://www.mvcc.edu/governance/college-senate/senate-committees/Nonacademic-appeals-committee.php

Each of these committees, while making recommendations to different administrators, contains five faculty members. We are recommending that the combined Appeals Committee have these faculty members serve in their current role with regard to non-academic appeals, as well as breaking out to review academic appeals when they are submitted (the number is very small).

2. Absorb Traffic Committee into Safety and Security Committee

Traffic Committee	https://www.mvcc.edu/governance/college-senate/senate-committees/traffic-committee.php
Safety and Security Committee	https://www.mvcc.edu/governance/college-senate/senate-committees/safety-security-committee.php

We are recommending that the Safety and Security Committee activate a subgroup for consideration of traffic matters as needed. This should include the Director of Facilities and Operations or designee.

3. Discontinue Diversity and Global View Committee

Diversity and Global View Committee	https://www.mvcc.edu/governance/college-senate/senate-committees/dgv-committee.php
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With the elimination of the DGV requirement for students, much of the work of this committee is not needed. Portions which remain from their work can be reviewed for absorption elsewhere.

4. Discontinue Facilities Committee

Facilities Committee	https://www.mvcc.edu/governance/college-senate/senate-committees/facilities-committee.php
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With the availability of other venues for providing feedback on facilities needs and improvements, as well as the master plan, we are recommending the use of other avenues of communication. These include College Senate, Faculty Caucus, and direct contact with Facilities and Operations.

5. Realign the six personnel-related Committees to Human Resources for operational oversight.

Career Appointments Committee	https://www.mvcc.edu/governance/college-senate/senate-committees/career-appointments-committee.php
Continuing Appointments for Faculty Committee	https://www.mvcc.edu/governance/college-senate/senate-committees/continuing-appointments-faculty-committee.php
Promotion Appeals Committee for Administrators	https://www.mvcc.edu/governance/college-senate/senate-committees/promotion-appeals-committee-admin.php
Promotion Review Committee for Faculty	https://www.mvcc.edu/governance/college-senate/senate-committees/promotion-review-committee-faculty.php
Promotion Review Committee for Non-Teaching Professionals	https://www.mvcc.edu/governance/college-senate/senate-committees/promotion-review-committee-ntp.php
Sabbatical Leave Committee	https://www.mvcc.edu/governance/college-senate/senate-committees/sabbatical-leave-committee.php

We believe all of these committees have a close connection with the Human Resources Department, which collects the paperwork, notifies the committee, and generally collects the recommendations. With this in mind, we are recommending that these committees fall operationally under Human Resources, though their charges, compositions, and functions can remain relatively unchanged.

Further, it may make sense to consider electing the members of these committees, as appropriate, from the bargaining units which they serve.

6. Keep four academic committees as they are – APSC, APRC, CWCC, and Gen Ed Committee

Academic Policies and Standards Committee	https://www.mvcc.edu/governance/college-senate/senate-committees/academic-policies-standards-committee.php
Academic Program Reviews Committee	https://www.mvcc.edu/governance/college-senate/senate-committees/academic-program-reviews-committee.php
College-Wide Curriculum Committee	https://www.mvcc.edu/governance/college-senate/senate-committees/college-wide-curriculum-committee.php
General Education Committee	https://www.mvcc.edu/governance/college-senate/senate-committees/general-education-committee.php

These four committees address some of the core academic-related issues at the college and are largely representative with members from all academic areas and others at the college providing valuable input on these matters. While we are recommending these remain the same, we do recognize that there may be opportunities to realign functions in the future as the scope of their work changes. We would ask that these committees be cognizant of this moving forward.

7. Combine multiple groups that have some overlapping purpose and function, including International Initiatives Committee, Cultural Events Council, and Diversity Council.

International Initiatives Committee	https://www.mvcc.edu/governance/college-senate/senate-committees/international-initiatives-committee.php
Cultural Events Council	https://www.mvcc.edu/governance/councils-workgroups/cultural-events-council.php
Diversity Council	https://www.mvcc.edu/governance/councils-workgroups/diversity-council.php

These three groups bring events and activities to campus to enhance diverse cultural and educational programming for students, faculty, staff, and the community. We are recommending they look at ways to coordinate their functions and work, with the idea of combining if appropriate.

8. Keep both Annual Planning Council and HawkVision Council

Annual Planning Council	https://www.mvcc.edu/governance/councils-workgroups/AnnualPlan.php
Hawkvision Council	https://www.mvcc.edu/governance/councils-workgroups/hawkvision.php

The former Strategic Planning Council was split into two groups – the Annual Planning Council and the Hawkvision Council. The Annual Planning Council works closely with college priorities, budgeting, planning, and assessment. The Hawkvision Council provides environmental scanning and thinking into the future. The Annual Planning Council was recently created while the Hawkvision Council was reactivated, and both serve vital functions.

