

## **Council Notes**

**March 4, 2020**

**Prepared by: Deb Zielinski**

**Attendees: Meghan Hughes, Alix Ogden, Deb Zielinski, Robyn Greene, Ron Cavallaro, Sara Enright, Kristen Albritton, Amy Kempe, Phil Gordon, Greg LaPointe, Amy Kacerik, Michael Cunningham, Ali Rafieymehr, Bryan Brophy-Baermann, Sean Collins, Tracy Karasinski, John Araujo, Suzanne Carr, Rosemary Costigan, Sybil Bailey, Mike McNally, Zdenko Juskuv, George Hart, Bobby Gondola, and Chintan Desai.**

### **President's Remarks:**

Meghan welcomed everyone and introduced student, Halima Ibrahim, who shared her story and CCRI experience.

### **Minutes of 12/4/19 (previously distributed):**

Meghan called for a motion to approve the Council minutes dated 12/4/19. Ron made a motion to approve, Rosemary seconded, and the minutes were unanimously approved.

### **President's Update:**

#### *1. Coronavirus*

Meghan reported on the preparations the college has undertaken related to the Coronavirus outbreak. Our Incident Response Team (IRT) is led by Alix and is comprised of representatives from all areas within the college. We began planning weeks ago, and the college has been in constant communication with the Department of Administration, the Governor's office, and other agencies. Zdenko said he had heard that there is a lack of hot water in the bathrooms at Liston and wanted to be sure it was on the radar. Alix advised that Facilities is working on the water issue; we have limitations.

#### *2. Legislative Update*

Meghan reported that we have made many visits to the State House, including meetings with the Chairs of the Education Committees for House and Senate, as well as Speaker Mattiello. We are roughly half-way through the session and will learn more as the session unfolds. Sara and her team will be drafting the report about 90 days early to make sure we have thoughtful conversation at the State House. We all have to remember that the RI Promise is first important for our students, but also for the fiscal wellbeing of our college.

### **Policy Presentations:**

#### *Learning Management System (LMS) Shell Policy (previously distributed)*

Kristen advised that this policy is for the development of a standardized course template, allowing our students to experience a consistent environment in which to reliably access course information, materials, and assignments, as well as college services. It supports faculty in teaching through advancing adoption of effective practices in teaching and Universal Design for Learning and by affirming academic freedom. It serves as a point of access, information, and engagement for students for their courses. Rosemary stated that this comes from the Academic Computing Committee, comprised of faculty, and it has been through Governance. Meghan asked for a motion to approve the LMS Shell Policy. Rosemary made a motion to approve, seconded by Michael C., and the policy was unanimously approved.

#### *Development and Maintenance of College Policies (previously distributed)*

Kristen referred to this as the "policy on policies." All policies will be online and accessible. The biggest change is that in the earlier policy stated that HR had a role in the policy process that it will no longer have as reflected in the new policy. We have policies that come out of Governance, outside requirements (like audits), and departments have their own policies. It is largely cleaning up the old language to make

certain that the college publishes and maintains well-articulated and understandable policies and states what elements every policy must include. Meghan asked for a motion to approve the Development and Maintenance of College Policies policy. Ron made a motion to approve, seconded by Rosemary, and the policy was unanimously approved.

**Academic Affairs Update:**

Rosemary introduced George Hart, our new Dean of Library and Academic Innovation. She spoke about the role being reimagined, stating that we are redesigning and reorganizing for student success. She spoke about George's background. Instructional Design has been moved under this umbrella and located in the library. George is focused on low/no-cost textbooks and looking to scale up.

**Student Affairs Update:**

Amy Kacerik gave an update reflecting headcounts and FTEs from 2018-20, showing a 1% decline. She says it is important to compare that with the national decline – some colleges are experiencing a 10% decline. We continue to provide strategic and targeted outreach, such as SignalVine and Starfish, and we are also focusing on adults. They are focused on the “come back to school” campaign and reverse transfer. There have been two well-attended open houses and two enrollment days.

**Finance & Strategy Update:**

Kristen indicated that she talked about the FY21 budget at all of the recent Town Halls. We have asked for a 3% tuition increase (\$2m), an additional \$30 fee, and we have asked for \$2m in state appropriations. Of what we asked for, Kristen said we received \$100k of the \$2m in state appropriations, which means we are about flat, and we are going to have to reallocate; everyone needs to tighten. We will be offering OneCard for students that will allow them to purchase from campus stores, vending, and dining on campus only.

**Institutional Advancement Update:**

Bobby introduced IA team members Javier Juarez, Donor Engagement Officer, and Darthula Mathews, Donor Services Manager. Through the display of a PowerPoint presentation, Javier spoke about Raising Opportunities 2019 and looking forward to RO 2020, engaging our 80,000 alumni, alumni campus parties, and the retirees' barbecue. Darthula spoke about April 1<sup>st</sup>'s Day of Giving and scholarships through AwardSpring.

**Administration Update**

Alix was called out of the meeting, so Ron provided the report in her absence. The college will be requesting Postsecondary Council approval of a Voluntary Incentive Retirement Plan at its March 18 meeting. If approved on 3/18, the anticipated timeline would be an eligible employee Q & A on 3/20, enrollment would run 3/30 – May 15; participants confirmed by 5/22, with a retirement date of June 20, 2020. It is irrevocable. It is available to faculty and non-classified staff employed in good standing who meet specific criteria.

**Next Meeting:**

The next meeting is May 6, 2020.