Cornell Prison Education Program
Advisory Board Meeting
Tuesday 11 February 2014

Attending: Rob Scott, Judy Appleton, Tom Owens, Pete Wetherbee, Paul Sawyer, Jan Zeserson, Benay Rubenstein, Nancy Koschmann, Kirsten Coe, Bill Goldsmith, Bruce Levitt

Introductory Remarks (Rob Scott)

Rob thanked everyone for their patience and support over the past several months. Although he has been handling a lot of things on his own, he has largely been trying to keep things going that were started by others, learning the ropes of the job.

Spring 2014 Summary
• 40 instructors and TAs, 66 registered students
• 4 students who will have completed associate’s degree requirements this semester
• 10 for credit classes (supported by SLF), 4 non-credit classes (supported by NY-DOCCS), one at Cayuga Correctional Facility (Lisa Elin)

concerns were raised about transfers of our graduates out of the program – of the 17 students who received their degrees in June, only 5 remain at Auburn

Adherence to Auburn/DOCCS rules (Tom Owens)

In the past several months, we have been called to the mat by Auburn for an unprecedented number of violations of their rules, largely for improper communication among CPEP staff, instructors and board members and our students at Auburn. At our meeting with the Auburn admin staff on 1/27, Dep. Thomas made it quite clear that 1) Auburn thinks very highly of CPEP and its positive influences, and 2) we are walking a knife edge with the prison because of the number of violations. In our orientation meetings with new instructors and TAs, Rob and Tom spend most of the time going over the relevant rules (Policies and Procedures for Volunteers in Correctional Facilities, Spring 2014 Edition, available on the CPEP website) and required that all volunteers signed an agreement to adhere to these rules. Tom asked that all board members make the same commitment.

Pete Wetherbee apologized for his contributions to these violations, but noted that most of the problems encountered by CPEP in fall 2013 were errors in good faith and not done with bad intent. There was a brief discussion about how easy it is to cross that line between good intent and breaking the rules.

Budget Information (Rob Scott)
A two page summary of our current budget situation was presented (attached). Revenues include $180K from the Sunshine Lady Foundation (FY 2013-2014) and up to $40K from NY-DOCCS. Over budget expenses in the current fiscal year include about $8K for the program coordinator position and $1.1K for student assistant (Heather).

One of the new sources of income for 2013-14 is the NY-DOCCS grant that Marge brokered. The original grand was for $38K, of which $20K was designated for non-credit workshops and $18K for the program coordinator position. Payment for the workshops is determined by total student time in the workshops based on the attendance/sign-in sheets from the classes. We actually received $21,157.50 from DOCCS, of which $13,150.06 was for workshops. We have received permission to use the remaining $8K to pay the overage in the program coordinator position.

Rob raised question about four items in the SLF budget: course materials, medical, volunteer travel subsidy and volunteer programming. A total of $5600 is allocated in these categories with no expenditures against them and no real understanding of what these categories are supposed to cover.

Judy noted that the new $40K grant from DOCCS will allow us to charge benefits for the program coordinator against it, which should simplify budgeting and payments for the new position. She also noted that Rob needs to be completely responsible for the program budget, supported by the program coordinator.

Program Coordinator Position (Judy Appleton)

The new coordinator position is a 20 hour per week, non-exempt position (the previous position was exempt). The change to the part-time, non-exempt status was recommended by HR based on current budget constraints and changes in the responsibility of the position. There was agreement that there could be flexibility in the hours to take into account higher demand at peak times in the semester.

HR received 95 applications for the position and chose 10 for telephone interviews (done by an HR person who is skilled at these interviews). The search committee included Tom Owens and three top people from HR (Julie Addy, Cutter Cramton, and Cyndi Morris). Tom Owens noted that all three people from HR were fantastic.

Six candidates were chosen for further interviews (including Marge Wolff); five had been completed and one was scheduled the next day. A decision was expected quickly after the last interview. Rob was not involved in any of the interview process because Marge was a candidate, but will speak with the individual recommended by the search committee before an offer is made. A request was added that board members be permitted to mean the candidate as well.

Committee Reports
**Development** (Jan Zeserson, Mary Katzenstein, Bob Turgeon, Christian French). A summary report is attached. Since September, CPEP has raised $132.5K. Rob has developed a donor database which is proving very useful. Upcoming events include a gathering during reunion June 6, 11am Schwartz Center), a reception at commencement for TAs and instructors on May 24, 1pm (tentative), and a event sponsored by the Cornell Club in October. It was also suggested that we take out an add in the Daily Sun congratulating our graduating TAs and instructors.

