

OCC College Leadership Council - Agenda
 September 16, 2022
 1:00 – 3:00 PM
 Whitney 210

Members Present:

Staff Present:

Agenda Item	Presenter	Main Point of Discussion	Outcome	Follow-up Actions
Call to Order	Dr. Hilton			
Introduction of members	Dr. Hilton			
Review of meeting processes/procedures	Dr. Hilton			
Approval of minutes from 5-13-22	Dr. Hilton			
Review/update of CLC bylaws	Dr. Hilton			
Review of presentation schedule	Dr. Hilton			
Review of committee charges	Dr. Hilton			
Open Forum for members				

Upcoming Meetings

October 21, 2022

OCC College Leadership Council - Minutes

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1:00 – 3:00 PM

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Members Present: Chris Cedano-Alcala; Dr. Casey Crabill; Joseph Logiudice; Mark Manning; Nina Tamrowski; James Taylor; Anastasia Urtz; Dr. Shawn Wiemann

Staff Present: Carolyn Bice; Karen Harrison; Julie Hart; Christian Heisler; Michael O’Connor; Timur Saka; Naomi Stewart; Denise Valdes; Eunice Williams

Agenda

Item	Presenter	Main Point of Discussion	Outcome	Follow-up Actions
Call to Order and Approval of 4-15-22 meeting minutes	Dr. Crabill		Approved	
Schools Assessment	M. O’Connor & C. Bice	C. Bice began with an overview of the Schools Assessment from the perspective of the Faculty Senate Student Affairs Committee. A survey was developed, and responses were very in-depth and helpful. Overall rating of the Schools was high and that they seem to be working. Review of resources available within the schools, communication with faculty (scheduled meetings), and the need for more organized mode of communication amongst faculty and school teams. What is lacking? Student participation. There needs to be a better effort in getting information out about the Schools, discussion on the lack of physical space, and the need for more release time. Determined results were not detailed enough and they have created a longitudinal study	Question from Nina if the survey should be done externally, outside of the schools. C. Bice to include faculty in the fall. Distinction between departments and schools can be confusing for new faculty. Casey met with Schools specialists this morning and agrees with the comments made previously. The unity within the schools is promising. Current student enrollment is up and we can’t help but think that’s due to the Schools. J. Logiudice said that SGA has taken the initiative to develop positions relative to each school. TRIO will be reviewed next year as it was still fairly new to the Educational Opportunity Programs.	

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	<p>where we will meet and interview School teams.</p> <p>M. O'Connor reviewed the Schools assessment from Academic Affairs. Developed outcomes and data sets that were provided to the Schools. Review to data to determine such thing as graduation rates. Each school has its own culture, so an overarching plan is difficult to produce. This will help determine best practices for all of them to use. Application process was revised for ease of student use as well as the school colors, etc. Qualitative data shows it seems to be working. Review with quantitative data to be done. Additional review of advising data and the development of a single model for meetings with advisors to track who is being advised was a suggestion.</p> <p>M. O'Connor provided an overview of Institutional Effectiveness work for the semester, which included a review of the Opportunity Programs on campus: EOP, CSTEP, LSAMP, Athletics, and College for Living. Remaining areas for review include Early College High School. Programs scheduled for review next year include Facilities,</p>		
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		<p>Maintenance & Grounds; Grants; Registration & Records; and Campus Safety & Security. There is a recommendation to determine the best way to review International Student Services.</p>		
<p>Student Success Council & DEIB Council</p>	<p>C. Heisler, N. Stewart, D. Valdes, E. Williams & Dr. Cummings</p>	<p>Student Success Council members reviewed their charges, recommendations and responses. E. Williams reviewed Charge #1 of the SSC and how it relates to the DEIB Council and working together to operationalize the equity statement.</p>		
<p>Civic Engagement Center</p>	<p>K. Harrison; T. Saka</p>	<p>Review of work to-date. Biggest lift now is the list of organizations and their curriculum connection. Review of mission and vision and principles of engagement. Clarification of definitions. Survey review and database. Long term list which would include what we are doing with that organization and the history behind that work. Review of assessment tool and through Campus Compact. Will provide a written response to CLC at the end of the year. T. Saka asked for endorsement of the assessment tool from the group.</p>	<p>Approved via N. Tamrowski and seconded by J. Taylor</p>	
<p>Faculty Senate – Principles of Peace & Equity</p>	<p>C. Bice</p>	<p>Four years ago, C. Bice and C. Heisler went to Florida to train for the Peace & Equity Project at OCC. They went for additional training with others at OCC the following year. Developed the 10 principles</p>	<p>Possible uses: Orientation in the schools; in the classrooms; D2L; PTK for their data project.</p>	

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			for how we treat people. The intention was for these to soak into the fabric of the College. Approved by entities on campus – asking for endorsement by CLC so that they can be used across campus.		
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Upcoming Meetings

TBD

ONONDAGA COMMUNITY COLLEGE

COLLEGE LEADERSHIP COUNCIL

BYLAWS

These Bylaws of the College Leadership Council are made and effective **October 24, 2014**.

