

OCC College Leadership Council - Agenda  
 September 19, 2025  
 2:00 – 4:00 PM  
 Whitney 210

Members Present:

Staff and Students Present:

**Agenda**

Item	Presenter	Main Point of Discussion	Outcome	Follow-up Actions
Call to Order	Dr. Hilton			
Approval of minutes from 5/16/25	Dr. Hilton			
Review of Committee make-up - introductions				
Review of Committee charges				
Review of potential items to review for the academic year				
Review of Assessment Recommendations for 2026	J. Hart			
CLC Bylaw Review	J. Hart			
Updates to Committee webpages needed	J. Hart	Data Governance Student Success Council Guiding documents		
Open Forum for Council Members	Dr. Hilton			

Meeting adjourned at PM.

OCC College Leadership Council - Minutes

May 16, 2025

2:00 – 4:00 PM

Whitney 210

**Members Present:** Julie Hart; Dr. Warren Hilton; Dr. Patrick Kenny; Kelly Larrivey; Grake Meeker; Clancy Stone; Olin Stratton; James Taylor; Anastasia Urtz

**Staff and Students Present:** Dr. Malkiel Choseed; Kristen Costello; Jessica Mitchell; Justin Pritchard; Dr. Sean Vormwald; Scott Whalen; Steve Wiley

**Minutes**

Item	Presenter	Main Point of Discussion	Outcome	Follow-up Actions
Call to Order	Dr. Hilton	2:01 PM		
Approval of minutes from 3-28-25	Dr. Hilton	J. Taylor; seconded by A. Urtz; all in favor, none opposed.		
Middle States	Provost Urtz	A Urtz provided an overview of the current status of the self-study report.		
Mission & Vision Statements – Survey Results	Dr. Hilton	OCCAC, CSEA, and Students G. Meeker reviewed the student survey responses and J. Hart reviewed the employee survey responses. All responses will be shared as evidence for the upcoming Middle States reaccreditation.	O. Stratton suggested that CLC as a body provide support for the current mission and vision statements. Motion to support by A. Urtz; seconded by J. Taylor; all in favor, none opposed.	
ITS Master Plan	S. Wiley	Making sure that members of CLC had an opportunity to review, S. Wiley provided an overview of the plan and development of the same.	A. Urtz motioned to endorse the plan; O. Stratton seconded; all in favor, none opposed.	
Programs and Academic Support Committee	Dr. Choseed & J. Mitchell	Dr. Choseed and J. Mitchell reviewed the charges and explained the process they took to meet them. Dr. Choseed spent some time reviewing the Foundations of Leadership training		

<p>Institutional Effectiveness Committee</p>	<p>Drs. Choseed &amp; Vormwald</p>	<p>and the positive outcomes and continued challenges.</p> <p>Drs. Choseed and Vormwald reviewed the outcomes for the year. The web presence is in place; administrative review process was adjusted for those non-academic departments; IE members will serve as administrative fellows; IPAR will be in charge (Dr. Awuah) of the annual evidence collection efforts; and there is no need for a companion policy for the Student Success Policy – but develop a companion guide housed on the website that provides information on how key metrics are defined and calculated.</p>	
<p>Data Governance Committee</p>	<p>Dr. Awuah &amp; O. Stratton</p>	<p>O. Stratton reviewed the outcomes of the Committee for the year (Dr. Awuah was not able to attend). The outcomes include the development of a guiding document, managing access to Lazer Success and the dashboards, and data literacy efforts. Still TBD is streamlined access, security, and guidelines surrounding employees leaving the college or changing positions.</p>	
<p>Student Success Council</p>	<p>K. Costello &amp; J. Pritchard</p>	<p>J. Pritchard reviewed the charges met, including hosting the Data Summit in January (without Shara); the development of their guiding document; and the Lyft program assessment.</p>	

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Campus Climate Survey Workgroup	S. Whalen	Three employees have completed the facilitator training and trained SCAN staff and lower-level management. S. Whalen did supervisor training through the spring semester for PA's. They felt there is not designated funds for professional development and training for their folks. Flexible schedule/summer/4-day work week was discussed.	Next survey is scheduled to be sent out fall 2026 and the suggestion was that they review the PACE questions prior to their release, making them specific to certain populations on campus.	
Assessment Recommendations	J. Hart	J. Hart reviewed the assessment recommendations that have been made to-date. Updates will continue.		
Artificial Intelligence Community of Practice	Dr. Hilton	Conversations continue and we are still looking for volunteers to participate.		
Open Forum for Council Members	Dr. Hilton	No questions or comments at this time.		

