

# Minutes for CPEP Board Meeting

August 22, 2018 – Submitted by Deborah Streeter

## Present:

Katherine Comas, Anna Haskins, Ken McClane, Jamila Michener, Sandra Greene, William Marshall, Deborah Streeter, Rachel Aleks, Tom Owens, Bob Turgeon, Ifeoma Ajunwa.

## Excused:

John Crutchfield, Alison Van Dyke, Bridget Brew, Alex Chertok, Ray Roe, Mary Katzenstein, Jan Zeserson

## Resigned:

 Bruce Levitt

Meeting was opened by Interim Faculty Director, Tom Owens. Last Board meeting was February. Purpose of current meeting is to clarify the roles and responsibilities, vote on the new CPEP Advisory Board Bylaws and discuss the new Operating Principles and Procedures document.

## Announcements:

Rob's 5-year anniversary was last week and he got a commitment from alumnus to start an endowment to pay for the CPEP Director's position (this news is not public, yet). Such gifts help the program "stand on its own legs." Rob has applied to renew of Grant from the Andrew W. Mellon Foundation (2019-2021). Now Tess Wheelwright, the Director of Curriculum and Programming, is on board and making a big difference. CPEP is now in four prisons.

Jim Schechter became CPEP's first director ten years ago, so the program can celebrate that as well.

## Introduction

Circa 2012, a committee put together the original "CPEP Charter". We are in a different place now, so needs are there for redoing and revising. The Bylaws of the CPEP Advisory Board govern what the Board does. The board is transition from being a group that does a lot of operational work to serving as an *advisory group*. New document entitled "Operating Principles and Procedures" will serve as an agreement on the roles of the CPEP staff.

## Bylaws

Went through section by section.

- Article 1 – no questions.
- Article 2 –
  - remove the term "regular members" throughout the document.
  - change to 2c) "individuals" instead of "students" and same going forward.
  - take out "minimum of 9 board members" and substitute "2/3."

- Discussion of endorsement vs. approval of the Director's annual plan, etc. Advisory consultation on the part of the Board. Then whether it is endorsement, approval or other term. "Decision whether or not to endorse." Decision: 2.3.c – If the Board chooses not to endorse, the Board Chair will report that to the Provost.
- 2.3 Change in title of Faculty Director. Discussion of the qualifications of the Board Chair. The idea is to find someone really embedded in the Cornell community. Discussion ensued. Move "instructional experience and passion, etc." and get rid of the list. Use "Cornell professional instructional staff." Add "ideally have served on the Board for at least a year." Adding the reporting of the endorsement (or not) of the Director's report.
- 2.4 , 2.5, 2.6 , 2.9, 2.10, 2.13, 2.16, 2.17 – All ok.
- 2.7- Add "by simple majority. Discussion about four meetings. Timing of meetings. Annual meeting with reporting should be beginning of the fall semester.
- 2.11 –
  - Change to confusing paragraph is OK. Take out "and acting" and "for approval."
  - Electronic voting. Take out C.
- 2.12 – "not compensated by anyone." Discussed. Leave it as is.
- 2.14 - Discussion ensued. Use "Cornell professional instructional staff." uSe "prison education experience."
- Article 3 – no changes.
- Add the requirement for taking minutes into the Bylaws.

## Operating Principles Documents

Discussion:

Ifeoma: How does the Board act if there is an issue, for example with T.A. training and/or issues.

Rob: There is actually a lot of TA "training" that is not described here – much of the program left undescribed, the O.P.P. document mainly says who does what.

Rachel Aleks: Some of this seems overly-specific.

Rob: will take out the specificity, to be voted on at next meeting.

## New Members

Unanimous vote in favor of two new members: [Esta Bigler](#) and Andy Borum.

Unanimous vote in favor of Jan Zeserson to be the Chair of the Board.

There is now a duly elected 12 member board with a new Chair.

The meeting was adjourned at 2:00. The next meeting will be early October.