

CPEP Advisory Board Meeting Minutes – April 27, 2023, 1-2:30pm, via Zoom

Members present: Jamila Michener (Chair), Stephen Kim, Julilly Kohler-Hausmann, Bob Turgeon, Patty Keller, Elie Bilmes, Esta Bigler, Mary Katzenstein, Wendy Wilcox, Sadé Lindsay, Jan Zeserson

Ex-officio members present: Katherine McComas, Rob Scott, Keisha Slaughter, Betsye Violette, Richard Rivera,

Absent: Darnell Epps, Paula Ioanide

Jamila called the meeting to order, Minutes of last meeting were approved unanimously without change.

EXECUTIVE REPORTS

Curriculum Report, Keisha

Spring 2023 overview

23 classes across the 4 prisons, with 121 (95 degree seeking) students

- ACF with 28 (23) students; 6 classes; 2 Cornell
- CCF with 43 (41) students, 8 classes 2 Cornell
- ECF with 19 (13) students at ECF, 3 classes; 1 Cornell
- FPCF with 31 (18) students, 6 classes

- 21 Tutors/TAs

Calendar: Spring semester ends May 19. Summer session will start June 5. Fall will start Aug 21 to be in line with Cayuga CC's calendar that is linked to financial aid. This is an unusually early start for CPEP.

Updates:

Elmira: Our Elmira presence will end after this semester, as Corning CC takes over the college program, a bittersweet transition. On May 12, CPEP will hold a graduation ceremony at ECF—the first!-- for seven students (six from Elmira, and one transfer from ACF). .

Cayuga: Molly Reed will return this summer from maternity leave; Temp Jill will be with us through June. A new challenge at CCF has been students' required programming interrupting their progress towards a college degree. We may need to restrict student eligibility to a minimum of three years before release to give students enough time to finish their required programs *and* their A.A. degree courses before release. CPEP may also try offering *evening* classes at CCF to help alleviate the scheduling stress.

Summer extracurricular activities:

- Two grad students will pilot an extracurricular Python computer-coding workshop as part of an NSF grant one of them got.
- Extracurricular literature workshops (aka book clubs) at both ACF and FPCF. The Auburn workshop will be run by a former CPEP instructor now doing it on her own.
- Extracurricular math & science workshop at FPCF

Keisha extended a thank-you to Advisory Board members who helped get the word out for instructor recruitment!

Events:

- Feb. 24: Instructor get together, 5 pm, Bar Argos
- March 27: SUNY staff HEJI staff (Rachael Sander and Jose Pineda) visit to Ithaca -- CPEP social hour at Monk's; visit to Rob/Betsy's Reflections; visit to ECF facility.
- May: Entrance exam at ACF and FPCF
- May 12: Elmira graduation

-Instructor recruitment -- we need help continuing to get the word out!

Annual Financial Report, Rob**Anticipated 2023 Expenses**

Staff Salary 2023	\$651,273	Mellon/Ascendium/DANY/Gifts
Staff Benefits 2023	\$240,971	Mellon/Ascendium/DANY/Gifts
Instructor Stipends 2023	\$143,500	Mellon
Books & Materials 2023	\$77,179	Mellon
Faculty Compensation	\$50,000	Mellon
Conferences/Meetings	\$40,000	Mellon/Ascendium
Computer Programmer - contractor	\$66,000	Ascendium
Co-PI (contribution to research fund)	\$20,000	Ascendium
Server space, cpu/tech	\$10,000	Ascendium
Misc.	\$50,000	GIFTS

TOTAL: \$1,348,923

Actual Money Available 2023

Mellon Foundation	\$867,545	expires 12/31/24
Ascendium Foundation	\$383,732	expires 12/31/25
DANY	\$40,000	expires 6/30/23
Cash on Hand	\$615,680	(\$250k raised during Winter '22-'23)
Endowment payout	\$84,701	

TOTAL: \$1,991,658

Discussion:

Rob suggested that Spring is a good time to report the CPEP budget, and Jamila will make this change to the board calendar.

This is the final year of the DANY (district attorney of NY) money.

The endowment fund exists thanks to contributions by Alison VanDyke and Nick Gross.

Ten staff members are paid primarily by Mellon, as are instructor stipends.

_____ is the co-PI on the Ascendium grant.

EJP.org domain will cost approximately \$5,000.

A new source of funding, \$100,000, may come from NYS for enhancing access to college.

Wendy: How will a bachelor's degree affect this budget? Will it be an independent entity? Rob: There is movement happening toward BA degree. Pell may provide a transfer of \$150,000 to us for course instructors. Rob added that he'll have clearer answers to this very good question by the end of 2024.

