

via Zoom
October 6, 2020
Meeting of College Council Volume 48 Number 1

The College Council met on Tuesday October 6, 2020 in a Zoom meeting, with voting held through the votenet platform. There were present:

Prof. Acosta	V.P. Fox	Prof. Repetti
Prof. Alley-Young	Prof. Fruscione	Prof. Ricciardi
Prof. Beard	Prof. Gartner	V.P. Rios
Prof. Borgese	Prof. Greene	Mr. Rohrlich
Prof. Cally	Prof. Hume	Prof. Rozenboym
Prof. Chapman	Prof. Tyronne Johnson	V.P. Russell
VP P. Cohen	Mr. Klein	President Schrader
Ms. J. Cohen	Prof. Krishnan	Prof. Segal
Prof. Cuccia	Prof. Lax	Prof. Stein
Ms. Daly	Prof. Levy	Prof. Taras
Prof. Dawson	Prof. Martin	Prof. Tila
Prof. Delgado	Prof. Mey	Ms. Vargas
Prof. Del Principe	Prof. Mikalopas	Prof. Sokolow
Prof. Derimanova	Prof. Mintz	Prof. Washburn
Ms. Driscoll	Prof. Murphy-Smith	Mr. Winnick
Prof. Ferretti	Prof. Parker	Prof. Yarmish

President Schrader called the meeting to order at 3:05 PM.

I. The minutes of the meetings of May 21, 2020 were approved by acclamation.

II. Reports – *President’s Report* p.1-3; *V.P. Reports* p.3-7; *Instructional* p.7-8.

A. President’s Report

The President gave the following report:

Good afternoon -- It’s good to see everyone on our first College Council meeting for the academic year. When we last met in May, we were in the thick of the storm and although we have learned how to manage (to some extent) this new way of being, we are still in the storm. Enrollment and fiscal challenges still persist. And while the majority of our classes are online, we are grateful that we are able to have few classes on campus. VP Rivera, VP Rios and Provost Russell will share salient Enrollment, Budget and Instructional updates with you shortly.

Although the city is coming back to life, the recent and worrisome spike of COVID threatens to take us back to the days of April and May. While the Department of Education has closed schools in the 9 hotspot areas, CUNY remains open. Kingsborough is adjacent to two of the hotspot areas and our ZIP code is on a secondary watch list. Because of the rise in cases, I have asked our campus Coordinators (Ed and Tasheka) and Karen, our campus Liaison to do in person briefings of the reporting protocol to managers/chairpersons/directors. I also strongly urge everyone to follow all of the college's safety protocols so that we can ensure the health and safety of each member of the college community and by extension the community of family and friends. If you do not need to come to campus, please do not. We will continue to update the campus as information becomes available.

As is indicated in my recent monthly report, we have established a dedicated email to communicate pertinent COVID- related information VP Rios also sent communication to the faculty who have on campus classes encouraging them to report any facility and related issues that may arise through the service.issues email. To ensure that we are addressing all areas of concern, VP Fox recently administered a survey to students scheduled for on campus classes to collect information about their experience and identify any areas in need of attention.

Results of the survey will be shared with the Forward Committee for review and feedback and the report will be shared with the campus community upon their review and discussion.

As you know, Communication has been a priority of mine since I started two years ago. Now more than ever, the communication of information to and communication with the campus community is important. The Division of Communication and Marketing has been adequately resourced. In turn, over the past year and half (while we wait for red tape to be cleared for our complete overhaul of the website) they have done incredible work making updates to website and increasing the visibility of the college and all our good works. In addition, in 2018, I implemented Monthly Reports to provide the college community with critical updates. And during this pandemic period, I have sent out many emails to the campus community providing university and campus updates on academic and business continuity and budgetary matters. Based on input that I received from many of you, I want to ensure that the Senior Staff and I continue to have robust lines of communication with the faculty, staff and student body.

This month, you will begin to receive monthly updates of salient matters from each of the Divisional Vice Presidents. During the NYS Pause, we implemented monthly Town Halls for students to hear and address their concerns. This month we will launch the first of our Community Chats for the campus community to do the same-- listen to concerns, as well as ideas as to how we can move the college (within the constraints that we face and our position in an integrated university) forward and upward.

As I indicated during convocation, the biggest threat to our success is not enrollment or the budget, it is our climate, the way we treat each other, the way we deal with challenges. In recognition of this, the climate committee has already met this semester to discuss goals for the year. More information will be shared with the campus community in the next few weeks.