There was a discussion of the need to expand our list of available former students who have been released as possible event speakers. Benay noted that she had a good prospect. It was also suggested that we need to get input from our students about who is being released. It was also mentioned that some IC students have made a video on Ray (Roe?) and that we have the right to use the video for the next three years.

Judy Appleton reported on a meeting between herself, the provost, Rob and Alumni Affairs and Development. At CU, fundraising is directly linked to the colleges. Judy is spearheading coordination with AA&D and will be making a proposal to the provost shortly. It was suggested that Jan should be involved, and that whichever college we end up aligned with, we will still need to exercise some significant degree of independence.

**Planning** (Pete Wetherbee, Bill Goldsmith, Nancy Koschmann, Benay Rubenstein, Steve Hamilton). Two summary reports are attached.

**Curriculum** (Tom Owens, Kirsten Coe, Rob Scott, Paul Sawyer). The committee met last fall to make decisions on courses for spring, but there seems to have been some disconnect between the committee and Marge. Of particular concern was two law courses that Auburn administrators raised concerns about that should have been caught by the curriculum committee. The committee never saw or approved those proposals but they were forwarded to Auburn as spring classes. There was a discussion about the need for better coordination with the law school, and the question by our students for a more general, introductory law course. The curriculum committee will be meeting in February to prepare for the call for summer and fall classes and to discuss the entrance exam.

**Lisa Ellin and ex-officio participation (Rob Scott)**

Lisa Ellin is a half-time CPEP employee, spouse of the new dean of Computer and Information Science. She started last fall but because of problems in the office did not receive sufficient direction. Tom reported that this spring she wanted to do both written and one-on-one interviews with CPEP TAs and instructors as part of a Masters program at Rutgers. Tom found the survey to contain inappropriate questions for our volunteers, and that Lisa had difficulty explaining why she wanted to ask these particular questions. The survey was cancelled but she conducted some interviews. Concern was raised about a research component of her work linked to a
degree program outside of Cornell, and about the supervision that Lisa was receiving. Judy met with John Silicano about Lisa’s position and the recommendation was made that she focus on teaching rather than research. Both Tom and Rob agreed that Lisa needs additional supervision, but that she seems to be doing well with her re-entry class at Cayuga CF. Paul motioned that we table this discussion and let the situation evolved with supervision by Tom and Rob. There was unanimous agreement.

**Future CPEP Office Space (Rob Scott)**

There is a concern that when Paul Sawyer steps down as head of the Knight Program that we could lose our space in McGraw. Judy has help to get potential new space in two locations: 101 Day Hall (two offices with an adjoining small conference room, next to Cornell Tradition office, some noise issues), and 222 CCC (nice space in expected students activities area in OADI). Rob will be working with some board members to make a decision on this soon.

**Personnel Matters (Judy Appleton)**

Confidential matters touched upon.

Submitted by Tom Owens, 21 February 2014
Typos & superficial changes by Rob Scott, 27 February 2014
Cornell Prison Education Program
Budget Overview

1. 2014 Revenues:
   - Sunshine Lady Foundation (2013-14 commitment): $180,545
   - Dept. of Ed. CACG/NY-DOCCS (FY 2014 contract): up to $40,000
   - Gift Account (current balance as of Feb. 1, 2014): $165,630

2. Program Expenses for Recent Fiscal Years:
   - FY 2011: $174,773
   - FY 2012: $180,895
   - FY 2013: $193,358
   - FY 2014: $230,000 (projected)

3. CACG/NY-DOCCS (May 1, 2013 to August 13, 2013 contract) Budget

<table>
<thead>
<tr>
<th></th>
<th>DOCCS approved budget</th>
<th>Actuals</th>
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<tbody>
<tr>
<td>DOCCS total grant</td>
<td>$38,000.00</td>
<td>$21,157.50</td>
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<tr>
<td>Not-for-credit workshops</td>
<td>$20,000.00</td>
<td>$13,150.06</td>
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<tr>
<td>Program Coordinator</td>
<td>$18,000.00</td>
<td>$8,007.44</td>
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4. Excessive Expenditures on Sunshine Lady Foundation 2014 Commitment

