President’s Council Meeting Minutes, Monday, February 29, 2016, Whipple Administration Building 5th Floor Conference, 9:00am

**Present:** Michael Cappeto, Lisa Iannello, Paul Griffin, Christine Rudecoff, Geoff Isabelle, Jason Zbock, Sarah Steele, Jeannette Evans, Mary Ellen Burdick, Glenn Gaslin, Chris Nyberg, Marian Whitney, Jo Ann Godfrey, Robert Croot, Cydney Johnson, Joseph Bularzik, Kim Smith, Dave Rogers

**Absent:** none

**Members:** Joseph Bularzik, MaryEllen Burdick, Michael Cappeto, Robert Croot, Jeannette Evans, Glenn Gaslin, Glenn, JoAnn Godfrey, Paul Griffin, Geoffrey Isabelle, Christopher Nyberg, David Rogers, Christine Rudecoff, Kim Smith, Sarah Steele, Marian Whitney, Jason Zbock, Cydney Johnson, Lisa Iannello

**Summary of discussion**

The meeting started at 9:00 am

1) **RFP's/SUNY Presidents’ Report**
   Dr. Rogers provided an update on the SUNY RFPs. On March 9th SUNY Administration will visit MSC to discuss RFPs and possibly obtaining a monetary loan to invest in enrollment and retention projects.
   By September 1, 2016, each SUNY campus has to have a Diversity Plan in place. Discussion to move date to October 2016 for time for campus engagement.
   President’s Annual Evaluation will take place in August 2016 will involve multiple stakeholders such as faculty, staff, administration, College Council and the Foundation.
   The academic calendar for 2016-17 will not be changed. Student programming will expand for specific days and a calendar needs to be developed that promotes this student programming in advance. This programing will take place in the classroom and outside the classroom in areas of diversity and honoring specific holidays. Broad academic and service events will be included to expand community outreach and development. Examples include MLK day, Veterans’ Day and Black History Month. There has to be an expectation from the administration to commit to this type of programming to create a sense of community and increase cultural activities.

2) **Courses taught in area high schools.** Should students receive MSC credit?
There was a discussion on the cost per credit hour for students in high school taking MSC courses at their school. Comparisons made between Madison County and Chenango County per financial model. There was a concern raised of the quality of instruction of MSC courses being taught at local high schools and the preference of offering high school students courses at the Morrisville Campus. The Norwich Campus model of the Morrisville EDge program is being designed for high school students to take MSC courses at the Norwich Campus. More information will be gathered to discuss this topic. Outreach to Madison County regarding this topic will occur.

3) Sub-Committee Reports

a. Strategic Planning and Budget Committee (SPBC)-provided by Jason Zbock and Marian Whitney
The group met on Thursday, 2/25/16 from 1pm to 3pm in Marshall 102, and reviewed 40 initiatives and cataloged each by institutional priority, strategic plan and recommendations were provided. Recommendations will be emailed to primary contacts to improve initiative information prior to submitting report to President’s Council on 3/14/16. There was request from Dr. Rogers to share current submitted initiatives with his office prior to SUNY Administration’s visit next week to share needs for enrollment and retention for possible SUNY System funding.

b. Staffing Advisory Committee Report for 2/29/16 President’s Council Meeting-provided by Mary Ellen Burdick
The following positions have been determined at the Staffing Advisory Committee

- ISA 12 month to replace Steven Campbell, Equine
- ISA 12 month to replace Lisa Eklund, Equine
- Maintenance Helper/Grade 6 replacing Sandy Morris, Facilities
- Randy Doroshenko has been approved to be promoted from Grade 6 to Grade 8 in the WWTP
- The promotion for Sara Mansfield from Counselor to Senior Counselor has been approved

c. The Facilities Advisory Committee was cancelled so nothing new to report at this time. Committee information provided by Mary Ellen Burdick.

There was discussion about large scale institutional projects and the available funding sources. SUNY Construction Fund has grant funding available if College’s have depleted local funding. The Facilities Advisory Committee scope and activities was shared. The Construction Fund
can only be used for repair not for new buildings, with the exception of SUNY 2020. The concept of the REAL Center will have to be developed through studies and designs to use as visuals to assist in finding new external funding opportunities.

d. *Opening of School Committee*-Michael Cappeto provided the report-the group is developing a plan for the extending orientation for students. A plan will be mapped out in the next week. The Opening of the School Committee will meet at 9am on Tuesday, March 1, 2016 and a proposed plan will be discussed and affirmed to submit a recommendation to the Provost. A preview of this proposed was shared with members of President’s Council by Jeannette Evans. Resources and some costs were shared to implement this proposal. There was a request by Dr. Rogers to share this plan with the President’s Office to discuss with SUNY Administration officials next week for possible funding.

e. *Provost Update*-Michael Cappeto reported out-The Deans and the Registrar’s Office have developed a three-year calendar can be provided. A three-year calendar is beneficial for planning.

Search updates: Dean of Admission position was updated. Outstanding offer was given to candidate. The candidate has to 3/1/16 to respond. If the offer is not accepted the College will hire a firm to conduct a national search next to fill this position. Executive Director of Communication and Marketing is taking place this week and next. Director of the Health Center has been filled. The new hire will begin in early April 2016.

Athletics programing:
- Club sports and intramurals will be expanded to increase student engagement and interest.
- Wood/Timber sports, PEP band and figure skating was noted.

Admission update: The number of applications as compared to last fall 2015 is down 100 but the gap is closing.

4) *Annual Review* To be scheduled every June-the first week in June 2016 the President’s Council, College Senate Executive Leadership and chairpersons of College Senate Committees will meet to review and evaluate College activities from the previous academic year, an expanded MSC College Fact Book. Thursday, June 9, 2016 was tentatively scheduled.

5) *President’s Council Retreat* An upcoming President’s Council Retreat will be scheduled for one or two days in July 2016. Thursday, July 7, 2016 and Friday, July 8, 2016 was tentatively scheduled).
6) Other

Faculty and professional staff annual reports-there was a discussion on setting a date for these reports to be completed. The FAR and PAR should come by the end of the academic year. These updates will populate the MSC Strategic Plan. *A proposed due date for annual report submission is Friday, May 20, 2016.*

The Faculty and Staff meeting for the end of the spring 2016 semester will be Thursday, May 19, 2016.

Compliance Assist training has to be scheduled for President’s Council on March 14, 2016 from 11am to 12pm.

Outreach update by Dr. Rogers: College and community groups has being meeting. The College should consider aligning to some of these groups strategic plans. Several upcoming events were announced as points of information. The discussion included how these outreach groups can partner with the College and develop institutes and centers.

The Tuesday, March 22, 2016 faculty and staff meeting will be cancelled due to several campus events and opportunities for faculty and staff to meet with one of the Provost candidates. Pertinent information will be emailed out to faculty and staff as an update. *The Mustang Weekend has been changed to Friday, September 30, 2016 to Sunday, October 2, 2016 to align with the first College Open House.*

7) Minutes of 2/15 meeting Approved without any changes.

**Next meeting:** Monday, March 14, 2016, 9am, in the Whipple Administration Building 5th Floor Conference Room