Another area that is critical to the success of the college is that of our governance structure. Let's consider for a moment that our governance plan is like an engine that helps to drive some of our operations. Like any engine in a car, it often needs a tune up. In fact, if you drive, you know that every year your car is subject to NYS Inspection to insure everything is in working order. While we have done assessments as mandated over the past few years, we are in need of a more comprehensive review. Colleagues, the engine light is on. And if you own car, and drive a lot, we all know what it means when that engine light comes on. Time for service. We had a consultant, but unfortunately her schedule did not permit her to proceed. As VP Fox has shared, we are seeking more recommendations of potential consultants so we can get this show on the road.

Governance, Leadership and Administration are all a part of Middle States Standard 7. There are criteria that outline institutional expectations. Our visit is 4-5 years away. And there is much to do. In a recent series of town halls, the commission outlined the areas that institutions have the most difficulty with. In addition to Standard 7, Institutions overwhelmingly fail to meet Standard 2 - Ethics and Integrity; Standard 3- Design and Delivery of the Student Learning Experience; Standard 5 -Educational Effectiveness; Standard 6 -Planning, Resources and Institutional Improvement which leads to findings of noncompliance or follow up visits. Accreditation is concerned with the whole college.

The Commission is as interested in academic assessment, as they are in assessment of non-academic areas. And while Assessment plans and data are important, the use of assessment results to drive improvements or validate practices is of supreme importance. As many of you may know after 13 years at KCC, Chris Calienes resigned from his position. He was an incredible asset to the college and I wish him well in his future endeavors. We too have quite an endeavor ahead of us. Although VP Fox is leading much of it, Strategic Planning, Middle States and Institutional Effectiveness, there is significant work to be done on the Academic side of the house. In addition, we all have a role to play in not just ensuring that we are ready for MSCHE, but in ensuring that we meet the Standards for our students' sake. Given the import of accreditation to our existence of a college we will be seeking approval through the University's Vacancy Review Board to refill this position.

Given the growing mental health crisis in the United States which has been exacerbated by the COVID -19 pandemic and manifested in many of our students as they seek to deal with personal trauma, the University has authorized campuses to use Cares Act funds that have been earmarked to increase health and wellness services on campuses. As part of this, we will be evaluating existing services and making the necessary investments in mental health counseling and wellness services. The College has been allocated \$248,000 for this purpose.

This funding begins to address some student needs, but as you know students' needs run the spectrum of areas such as food and housing insecurity, inability to pay for school and other emergencies that impact their persistence. I am asking that you join us in bringing all hands on deck to make a critical difference for our students and our college. Your donation will help to support students, enhance teaching and learning, enrich programs and fund a variety of essential services. You need to look no further than our home page for the donate button. We also ask that you to continue to go for the Gold in your giving on GIVING TUESDAY which will be on December 1st!! Our site went live this morning. I want to take this opportunity to thank Tasheka for stepping up and out of her comfort zone, and into a role for which she is a natural. And while I am grateful, I am not at all surprised. This is who we are at KCC. You've been stepping up for students since the day you stepped foot on campus. Thank you again for all you do, I look forward to a productive and fruitful year.

B. V.P. Reports (VP Russell p.3-4; VP Rios p.4-6; VP Rivera p.6-7)

Provost Russell gave the following report:

We are preparing for a primarily virtual Spring 2021 semester.

Kingsborough had 191 faculty successfully complete the summer SPS course, Online Teaching essentials- 191 successfully completed. This was the highest number of all of the CUNY Colleges, congratulations!

Kingsborough Center for Teaching and Learning CTL has launched two courses for faculty. The courses are offered by the American Council of University educators and each course has 30 faculty participants:

- *Creating an Inclusive and Supportive Online Learning Environment* is facilitated by Keisha Thompson
- *Promoting Active Learning Online* is facilitated by Dawn Levy

We have formed two academic assessment committees:

- Departmental Assessment Liaisons
- General Education Assessment Coordinators

Both committees met together last Tuesday (Sept. 29) for an overview of Academic Assessment and our goals for assessment this year.

I will be sending out an update on the Academic Plan.

Vice President Rios gave the following report:

The Division of Finance and Administration has been very busy to ensure that we are all safe and healthy, that the campus is clean and sanitized, facility upgrades and infrastructure projects continue, regulatory environmental issues are addressed, operational services are available, technological tools are seamless and upgraded to allow us to work remotely, provide the campus and community virtual entertainment options and that we are good stewards of the college budget and our fiduciary responsibilities for all financial reporting.

