

President's Cabinet Meeting Minutes

Tuesday, May 28, 2019, at 9:00am, President's Conference Room-5th Floor Whipple

Convener: David Rogers

Present: David Rogers, Robert Blanchet, Barry Spriggs, Jo Ann Godfrey, Jason Zbock, Marian Whitney, Jennifer Bowden, Roberta Sloan, Graham Garner, Tim Penix (teleconference), Theresa Kevorkian

The meeting started at 9:00am.

1. Presidential Update and Cabinet Discussion

DER

- Dr. Rogers noted Tim Penix is receiving another community award next week and applauded his efforts
- SUNY System has responded to the proposed SUNY Morrisville Animal Science B.S. The SUNY System has responded that SUNY Cobleskill suffices the labor market. Dr. Rogers asked that we respond back to SUNY System with additional evidence.
- Dr. Rogers announced that SUNY Poly is leave the NEAC athletics conference for cost savings reasoning based on travel. Multiple proposals for athletic conference realignment are being explored.

2. Review of All College Meeting.

DER

- There was a debriefing from the all college meeting.
- College communication strategies were discussed. A comprehensive approach will reviewed and developed. Role clarification of College Senate. The upcoming leadership retreats can serve as a vehicle to strengthen communication. Systematic onboarding division chairs and deans are critical.
 - Presidential contact form
 - Strategic presentations for each Cabinet members at the all college faculty/staff meetings on specific expertise areas.
 - After meeting survey to adjust processes.
 - College Senate scope of responsibility
 - Cabinet communication and scope of responsibility
 - Share drive clean up-repurpose functionality
 - Fall 2019 all college meetings reinstated
 - Documentation of concerns and presenting to campus community
 - Execution of plan and steps have to be communicated ongoing with consultation with those faculty/staff in those areas.
- Presidential Contact Form is used to submit suggestions, ideas, concerns, and questions to the president of SUNY Morrisville. Except when submissions must be shared with relevant faculty or staff to be properly addressed, submissions are kept confidential.
- The College message intake system process was described. Examples were provided to date. Inquiries go to the president at the link <https://www.morrisville.edu/message>

- There is the 5-business day window for response. It was noted that Cabinet consultation based on inquiry is important.
- Some of the fall 2019 all college meetings have been put back on the schedule to improve communication and responsiveness from administration and faculty/staff.
- Faculty/staff dates for fall 2019 have to be planned and timeline established.

3. Minutes 7-May-19 DER

Minutes were distributed, reviewed, and approved. The summer retreat/training dates were provided.

4. Reports: identified by date

a. Provost's Report - 5/28/19 BS

- An Academic Dean Search update was provided. Professional references are consulted, search committee feedback was provided to the Provost, and campus-wide feedback was provided to Human Resources and will be provided to the Provost. A hiring decision will be made by the end of the week.
- A Provost Report was provided to Cabinet.
- Dr. Rogers asked that a new organizational chart be created prior to the June 19, 2019 Leadership Retreat with new divisional chair and dean identification.
- An Athletic Director search update was provided. Job description being developed.
- Game Programming BTech approved by Cabinet to move forward with Academic Council for Program Announcement.
- Monitoring the Academic Program announcements was stressed.
- Dr. Rogers asked for Burning Glass data for Animal Science B.S. labor data.

b. Chief Diversity Officer Report - 6/12/19 MB

c. Chief Enrollment Officer Report - 5/28/19 RB

- A report was provided and reviewed.
- New student enrollment strategies were discussed. Communication strategies to students were shared. Supporting data provided. Separate data reports provided and summer enrollment strategies shared in detail.
- An administrative letter is needed from the President or Provost to the SUNY System Provost chief of staff. The letter was finalized last week by the

President's Office and forwarded to SUNY System as SUNY Morrisville will be test optional for students.

- d. VP for Administration/CIO Report 6/04/19 RS
- e. VP Institutional Adv./Ex. Dir. MCF Report-5/28/19 TK
 - A report was provided. Highlights were provided on events and individual donor outreach.
- f. Ex. Dir., Communications & Marketing Report-6/04/19 GG
- g. Institutional Effectiveness & Planning - August JZ/MW
- h. Vice President, Syracuse EOC Report- 5/28/19 TP
 - Recognition Ceremony Key Note Mayor Ben Walsh May 29th
 - Summer Sessions Begin Mid May-June 30th & July 8-August 30th
 - Two Staff presented at Bi-Annual Tri-State consortium Conference
 - Press Conference JPMC Advancing Cities
 - Grid to Good orientation
 - Syracuse Hope Poverty Initiative awarded EOC two one year positions for Outreach, recruitment, and advisement
 - Submitting to National Grid for Sponsorship
 - Initiated Construction Trades Program in collaboration with the Joint School Construction Program
 - Annual AORM (Annual Operation Report Meeting) May 10th
- i. General Manager, MAC Report-6/12/19 JB
- 5. Summer Leadership Retreats Dates and Agendas DER
 - A planning meeting will be scheduled.

6. Vacation Limitations DER
 - Please forward on to supervisors in an email for planning.
7. 2019 Evaluation Dashboard DER
 - The data presented by SUNY System was reviewed. Cabinet members will review the data needed and provided. Missing data will be provided to Graham Garner by Friday, May 31, 2019. The data will be reviewed at the next Cabinet meeting on Tuesday, June 4, 2019.
8. Budget DER
 - There will be an update meeting with Roberta, Jennie, and Theresa today, May 28, 2019 at 2:30 P.M.
9. Other items
 - The next Cabinet meeting is Tuesday, June 4, 2019 at 9:00 A.M. and then Wednesday, June 12, 2019 at 9:00 A.M.