Meeting adjourned at 3:46 PM.

## College Leadership Council 2025-26

Dr. Warren Hilton, President  
Olin Stratton, Faculty Senate President  
Helaine Lubar, Faculty Senate Vice-president  
Mark Manning, Senior Vice President & Chief Financial Officer (EC representative)  
Dr. Agatha Awuah, Interim Provost & Senior Vice President (EC representative)  
Julie Hart, CLC Coordinator  
Kelly Larrivey, OCCAC Co-chair  
Julie Ende, OCCAC Co-chair  
Yesvier Aviles Mendez, SGA President  
Jalen Minzey, Chair of Inclusion and Support, SGA  
*CSEA Representative*  
James Taylor, Chair of Chairs  
*Faculty Senate Adjunct Representative*

### Meeting schedule – Whitney 210

First meeting – September 19  
October 17  
November 21  
January 30  
February 20  
March 27  
April 17  
May 15

*Dr. Hilton to attend the first committee meetings to review the charges*

### Potential topics for the 2025-26 academic year:

Middle States  
Salary Study  
AI Community of Practice  
Campus Climate  
Academic Momentum  
Achieving the Dream Leader College  
ITS: Computer updates/laptop loaners  
D2L/Box of Books – orientation  
Library Hours  
Bylaw review

### **Data Governance Committee**

Dr. Sean Vormwald – Co-chair

Steve Wiley

Olin Stratton – Co-chair

Mike O'Connor

Heather Meyers

Stephanie Aldrich

Kevin Sapio

Erin Kelly

Erin Woods

Christian Heisler

### **Charges for 2025-26**

- Continually update the webpage for the Committee with agendas, minutes and other relevant information.
- Provide an update to College Leadership Council at an appropriate time during the academic year.
- Streamlined access, security, and guidelines surrounding employees leaving the college or changing positions.

**Institutional Effectiveness Committee** (needs co-chair)

Olin Stratton

Dr. Malkiel Choseed

Dr. Pat Kenny

Amy Proulx

Steve Wiley

Erin Vaccaro

Laine Lubar

Dr. Sean Vormwald – Co-chair

Oksana Korol

**Charges for 2025-26**

- Continually update the webpage for the Committee with agendas, minutes and other relevant information.
- Retain the process for Administrative Reviews with a final report on the year due to the CLC at the May 2026 meeting.
- Working with IPAR, complete a mid-point review of the Strategic Plan and it's KPI's, utilizing the appropriate data.
- Provide an update to College Leadership Council at an appropriate time during the academic year.

### **Student Success Council**

Kristen Costello- Co-Chair  
Justin Pritchard – Co-Chair  
Ryan Nellenback  
Mike Borsz  
Dr. Eunice Williams  
Hyesook Shim  
Jessica Tieffke  
Dr. Asami Hagiwara  
Amber Ingalls  
Kayla Andersen

### **Charges for 2025-26**

- Continually update the webpage for the Committee with agendas, minutes and other relevant information.
- Review and evaluate 2024-2025 and fall 2025 drop data to look for patterns. Provide recommendations for ways in which we can improve student success in this area. Is there potential for student input and qualitative data from them? Marketing class project with Professor Costello?
- Provide an update to College Leadership Council at an appropriate time during the academic year.

