

CPEP Board of Directors Meeting  
Feb 20, 2013, 1:00-2:00 pm

Present: Paul Sawyer, Nancy Koschmann, Sally McConnell-Ginet, Benay Rubenstein, Marge Wolff, Bob Turgeon, Stephen Hamilton, Tom Owens, Jim Schechter, David DeVries, Willie Marshall, Peter Enns, Barry Maxwell, Jan Zeserson Mary Katzenstein, Emily Owens

Absent: William Goldsmith, Reeve Parker, Deborah Streeter, Pete Wetherbee, Ray Roe, Fouad Makki, Lyrae Van Clief Stefanon

Paul called the meeting to order and welcomed new board member Benay Rubenstein, who generously gave each member a DVD of the new film she co-produced, "Passport to the Future: Accessing Higher Education in an Era of Mass Incarceration."

#### Search Committee Report by Bob Turgeon, Chair

Human Resources point people: originally Diane Parker; now Cutler Crandon. Job listing appears at <http://careers.hr.cornell.edu> career search on the university's main campus staff(non-academic) ID#19568 Director.

The following links will also work to get directly to the CPEP Director job:

<https://cornellu.taleo.net/careersection/10164/jobdetail.ftl?lang=en&job=19568>

<http://tinyurl.com/ba5z9jj>

Circulating Job Announcement. HR circulates the job description to its standard outlets, e.g., Searchmonster.com. Bob will send the job description to all organizations on CPEP's list of prison-related contacts. He passed out copies of the job description and encouraged all to circulate it widely. He asked that if we send it to a listserve to also cc:Bob at ([ert2@cornell.edu](mailto:ert2@cornell.edu)) so he can keep a master list.

Job Description. Ron Seeber stipulated an M.A. degree as a requirement for this pay grade. Mary expressed concern that this requirement might automatically exclude otherwise worthy applicants, e.g., formerly incarcerated applicants who may have otherwise optimal qualifications. Bob will ask HR to flag formerly incarcerated applicants before the filter kicks in. In light of current program needs, fund-raising skill is a key qualification.

Screening Candidates. The first meeting of the Search Committee to screen applications is scheduled for March 26. Bob anticipates travel expenses for top candidates. Rob Seeber wants to meet all finalists.

#### Report from Marge

Preparation for next term.

- Information Meeting for instructors/TAs—March 4, 4:30-5:30, McGraw 165.

- Course Proposals due March 25--

Before the application process Marge will inform us and potential applicants which courses are being prioritized (so applicants will be aware that not all course applications will be given equal weight, and so they may choose to design their courses around subjects that CPEP is prioritizing in the selection process.

- TA applications due Mar 15--

- Curriculum (Ad hoc) Committee to meet in mid-April. An effort will be made to offer a course/ courses in the summer

- Entrance exam: Sally will prepare the math portion (again), and others (Paul? Pete?) will create the essay questions (again). Marge will call for board members to read/rank the essays. Tom,

Barry, and Jan volunteered, and more will be needed.

#### Student Activities.

-Marge has earned the facility's permission to work with students in small groups.

- A.A. grads suggested to Marge that they might help orient first-time instructors at a pre-term, on-site visit; she will pursue this. Marge has also enlisted several grads to introduce the assembly lecturers.

-Assembly lectures--Marge will send board members a list of upcoming lectures; board members are the only outsiders permitted to attend.

Office Staff. An office temp will be on board within a few weeks.

#### Size of the Board

Responding to requests by members of the Long-Range Planning Committee and the Development Committee to increase the size of the board in order to get more help with committee work, Paul opened the floor for discussion of pros and cons of an increase. The Summer Working Group (WG) had recommended 15-18 as an optimal number, approved by the board at Oct. 17 meeting. The number is now 21, with 3 members considered inactive. (Jim and Marge are ex officio members, as is Ron Seeber.)

#### Discussion:

- Summer Working Group (WG). Jan noted that the summer WG was drawing up recommendations in a climate of secure Sunshine Lady Foundation funding and full-on Jim/Marge, and needs have changed. The WG had also recommended the board would ideally include at least one grad student, one undergrad, and one formerly incarcerated member.

-Outside help. Tom reminded us that the board had agreed at our Jan. 18 meeting that outsiders (Christian French, for example) could serve on committees without board membership. Mary suggested that some outsiders may like this arrangement; others may feel slighted by being asked to serve without full status (attending meetings, voting) of membership. Peter Enns suggested younger faculty and postgrads might prefer to serve without responsibilities of board membership.

-Auxiliary board. The idea emerged to form an auxiliary board of committed but non-governing members to help on an ad hoc basis. Emily suggested the term "affiliates" for this (hypothetical) formalized group of individuals who support the program in specific ways, including serving on a committee. Mary noted the need to consider how an "affiliates" group would differ from the Advisory Council of NYC Alums and Friends that just formed in January.

-Inactive board members. The WG had recommended that all board members either serve actively on a standing committee or retire until such time as they have the energy to do so. An "affiliates" board would give currently inactive board members a substantial role after retiring from "the board." We all agreed on the need for new, clear nomenclature to differentiate various proposed boards!

-How big is too big? Marge, speaking from the administrative perspective, suggested that too many members might stress operations more than they help.

-Mary and Jan feel an urgent need for help with development in particular.

#### -Motions:

1. Peter Enns moved to increase the number to 20-24 members on an experimental basis, a decision to

be revisited in two years. Stephen Hamilton seconded. None opposed.

2. After looking at a list of names Mary had proposed as potentially interested, Tom suggested that in order to meet the most urgent need expressed by the board, we should evaluate nominations on the basis of how each one might fulfill the needs of the Development Committee. Sensing consensus after discussion, Tom moved to invite Bruce Levitt and Dick Polenber, both of whom have expressed interest in helping with development. David seconded. None opposed. Paul will extend invitations.

-Rotating board members. Tom will figure out a retirement schedule that will stagger terms.

#### Membership of Board Committees.

-Paul handed out a description of committee membership and duties. (duties are described in a separate attachment)

SEARCH [ad hoc]: \*Bob Turgeon, Peter Enns, Steve Hamilton, Mary Katzenstein, Emily Owens, Jim Schechter, Marge Wolff.

FUND-RAISING AND DEVELOPMENT [standing]: \*Mary Katzenstein, \*Jan Zeserson, David DeVries, Willie Marshall, Bob Turgeon

LONG-TERM PLANNING [standing]: \*Pete Wetherbee, \*Steve Hamilton, Nancy Koschmann, Barry Maxwell, Sally McConnell-Ginet, Benay Rubenstein

COMMUNICATIONS [standing]: \*Deborah Streeter, Tom Owens, Sally McConnell-Ginet

TEACHING AND RECRUITMENT [standing]: Not yet peopled.

CURRICULUM [ad hoc]:

Development Committee Report: The attached Fundraising Synopsis was handed out at the meeting.

-Jan noted a need to people the Teaching/Recruitment Committee as soon as possible. Sally agreed, hoping this committee would recruit a new math coordinator to take over her role sooner than later.

Submitted by Jan Zeserson