Advisory Board Meeting: Monday, March 14th at 4:00pm
Location: 163 Day Hall
Dial-in Number: (712)770-4010 Access Code: 366209#


On the phone (weak connection): Christian French, Mary Katzenstein, Nancy Koschmann

Agenda:
1. Expectations for incoming board members
2. Board member nominations (All)
   a. Amber Aspinall
   b. Sam Nelson
   c. Willie Marshall
   d. Raymond Roe
   e. Alex Chertok
3. Minor changes to the charter (Judy Appleton)
4. Certificate Committee Update

Discussion of 1&2: Board Expectations and Incoming Members

Rob: The board used to run CPEP (e.g. during the 2013 director search). Today there is a formidable staff. Now what shall the board do? What are the expectations we set for incoming members? Floor open for conversation...

Benay: Old members should meet with new members.

Ken: Does the board have to change just because CPEP has changed?

Jan: Committees are the strength of the board. The board needs committees.

Tom: …and committees need the board. All Committee membership comes from it.

Sandra: Tell new members what the committees are and ask them which they will join

[More discussion of Committees]

Rob: The charter now says there are two standing committees: Development and Curriculum. There is an “Executive Committee” that I call together from time to time. There is a Certificate Committee that has been active this year. There was a
Reentry Committee that became a reentry “pod”....
What is the board, other than committees?
Jan: That was never fully answered. Continually thought about since 2012.
Christian (on phone): The board is very much *advisory*. Rob and the staff have things “rolling in the right direction.”
Sandra: Committees need chairs
Rob: Development (Mary and Jan co-chair); Reentry (Benay *de facto*); Executive (Rob);
Curriculum Committee may be headed up by incoming Academic Director.
Sandra: Committees sound largely advisory while the staff has become more in charge.

Tyi: Is 20-22 members the correct size? Current vacancies and nominations would give us 17 members.
Rob: We want to add more faculty members. 4 of the 5 nominees are not CU faculty.
Sandra: Someone needs to head a committee to get a few more nominees
Anna: 20-22 members is good.
Rob: Who will organize recruitment.
Tom: Me.
Rob: Not you.
Sandra: We might consider moving to 3-year terms.

[Membership committee forms with John Crutchfield, Tom Owens, and Cathi Root.]

Trailing comment afterward:
Paul: Not enough CPEP courses are faculty taught.
Jan: We should ask people to teach short courses.

Discussion of 3: Changes to the Charter

[The board basically agrees to the proposed changes, which state that annual reviews of the Executive Director are conducted by the Vice Provost, in consultation with the Faculty Director.]

Discussion of 4: Certificate Committee

[Rob reads a statement from the committee]

[John Crutchfield brings up the need for reentry services, support for Ed Bailey.]
### Agenda Items 1 & 2: CPEP Board Membership

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<tr>
<th>2015-16 CPEP Board Membership</th>
<th>2016-17 CPEP Board Membership</th>
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<td>17. Thomas Owens (end of 2nd term)</td>
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<td>22. Jan Zeserson (end of 2nd term)</td>
<td>22.</td>
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**Legend:**

- *(2015-17)* members are mid-term
- *(2016-18)* membership is contingent on the desire for a second term and the approval of the board
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[*) (vacancies) are numerous and worthy of discussion.*]
Agenda Item #3: Minor changes to the CPEP charter (Judy Appleton)

First Proposed Change:

December 2015 revision of the CPEP Charter included the following passage:

The faculty director should be considered the board chair. As such, the faculty director will solicit board members and teaching faculty’s input to share with the Vice Provost prior to the executive director’s annual review. The faculty director’s term will be limited to 2 years, with the appointment slated at least 6 months before the end of the previous faculty director’s term.

VP Judith Appleton proposed changing the passage to read as follows:

The faculty director should be considered the board chair. As such, the faculty director should be consulted by the Vice Provost prior to the executive director’s annual review. The faculty director’s term will be limited to 2 years, with the appointment slated at least 6 months before the end of the previous faculty director’s term.

Second Proposed Change:

December 2015 revision of the CPEP Charter included the following passage:

In the absence of an executive director, the faculty director will appoint an ad hoc search committee, constituted of members of the faculty board, to design the search and conduct interviews in consultation with other members. The Search Committee will then be responsible for making offers, with the approval of the Board and the Vice Provost for Land Grant Affairs. The term of the Executive Director will be three years, with annual reviews conducted by an ad hoc committee of the Board assigned by the Faculty Director.

VP Judith Appleton proposed changing the passage to read as follows:

In the absence of an executive director, the faculty director will appoint an ad hoc search committee, constituted of members of the faculty board, to design the search and conduct interviews in consultation with other members. The Search Committee will then be responsible for making offers, with the approval of the Board and the Vice Provost for Land Grant Affairs. The term of the Executive Director will be set, and annual reviews will be conducted by the Vice Provost with input from the Faculty Director who is encouraged to form an ad hoc committee of the Board to provide additional input regarding the appointment and review of the Executive Directorship.
Agenda Item #4: Report from the Certificate Committee

Members: Sandra, Rob, Tom, Jamila, Anna, Tyi

Background: We have a donor may sponsor efforts to implement a certificate. We also have a Dean of Continuing Education (Glenn Altschuler) who offered that “we can do the certificate” .. so, we might have a Dean to sign the certificate.

Summary of developments:

What is required (and thus, decided) for this certificate?
1. It should be offered regularly, as should the classes required to complete it
2. There should be clear pre-requisites, and/or application process
3. The courses that satisfy the certificate will be Cornell courses.
4. The courses should be taught as close as possible to the level that they would be taught on campus.
5. It will be valuable to include a role for Cornell faculty in administering this component of our program (overseeing quality of program, advising students)
6. Best facility to implement this certificate is Five Points CF (!)

Much is undecided and much work remains.