<table>
<thead>
<tr>
<th></th>
<th>SLF commitment</th>
<th>FY2014 Actuals</th>
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<tr>
<td>8. Salary – Program Coordinator</td>
<td>$28,275.00</td>
<td>$36,337.72</td>
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<tr>
<td>10. Student Employment/Assistant</td>
<td>$4,500.00</td>
<td>$5,681.43</td>
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5. Notations:
   - The $8,007.44 for “program coordinator” is being spent on staff costs during the contract period (May 1, 2013 to August 13, 2013) thus no funding from the DOCCS 2013 grant will be carried forward.
   - Funding from the DOCCS 2014 grant will be used to cover the new position, as this year’s SLF funds have already been tapped.
   - Coordinator benefits for 2014 will be paid with Provost funds, DOCCS money, and if necessary with donor funds.
   - SLF has committed funding for FY 2015 which we should be able to use to advertise an additional position opening to start in July.
## SLF BUDGET for 2013-2014
As of February 1, 2014 unless otherwise noted

<table>
<thead>
<tr>
<th>Category</th>
<th>2013-2014 commitment</th>
<th>2013-2014 actuals</th>
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<tbody>
<tr>
<td>1. Teaching Subsidies</td>
<td>$42,000.00</td>
<td>$35,439.39*</td>
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<tr>
<td>2. Prison Course Texts</td>
<td>$16,000.00</td>
<td>$18,000.00**</td>
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<tr>
<td>3. Course Materials</td>
<td>$2,000.00</td>
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<tr>
<td><strong>Total CPEP Student Instruction</strong></td>
<td>$60,000.00</td>
<td>$56,439.41</td>
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| *reflects all instructor stipends for Spring 2014*
| 4. Instruction for DOC Staff      | $6,000.00           | $3,000.02         |
| 5. DOC Staff Books/Materials      | $2,000.00            |                   |
| **Total DOC Staff Education**     | $8,000.00            |                   |
| 6. Salary – Executive Director    | $64,660.00           | $29,146.03        |
| 7. Commuting Subsidy – Director   | $2,300.00            | $1,826.00         |
| 8. Salary – Program Coordinator  | $28,275.00           | $36,337.72        |
| 9. Commuting Subsidy – Coordinator| $2,300.00            | $1,694.84         |
| 10. Student Employment/Assistant  | $4,500.00            | $5,681.43         |
| 11. Administrative Expenses       | $1,000.00            |                   |
| 12. Admin Copy                    | $1,600.00            |                   |
| 13. Mail/Communications           | $800.00              | $229.07           |
| 14. Director Conferences/Travel   | $2,000.00            | $632.18           |
| 15. Staff Conferences/Travel      | $1,000.00            | $0.00             |
| 16. Website                       | $500.00              | $298.08           |
| **Total Administrative**          | $108,935.00          | $75,616.28        |
| 17. Medical                       | $210.00              |                   |
| 18. Volunteer Travel Subsidy      | $1,900.00            |                   |
| 19. Volunteer Programming         | $1,500.00            |                   |
| **Total Volunteer Programming**   | $3,610.00            |                   |

**TOTAL 2014 Expenses**          | $180,622.14          | $132,055.69       |
CPEP Committees, Spring 2014

Rob sent two emails (Dec. 23 and Dec. 30) asking board members which committees they intended to serve on in the months ahead. The following is a summary of the responses received:

Development Committee:
1. Jan Zeserson (Dec. 23rd email) – CHAIR
2. Bob Turgeon (Jan. 1 email)
3. Christian French (Jan. 2 email)

Planning Committee:
2. Pete Wetherbee (Dec. 26 email) CHAIR (also stepping down in July)
3. Nancy Koschmann (Dec. 27 email) second choice would be curriculum
4. Benay Rubenstein (Dec. 30 email)
5. Steve Hamilton (Jan. 2 email)

Communication Committee:
1. Bruce Levitt (Dec. 24 email)

Curriculum Committee:
1. Tom Owens (Jan. 1 email) – CHAIR
2. Kirsten Coe (Dec. 30 email)
3. Paul Sawyer (Dec. 9 email)
4. Lisa Ellin (Paul’s Dec. 9th email proposal) *prospective ex-officio member

Proposed STEM oversight/steering/planning committee:
1. Sally McConnell-Ginet (Dec. 30 email)

Any Committee on Which I May Be Needed:
• Richard Polenberg (Jan. 2)

Never Heard from:
• Reeve Parker