ARTICLE I - NAME

The name of this body shall be the College Leadership Council.

ARTICLE II - PURPOSE

The purpose of the College Leadership Council shall be to serve as the central, cross-campus governance body responsible for advising the President on strategic issues, projects and proposals with significant cross-institutional impact.

In so doing, the College Leadership Council will:

1. Promote organizational excellence and institutional effectiveness.
2. Improve cross-institutional collaboration.
3. Foster continuous improvement of shared governance.
4. Embrace diversity and encourage collegiality.
5. Facilitate consistent, effective, campus-wide involvement in strategic planning and review.

ARTICLE III - MEMBERSHIP

The membership of the College Leadership Council shall be comprised of representatives of the College's recognized associations and the heads of the College's divisions, as follows:

Associations:

1. Faculty Association Chairperson
2. Staff Association President

3. Administrators' Council Chairperson
4. Student Association President
5. Student Association Designee
6. Faculty Association Adjunct Representative
7. Chair-of-Chairs

Divisions:

8. Educational Services
(Provost & Senior Vice President)
9. College-Affiliated Enterprises
(Vice President Finance)
10. College-Affiliated Enterprises & Asset Management
(Senior Vice President)
11. Finance
(Chief Financial Officer)
12. Human Resources & External Relations
(Vice President)
13. Institutional Planning, Assessment & Research
(Chief IPAR Officer)
14. Enrollment Management
(Vice President)
15. Information Technology
(Chief Information Technology Officer)
16. Student Engagement & Learning Support
(Vice President)

While the President of the College is not a member of the College Leadership Council, he/she shall have a standing invitation to attend any and all meetings, and to address the body.

ARTICLE IV - MEMBER ROLES AND RESPONSIBILITIES

The roles and responsibilities of the membership are to:

1. Represent the collective views of their respective constituencies.
2. Report to their respective constituencies on the work of the College Leadership Council.
3. Solicit input from their respective constituencies on matters that come before the College Leadership Council.
4. Review the agenda and all supplemental information prior to meetings.

ARTICLE V – COLLEGE LEADERSHIP COUNCIL CHAIRS

The College Leadership Council shall be co-chaired by the Chairperson of the Faculty Association and the College's Chief Academic Officer.

ARTICLE VI – MEETINGS

The College Leadership Council shall determine and establish its own meeting schedule, subject to the following provisions:

1. Regular meetings of the College Leadership Council shall be of sufficient frequency and duration as to effectively carry out the Council's purpose and responsibilities.
2. The College Leadership Council shall meet no fewer than monthly during the College's academic year, and at least once during the summer. The summer meeting shall serve as a retreat for setting the College Leadership Council's agenda and goals for the upcoming academic year.
3. Special meetings of the College Leadership Council may be scheduled at the request of the College President or the co-chairs.

The agenda for all meetings shall be established by the co-chairs subject to the following provisions:

1. Meeting agendas will follow a standard format acceptable to the Council to include review of any new material as well as standing items based on a calendar of critical topics to be reviewed and discussed throughout the year.
2. The agenda for regular meetings, including all relevant materials for consideration, shall be distributed to the membership no later than one week prior to the meeting.
3. In the case of a special meeting requested by the College President, the co-chairs and the President shall collaborate on the agenda.

The minutes of all meetings shall be made publicly available to the College community within one week after the meeting.

ARTICLE VII – COLLEGE COMMITTEES

The College Leadership Council shall be the reporting home for official College Standing Committees, as outlined in the College's Centralized Policy Manual, and College Ad Hoc Committees. (These "College Standing Committees" are separate and distinct from the College's Faculty Standing Committees.)

With regard to College Standing Committees, the College Leadership Council shall have the authority to review the structure and charges for such committees, and to recommend to the President the creation or dissolution of College Committees. Recommendations to create or dissolve College Standing Committees shall require a two-thirds vote of the College Leadership Council membership. Recommendations to create or dissolve Ad Hoc Committees shall require a simple majority of the College Leadership Council membership.

ARTICLE VIII - AMENDMENTS

These Bylaws may be altered, amended, or repealed and supplanted by new Bylaws in the following manner:

1. Notification of an amendment proposal must be received by the membership of the College Leadership Council no fewer than thirty (30) days prior to the meeting at which it is to be considered.
2. Amendment proposals shall be clearly stated on the agenda for the meeting at which they are to be considered.
3. Adoption of an amendment proposal shall require a two-thirds majority of the College Leadership Council membership.
4. The College Leadership Council shall forward approved amendments to the College President.
5. Approved amendments shall not take effect until ratified by the College President.