9. Bring Excellence Workgroups under the Employee Recognition Council

Employee Recognition Council	https://www.mvcc.edu/governance/councils-workgroups/employee-recognition-council.php
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Excellence in Adjunct Teaching Excellence in Classified Service Excellence in Faculty Service Excellence in Librarianship Excellence in Non-Credit (CCED) Teaching Excellence in Part-Time Service Excellence in Professional Service Excellence in Scholarship and Creative Activities Excellence in Teaching SUNY Chancellor's Award for Student Excellence	https://www.mvcc.edu/governance/councils-workgroups/excellence-awards.php
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When the Excellence workgroups were moved away from being Senate Committees, the Employee Recognition Council facilitated the work of these groups. The Excellence groups are activated at the appropriate time of year for their work, and the chairs are invited to the larger Employee Recognition Council meetings. Structurally, we are recommending these Excellence groups fall under the Employee Recognition Council. Hawks that Soar program should fall under Employee Recognition Council too.

10. Keep Employee Enrichment Council

Employee Enrichment Council	https://www.mvcc.edu/governance/councils-workgroups/employee-enrichment-council.php
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11. Keep Institutional Effectiveness Council

Institutional Effectiveness Council	https://www.mvcc.edu/governance/councils-workgroups/institutional-effectiveness-council.php
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12. Absorb Team MVCC into Wellness Council

Wellness Council	https://www.mvcc.edu/governance/councils-workgroups/wellness-council.php
Team MVCC	https://www.mvcc.edu/governance/councils-workgroups/team-mvcc.php

13. Discontinue Sustainability Council

Sustainability Council	https://www.mvcc.edu/governance/councils-workgroups/sustainability-council.php
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While the work surrounding sustainability and reducing the college's carbon footprint is very important, we are recommending this be overseen by the Facilities and Operations Department.

14. Discontinue College Calendar Workgroup

College Calendar Workgroup	https://www.mvcc.edu/governance/councils-workgroups/untitled.php
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When needed, a college calendar group can be assembled through the Registrar in conjunction with Learning and Academic Affairs.

15. Discontinue Guided Pathways Steering Committee

Guided Pathways Steering Council	https://www.mvcc.edu/governance/councils-workgroups/guided-pathways-steering-committee.php
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16. College Senate and Senate Advisory to remain the same

College Senate	https://www.mvcc.edu/governance/college-senate/
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17. Faculty Caucus to remain the same

Faculty Caucus	https://www.mvcc.edu/governance/college-senate/faculty-caucus/index.php
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18. Non-Governance Teams to remain the same

Behavioral Evaluation Response Team (BERT)	https://www.mvcc.edu/governance/councils-workgroups/behavioral-evaluation-response-team.php
Crisis Response Team	https://www.mvcc.edu/governance/councils-workgroups/crisis-response-team.php

19. Other Groups

- Institutional Review Board – remain the same
- Center for Inclusive Teaching Excellence (https://www.mvcc.edu/teaching/about_cite.php) – remain the same
- MVCC United – consider falling under Diversity Council
- LGBTQ+ Group – consider falling under Diversity Council
- Women in Science and Engineering (WISE - <https://www.mvcc.edu/academics/stem/wise/index.php>) – remain the same
- Women of MVCC – consider discontinuing or restarting under new organizer

Further Recommendations and Considerations

- A. General Definitions are needed for committees, councils, and other college groups. Included in these should be:**
- Reporting structure – what body does the group report to and how?
 - Membership terms – are they appointed, elected, or ex-officio?
 - Term Limits – do members have a length of term on group?
 - Group leadership structure – single chair, co-chairs, term limits for them?
 - Group Expiration Date – permanent group, defined term, etc.?
- B. Standardize Group Website Information**
- Uniformity in displaying charge and scope
 - Meeting schedules, agendas, minutes (when not prohibited)
 - List members by representative area, not just name
 - Group contact information
- C. Miscellaneous**
- Determine who takes precedence when group charges or scope overlaps
 - Determine how many groups may interact with each other/share responsibilities and/or information
 - Compose group review schedule and process (regularly review charge, scope, membership, efficacy, relevance, etc.)
 - Consider limiting individual group membership. We understand that limiting an individual to X number of groups may make staffing groups challenging. However, finding ways to “share the load” is also important and one of the charges of this task force
 - Correlate group membership to size of representative group (like Senate representation benchmarks)
 - Consider expanding student representation on College groups

Task Force Members:

Steve Frisbee
Nick Evanoff
Stacey McCall
Anna Radlowski
Jess Wilkie