Custodial Training

- All Custodian personnel have been trained on how to execute the new enhanced cleaning and disinfection protocols. All Custodians have also completed the NYS Return to Work COVID-19 training. The enhanced procedures for cleaning and disinfecting adhere to the requirements as advised by the CDC and NYSDOH. These cleaning protocols are designed for each specific area of campus including restrooms, classrooms, elevators, labs, gym, childcare and offices. Sanitizing targets will especially focus on high-touch surfaces, such as desks, tables, buttons, handrails, faucets, doorknobs, dispensers and shared equipment. Increased frequency of cleaning and disinfecting with attention to these areas helps remove bacteria and viruses, including COVID-19.

Revised Custodial Schedules

- Custodial shifts are designed to harmonize with all academic and Continuing Education classroom instructional schedules. There are Custodian shifts for daytime, evening, night and weekend classroom coverage. Designated custodial and supervisory personnel are assigned to perform deep cleaning and sanitizing of every classroom utilized. Where possible, sanitizing will take place in between classes and after each session. These revised schedules also include disinfecting high touch surfaces throughout the day in public spaces.

Cleaning Equipment

- During the evening shifts, Custodial teams are assigned to operate electrostatic disinfectant sprayers to clean and disinfect spaces throughout the school. The sprayers utilize an EPA registered, CDC approved disinfectant. These sprayers assist in sanitizing areas more efficiently and effectively.

Custodial Logs

- Each area of the campus is assigned to a Custodial team and supervisor. Cleaning and disinfecting activity is documented by utilizing logs, checklists and other documentation. These administrative logs are reviewed daily and are analyzed by Facility managers to track progress and make schedule adjustments. Disinfectant logs are posted in every classroom and student designated restroom.

Service Issues email

- The service issues email has been very successful in helping maintain our facilities and assisting our customers. It is an affective effective tool in providing very quick responses and customer satisfaction. For the period covering 9/1 – 10/2/20 we received and responded to 58 service issue requested, including 12 from faculty. Some of the most common service issue requests are:
 - PPE -masks, gloves, sanitizing wipes, safety shields.
 - Cleaning of vents
 - Key requests
 - Air conditioning complaints
 - Lights out

Our custodial teams are working diligently to ensure a safe and clean environment for all.

- Since the start of Fiscal Year 2021, colleges have been allocated monthly budgets, for each of the months of July through September. In order to help the campuses financial planning processes, the University has extended the colleges current operating allocation through January 2021, (a seven-month budget) in order to cover the remainder of the Fall semester as well as most of KCC' 2nd module. The revised and extended allocation provides us with the ability to plan for these terms, as well as to determine scenarios for the Spring 2021 semester. Our budget capacity is also contingent on tuition and fee collections, and thus enrollment levels and collection rates must be factored into our scenario planning.
- The University continues to withhold 20% of state funding, both operating aid and financial aid. The State community college enrollment realignment of -5.4 million is factored into KCC funding levels, the effect to KCC is <\$940,000>.
- The City budget includes \$46.3 million in reductions. These reductions are also factored into the college's budgets, the effect to KCC is <\$8,056> million.

- Fall semester academic program and lump sum allocations will be issued shortly, these funding levels will also undergo adjustments to correspond to State and City budget actions.
- The University is waiting for any potential federal stimulus support for state and local municipalities that would help mitigate some of the expected budget reductions.

Further details of the area of Finance and Administration were emailed to the entire campus on October 13, 2020 in the document “Finance and Administration Campus Updates.”

Vice President Rivera gave the following report regarding Enrollment Management:

Enrollment:

Our Fall 2020 Enrollment figures are listed below. We exceeded our continuing and readmit targets, while struggling with our freshmen, transfer and College Now numbers. Our freshmen numbers were difficult since anecdotally, students chose to take a gap year during the pandemic. Additionally, our transfer population struggled since senior colleges did not dismiss students this year. Finally, our College Now numbers struggled because the DOE was late in deciding whether students would be allowed back in schools.

Fall 2020		
	TARGET	As of 10/2/20
Continuing	5500	6039
Freshmen	2400	2067
Transfers	1500	619
Readmits	500	701
TOTAL	9900	9426
CN	4200	2760
TOTAL w/CN	14100	12186

As we look ahead towards the Spring 2021 semester, our enrollment projections are listed below. Enrollment for Winter, Spring and Summer 2021 will begin on November 9th for continuing students and Nov. 23rd for our new students.

Spring 2021	
	TARGET
Continuing	6800
Freshmen	700
Transfers	500
Readmits	500
TOTAL	8500

Admissions Information Center

Spring 2021 recruitment season has already begun and AIC has been involved in the following activities:

- Reaching out to all students who filed applications in Fall 2020 but did not enroll for classes, this includes, degree, non-degree and readmit students.
- Reaching out to all students who filed early applications for Spring 2021.
- Collaborating with Continuing Education and Workforce Development (CEWD) and Veterans for new student pipelines.