Student Success Council

Meetings

Location and dates TBD

Members 2022-23

Jackie Barstow

Carolyn Bice

Nancy Carr

Dr. Malkiel Choseed (*able to participate?*)

Russ Corbin

Christian Heisler (Co-chair)

Dr. Oksana Korol (*on sabbatical spring 2023*)

Ryan Nellenback

Kevin Sapio

Naomi Stewart (Co-chair)

Denise Valdes (Co-chair)

Additional Members for 2022-23

Eunice Williams

Flagan Prince

Dennis Thoryk

Erica Allen

Dr. Asami Hagiwara

Suggested charges for 2022-23 include:

- Building on your efforts these past few years to enhance our ability to work with data, organize and host a Data Summit in late fall 2022.
- Continue your work with earned and unearned “F’s.” Develop concrete action items that will positively affect this work.
- Review and research the persistence of the following groups on campus that remain largely untouched through our current research:
 - Degree seeking students that live more than 50 miles away
 - Part-time studentsProvide suggestions for ways in which the College might enhance their persistence from semester to semester and year to year.
- Examine and recommend wellbeing activities for students on campus that focus on mindfulness and self-care that will positively affect persistence.

You are welcome to present on these topics throughout the academic year at CLC, but we will require a final report at the May 2023.

Institutional Effectiveness Committee

Meetings

Location and dates TBD

Members 2021-22

Kathy Cantone
Jim Carey
Karen Fabrizio
Dr. Pat Kenny
Laine Lubar
Carol Obernesser
Mike O'Connor (Chair)
Steve Wiley

Suggested Members for 2022-23

Olin Stratton
Dr. Malkiel Choseed
Nikia Dennis
Dr. Pat Kenny
Mike O'Connor (co-chair)
David Furney
Carol Obernesser
Steve Wiley
Erin Vaccaro
Dr. Sean Vormwald (new – co-chair)

Suggested charges include:

- Retain the process for Administrative Reviews with a final report on the year due to CLC at the May 2023 meeting.
- Work closely with representatives from Institutional Planning, Assessment & Research to gain a better understanding and utilization of dashboards.
- Research and recommend datasets that will be utilized for both the new Strategic Plan and in preparation of the next Middle States review process.

You are welcome to present on these topics throughout the year at CLC, but we will require a final report at the May 2023 meeting.

**College Leadership Council
Schedule for 2022-23 Academic Year**

September 16, 2022

Organizational Meeting

- Introduction of members
 - Dr. Warren Hilton
 - Nina Tamrowski (Faculty Senate)
 - Lisa Hoff (Faculty Senate)
 - Mark Manning (EC)
 - Enid Reiley – (OCCAC)
 - James Taylor (Chair of Chairs/Faculty Senate)
 - Anastasia Urtz (EC)
 - Tokie Crump (CSEA)
 - Julie Hart (Coordinator)
 - Christopher Cedano Alcala (Student)
 - Thuw J-Elmi (Student)
- Review of meeting processes/procedures
- Approval of minutes from May 13, 2022 meeting
- Review/update of bylaws
- Review of presentation schedule
- Review of committee charges:
 - Student Success Council
 - Institutional Effectiveness Committee
- Other items for discussion

October 21, 2022

- Approval of minutes from September 16, 2022 meeting
- Review/update of bylaws if necessary
- NCSARA update
- ATD Update – visit scheduled on campus October 12 & 13
- Facilities Master Plan/Capital Projects
- Other items for discussion

November 18, 2022

- Approval of minutes from October 21, 2022 meeting
- Enrollment Management Plan Assessment/discussion
- Strategic Plan
- Workforce/non-credit update
- Middle States timeline
- Other items for discussion

February 3, 2023

- Approval of minutes from November 18, 2022 meeting
- Meg O'Connell Center for Social Justice & Community Impact
- Unity Day
- Civic Engagement Center
- Other items for discussion

March 3, 2023

- Approval of minutes from February 3, 2023 meeting
- Residence Life
- Athletics
- SOLE Update
- Strategic Plan
- Other items for discussion

April 7, 2023

- Approval of minutes from March 3, 2023 meeting
- DEIB Council Master Plan
- Title III
- Data Governance Council
- Wellbeing Committee
- Other items for discussion

May 5, 2023

- Approval of minutes from April 7, 2023 meeting
- Student Success Council
- Institutional Effectiveness
- Strategic Plan
- Other items for discussion

All presentations are subject to change and presenters' availability.