## **Programs and Academic Support Committee**

Dr. Malkiel Choseed – Co-chair

Jessica Mitchell – Co-chair

Lindsey Reider

Dr. Gerardo Cummings

Dr. Doug Dinero

Christian Heisler

Danielle Tinker

Deb Ryan (new)

Guy Linton (new)

## **Charges for 2025-26**

- Continually update the webpage for the Committee with agendas, minutes and other relevant information.
- With the completion of the previous year's review of student academic complaints, develop recommendations for a tracking mechanism.
- Review and analyze academic program retention and persistence rates to determine patterns and make recommendations on additional student supports, ie: tutoring modifications, programming, etc.
- Provide an update to College Leadership Council at an appropriate time during the academic year.

**Onondaga Community College**  
**College Leadership Council Recommendations for 2024-26**  
**Based on results of the 2024 Assessment**

- The development of a retreat/orientation session at the beginning of the academic year for both CLC and Committee members to review their charges, clarify roles and select co-chairs.
- Ask for feedback at the end of the academic year from each committee on items they feel could be possible charges for the new year, or work they wish to continue from the previous year.
- Update the CLC webpage. Currently, it resides on the employee side; make it visible to all and update the current information (last updates were from 2020).
- Update the webpages for each Committee (they currently exist) and develop a new page for Data Governance. Include membership and charges each year. Encourage each committee to keep detailed records of minutes and agendas for placement on the web in a timely manner.
- Develop a College Leadership Council email/newsletter that will be sent to the campus community after each meeting, recapping what transpired, what action is taken, and include a link that brings them to the webpage where they can review the minutes.
- Ask for volunteer members from across campus who would be interested in serving on a Committee.
- Encourage all committee co-chairs to regularly attend CLC meeting so they can be sure they are bringing information back to their constituents on their committees.
- Development of Committee “plans”, similar to the Institutional Effectiveness Plan, that correlates to the work of the Strategic Plan, and provides a baseline for the work of the Committee each academic year. Additional charges will be added based on feedback from constituents and the President.

# ONONDAGA COMMUNITY COLLEGE COLLEGE LEADERSHIP COUNCIL BYLAWS

These Bylaws of the College Leadership Council are made and effective **October 24, 2014**, with a first revision dated **October 21, 2022**.

## 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:

1. College President or designee
2. Faculty Senate President
3. Faculty Senate Vice President
4. CSEA Representative
5. Administrators' Council (OCCAC) Chairperson
6. Administrators' Council (OCCAC) Chair-elect
7. Student Government Association (SGA) President
8. Student Government Association (SGA) Designee
9. Faculty Senate Adjunct Representative
10. Chair-of-Chairs
11. Senior Vice President & Chief Financial Officer
12. Provost & Senior Vice President

#### 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 President and Faculty Senate President.

#### 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 at least 7 times during the College's academic year
3. Special meetings of the College Leadership Council may be scheduled at the request of the College President or the members.

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 members, the co-chairs 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 on the College's website.

## 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 Senate 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.

**Lisa Hoff is proposing that the Library opens from 8:30am - 7pm instead of 8:30-8:00pm and provided the following data on usage:**

Averages for 7-8pm

Spring 2025

1<sup>st</sup> floor: Mon - 2, Tues - 1, Wed - 2, Thur - 4

2<sup>nd</sup> floor: Mon - 6, Tues - 7, Wed - 7, Thur - 4

Fall 2024

1<sup>st</sup> floor: Mon - 2, Tues - 2, Wed - 2, Thur - 1

2<sup>nd</sup> floor: Mon - 8, Tues - 7, Wed - 5, Thur - 7

Spring 2024

1<sup>st</sup> floor: Mon - 2, Tues - 3, Wed - 2, Thur - 3

2<sup>nd</sup> floor: Mon - 8, Tues - 8, Wed - 6, Thur - 6

Fall 2023

1<sup>st</sup> floor: Mon - 3, Tues - 2, Wed - 1, Thur - 2

2<sup>nd</sup> floor: Mon - 7, Tues - 7, Wed - 7, Thur - 7

Averages for weekends:

Spring 25: Sat - 9, Sun - 8

Fall 24: Sat - 8, Sun - 9

Spring 24: Sat - 12, Sun - 11

Fall 23: Sat - 10, Sun - 14