President's Cabinet Meeting Minutes

Tuesday, June 4, 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, Theresa Kevorkian, Mary Bonderoff (teleconference)

The meeting started at 9:00am.

- 1. Presidential Update and Cabinet Discussion
 - SUNY System updates were provided in program development and budget processes.

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- Facilities Master Plan meeting is scheduled today, Tuesday, June 4, 2019.
- The Academic Recovery Program results were shared.
- The Academic Dean Search was updated to Cabinet.
- Facilities and grounds improvements needs were noted due to upcoming enrollment activities.
- 2. Minutes 28-May-19 DER
 - The minutes from May 28, 2019 President's Cabinet meeting were distributed.

3.	Reports: identified by date Provost's Report - 6/25/19	BS
	Chief Diversity Officer Report - 6/12/19	MB
	Chief Enrollment Officer Report - 6/18/19	RB
	VP for Administration/CIO Report 6/12/19	RS
	VP Institutional Adv./Ex. Dir. MCF Report-6/25/19	TK
	Ex. Dir., Communications & Marketing Report-6/12/19	GG
	Institutional Effectiveness & Planning - August	JZ/MW
	Vice President, Syracuse EOC Report- 6/25/19	TP
	General Manager, MAC Report-6/04/19	JB

- The productivity of the Brewing Institute was discussed. Cost saving strategies were shared. Feedback was provided on operations and impact of the institute on student programming. The current demand is in workforce training. MAC will cease brewing based on cost saving and lack of demand for academic program demand. Cabinet supported the MAC decision to cease the Brewing Institute.
- A communication strategy will be developed between MAC/Marketing and Communication of the Brewing Institute changes.

- Nelson Farms will be affected with the changes to the Brewing Institute.
- Nelson Farms operations will be reviewed for cost-savings and future programming/investments. Nelson Farms is a food-service incubator serving regional businesses.
- The Taste NY program business model was reviewed for feasibility. MAC/Marketing and Communication will gather more information for market relevance and questions proposed on operations.
- 4. Summer Leadership Retreats Dates and Agendas DER
 - The agenda developed was shared and feedback was provided
 - The administrative table of organization will be developed by Jason Zbock
 - An email will be sent to Cabinet for feedback on committees. Areas include committee title, function, composition, meeting time, chair(s), and major activities 2018-19.
 - A new edited version will be distributed.
- 5. 2019 Evaluation Dashboard Finalize for June 5 Submittal DER
 - Graham provided an update. Incorrect data from SUNY System was corrected. Graham has gathered information and provided updated from Cabinet submission.

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6. Budget

Roberta Sloan provided a budget update to Cabinet. The SUNY System correspondence was discussed regarding the SUNY Morrisville plan for cost savings, investments, and reductions. A response to SUNY System will be submitted today, Tuesday, June 4, 2019. Strategies were discussed for planning.

Cost/Revenue Analyis

Suggestions were made to get clarification on how Total Revenue is calculated. The cost/revenue data will be compared to program enrollment trends. The cost/revenue data elements were reviewed. The cost of instruction calculation was described. Next steps will be to review multiple data sets to crosswalk and verify. The process of reviewing programmatic link to mission centrality. Student outcomes of job placement and transfer will be a data set as well. The modification of a program was reviewed and outlined. An opportunity will be modifying programs for workforce development training based on industry/community demand.

SEM Connections

The Strategic Enrollment Management (SEM) process has provided SWOT reports to provide information on student service structures and current retention and enrollment needs. The cost of service was raised as another data element to consider not just programmatic efficiencies.

Action items:

- Low Enrollment Process, program triggers, and list of programs will be presented to Cabinet for review and discussion-Barry Spriggs and Jason Zbock will compile-will be brought to Cabinet at the next Provost Cabinet Report
- The Provost and President will meet with the budget officer and VPAA to review the cost revenue data elements-will be scheduled
- Program Evaluation Criteria will be built upon on the existing Low Enrollment Process-Cabinet
- Finalize Curriculum Profile criteria for division chairs-by July 18, 2019-Marian Whitney and Jason Zbock