Mary: Is Mellon renewable? Rob: Mellon is walking away from funding courses in prison now that Pell is in place. Mellon has stated it will fund new initiatives, particularly 1) policy-level projects; 2) initiatives targeting geographically and demographically marginalized people unreachable by Pell; and 3) library projects, etc.

Rob: It's totally necessary that we apply for continued funding from Mellon; we have a good relationship. The B.A. program may be of interest to Mellon.

Jamila pointed out that she and Jullily and others are policy folks, and she wants to put heads together to craft a grant application to Mellon.

It was noted that data-harvesting will become even more important as Pell gets underway.

COMMITTEE REPORTS

Faculty Development Committee, Jullily:

Members: Jamila, Jullily, Wendy

A main idea is to launch an Open Call for Fellowship with two goals:

- 1) To spread knowledge and awareness of CPEP among faculty and identify faculty interested in CPEP;
- 2) To reduce barriers to faculty participation.

The committee's data will be proof of demand for making the case to deans for future funding in the form of investing at some level in course release.

How to start:

- 1) Make a presentation to Faculty Senate
- 2) Identify and contact CPEP-connected faculty on core university committees.
- 3) Make presentations to university departments.

Discussion:

Jan suggested they make presentations to university programs, too, which tend to be interdisciplinary, e.g., at regular lunches of the East Asia Program, etc.

Jullily noted that the Fellowship application would be designed to serve as a propaganda tool as well.

In answer to Katherine's question about how the committee intends to advertise the topics of potential courses, Jamila noted that they will be in close consultation with Rob and Keisha.

Sadé suggested a video would be useful, and it was noted that some already exist, featuring Jamila and Joe, for example.

Mary suggested the committee consider presenting at a CAPE reception for retiring faculty.

Jamila asked if there may be \$\$ in Mellon that Rob could allocate to apply to course release.

Student Engagement Committee Report, Stephen

Members: Betsye, Stephen, Mary, Jan

Biggest project was revamping the CPEP Instructional Manual, a project that evolved out of a meeting with Rob and Keisha. We created two distinct parts to the manual: Part I for those considering applying to teach a course, and Part II for those already signed up to teach. Our rewriting of the existing manual was informed by the responses to the survey of instructors and TAs that our committee did last term.

We created the manual targeting only instructors on the theory that to improve the quality of undergraduate involvement, we first need to bring in more instructors. If Rob and Keisha feel the need for a second, separate manual for TAs, we have offered our help.

Betsye has organized a "TA Fair" – a first – to bring potential undergrad and graduate student applicants together in one place as they consider applying. It will be May 9, 5:30 in Kennedy 3F.

Betsy and Tess Pendergrast are currently supervising independent study projects with four undergraduates who were not able for various reasons to TA inside prison.

Jan asked whether stipend increase for instructors was a matter under consideration. Rob suggested the committee make a proposal to that effect that included 1) a good rationale; 2) suggested dollar amount; 3) comparison to other programs; and 4) data on science grads typical stipend compared to that of social science/humanities grads. The committee intends to draw up that proposal.

Futures Committee Report, Elie:

Members: Elie, Stephen, Sadé

- Futures Committee is focused on the challenge of providing a pathway for CPEP students to earn their BA under Cornell's emerging off-campus BA program
- In this vision-setting stage, we would need to decide on the specific majors and courses of study that would be available, and align these program requirements to the courses offered by CPEP
- The committee has [created a folder](#) with examples of scope and sequences for similar academic programs, both at Cornell and other institutions.

Elie announced the following event about which Rob sent details via email at the close of the meeting: A CPEP Alumni Reunion and Symposium to be held June 15-17, 2023, at Johnson Museum and Statler Hotel. Details are posted on the <https://cpep.cornell.edu> website.

Discussion:

Stephen: Can we be more proactive with the School of Continuing Education in evaluating the course credits of our students? For example, how can we assure that CCC credits count? This committee is exploring academic advising administration practices.

Katherine: The new dean of Continuing Ed, Mary Loeffelholz, is a big fan of CPEP, and a forward-thinker. She will attend the graduation ceremony at Elmira CF in May, for example. Katherine suggested we invite Dean Loeffelholz to meet with the board and talk about the questions Stephen raised and about budget implications, credit requirements, majors, etc. Rob offered that Mary has been “wonderful” and “curious” about prison education. Jamila asked the board and we agreed unanimously that we’d like her to invite the dean to a board meeting.

Rob: I’ve contacted the Budget Office about a way to be able to cover extraneous expenses

Noted by Rob and Jamila: It’s time to nominate new board members.

On that note, Jamila adjourned the meeting.

Draft Minutes submitted by Jan