Financial Aid

- FAFSA applications are available for 2021-2022 as of October 1, 2020.
- Faculty have been submitting the Verification of Enrollment (VOE) rosters to indicate if students have not been attending, students not attending receive a WN grade. Note that students with WN grades do not receive financial aid and are removed from accessing Blackboard.
- Beginning the week of 10/13, the 2nd portion of the PELL award will be disbursed to students.
- There will be no on-campus federal work study for the Fall 20 semester.

One Stop Center

- The Direct Admit process for Spring 2021 is now open. We are currently accepting applications. To date, we have helped 47 students apply for Spring 2021 and 31 have been admitted so far. Completed applicants are accepted within 24 hours.
- The reactivation and non-degree applications are now online.

Testing

- 97 students were tested for ATB for Fall 2020. The office is now reviewing student applications for Spring 2021 who may need to test for ATB.
- Over 300 students submitted English as a Second Language Diagnostic essays to be assessed for proper placement.
- Students will be reviewed on a weekly basis to ensure the accuracy of math placement.

C. Instructional Committee Report

The Instructional Committee proposed the following Resolution on Pre-Peer Observation Agreement:

WHEREAS, the most recent PSC contract settlement (noted in the Memorandum of Agreement) added provisions for observations of online and hybrid courses, namely, section 18.2 (b) 3, entitled “Teaching Observations for Online Courses”, (see the Meeting Agenda),

BE IT THEREFORE RESOLVED, that the college promulgate the new contract language governing peer teaching observations by, among things, embedding a

summary of that relevant language in a new “Pre-Peer Observation Agreement” (designed to replace the previous pre-observation form), and to be distributed to the college in a digital, fillable form, to be used in connection with the arranging of teaching observations.

[See Agenda Attachment A, “Pre-Peer Observation Agreement”.]

An extended discussion of the proposal followed, with input from the Provost as well as the floor and explanations by Prof. Repetti, chair of the Committee on Instruction. The question was called, and the Resolution was defeated by a count of 23 No votes to 19 Yes votes, with 4 abstentions.

III. Governance Review Status Report

V.P. Fox gave the following report:

As you may know, we have been planning to do a comprehensive review of our on-campus shared governance. This review is being overseen by the College Council Steering Committee.

The Steering Committee investigated a number of potential consultants to facilitate this process, including some recommended by faculty, but was unable to secure the services of a person who would constitute a good fit with our needs.

At this time we would like to ask the college community for any additional recommendations or nominations of individuals or organizations to facilitate our review. Please forward any recommendations to me or to the Secretary of the Council, Prof. Michael Sokolow, as soon as possible.

V.P. Fox, as chair of the Strategic Planning Committee, also reported briefly on the committee’s ongoing efforts, and urged members of the campus community to respond to the Strategic Planning Survey as per the committee’s email of October 6, 2020.

IV. Elections of Faculty Members to the Student Technology Fee Committee.

The full-time Faculty members of the College Council nominated Profs. Jason Leggett, Thomas Mintz, Rick Repetti, Paul Ricciardi, and Loretta Taras to serve on the Student Technology Fee Committee.

Profs. Mintz (19 votes), Ricciardi (18), and Taras (18) were elected.

Profs. Leggett (18 votes, withdrew before a runoff) and Repetti (16) received the remainder of the votes.

In the absence of New Business, the meeting adjourned at 4:25 PM.

Respectfully submitted,

Michael Sokolow

Michael Sokolow, Secretary

COLLEGE COUNCIL CALENDAR, 2020-2021

Tuesday November 17, 2020 at 3:00 PM

Tuesday April 6, 2021 at 3:00 PM

Tuesday May 25, 2021 at 3:00 PM

All meetings will take place on videoconference unless circumstances change.

COLLEGE COUNCIL COMMITTEE MEETINGS, Fall 2020

Curriculum (Prof. Ed Martin) – Thursday October 22, 2020

Instructional (Prof. Rick Repetti) – September 22, 2020

Legislative (Prof. Michael Sokolow) – Tuesday October 13, 2020

Steering (for the Council Meeting of 11/17/2020) – Thursday November 5, 2020

Strategic Planning (VP Richard Fox) – September 22, 2020

Students (Prof. Paul Ricciardi) – Tuesday November 3, 2020

All meetings will take place on videoconference. Observers may contact the chair of each committee for a link to its upcoming meeting; for Steering contact Council secretary Michael Sokolow.