

**MEETING MINUTES | FEB. 14, 2018**

2 Union Ave.  
Saratoga Springs, NY 12866



**COLLEGE COUNCIL MEMBERS PRESENT:**

James Lytle

Anthony Esposito, via telephone

Judith Quinn

Patricia Salkin, via telephone

Daniel Wall, via telephone

Linda Weiss

**SUNY EMPIRE STATE COLLEGE REPRESENTATIVES PRESENT:**

Merodie Hancock, President

David Bejou, Provost and Executive Vice President for Academic Affairs

Joseph Garcia, Executive Vice President for Administration

Mitchell Nesler, Vice President for Decision Support

Mary Caroline Powers, Vice President for Communications and Government Relations

**SENATE REPRESENTATIVES PRESENT:**

Anastasia Pratt, Senate Chairwoman

**I. COUNCIL BUSINESS**

- a. Review and Approval of Minutes

The minutes from the Dec. 11, 2017, meeting were approved.

- b. College Council Membership

Mary Caroline Powers told the council that she and Merodie Hancock received the name of a potential future College Council member for review. Some progress is being made in the efforts to return the council to full membership, but the process remains very slow.

## II. REPORT FROM SENATE

Anastasia Pratt reported to the council on the ongoing work of the college Senate. Senate members have been busy in preparation for the upcoming Middle States reaccreditation report and study as well as working to advance the Academic Master Plan. In preparation for the transition of the new interim president to the college, Senate members are gathering feedback from across the college about how best they can work together to meet the college's mission and serve students most effectively.

In anticipation of the appointment, the Senate is planning a Skype meeting in early March to welcome the interim president and discuss a vision for the college. Senate members also hope to be able to offer feedback to the search committee as they begin the search for the next president.

James Lytle added that he has expressed to SUNY System Administration that the council, taking its role in the search for a new president very seriously, was prepared to discuss and offer guidance in the search processes for both the interim president and the newly appointed president. He has had extensive conversations regarding how the college will be moving forward but does not have a good sense of how things will advance.

## III. PRESIDENT'S REPORT

Recently selected as president of Thomas Edison State University, Merodie Hancock shared with the council that she felt the college was in a much better place than when she first started in her role as president. The goal for the incoming interim president will be to continue on the path laid out by the college and by SUNY: move forward with the Strategic Plan and Middle States. Communication efforts across the college have increased and strong leadership, not only at the cabinet level, but throughout the college, has emerged. Hancock said that she felt that the college was in a good place as she completed her time as president before moving on to her new role at Thomas Edison.

Lytle opened the discussion for comments from council members regarding Hancock's departure, at which time they shared their best wishes and thanked her for her years of service and work with the college.

The council will be an integral part of the future search for a new president for Empire State College, as SUNY guidelines state that the College Council chair serves as chair of the search committee and that there is participation on the search committee from four council members including the chair.

The council reviewed a financial update prepared by Joseph Garcia, with an overview given by Hancock. The college had a SUNY-mandated reserve minimum set at 10 percent, but because of the nature of change in higher education and the college's expenses heavily resting in property costs and human resources, it was decided that the reserve minimum would be set at 15 percent. As expected, the college did use its savings because of such high cost/high value projects like the CRM and ERP. Looking back at trends, a decline in overall revenue in 2015-16 is apparent and due to a decrease in enrollments as well as flat tuition. With the market opening up more and more options for nontraditional students, the college is working to diversify its revenue streams through the Strategic Plan and Academic Master Plan, to stay current and competitive.

Garcia has presented the data in a consistent format to provide an easy way to see overall trends at the college to better highlight growth and loss in different areas. Pratt added that shared governance participants have used the financial data reports to inform their discussions and focus their overall efforts.

Hancock described the ways in which the Office of Enrollment Management and Vice President Clayton Steen have been working to identify problem areas in the enrollment process, such as the student drop-off that occurs during immunization verification and first and second enrollments.

Student perspectives of the programs at the college have been helpful in determining how to best serve their needs and continuing to advance not only enrollment, but retention as well.

#### IV. GOING FOR THE GOLD: STRATEGIC PLAN FOR 2021 AND BEYOND

Nesler reported that the Strategic Plan has just wrapped up and he is pleased with the work that has been done. More than 735 people from around the college took part in webinars, in-person sessions and town halls, providing a broad cross section of feedback and garnering buy-in from the college community. Three types of teams guided the process: the strategic management team, the theme teams and objective owner teams. Each team tackled a different portion of the Strategic Plan, all working together to build goals and measurement objectives for the college that align with the mission and the renewed mission statement at the core. Nesler shared the ultimate mission and vision statements that were crafted with collegewide input with the council.

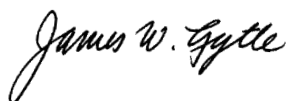
Risk assessment and management is a major feature of the college's work alongside the Strategic Plan, whether it be to assess and mitigate financial, reputational or other types of potential risk.

All of these pieces will come together for the Middle States process, which requires a Strategic Plan to align with budget and assessment processes. The Middle States process, made up of a self assessment, peer assessment and commission assessment, will take place over two years, beginning with a self study and culminating in a visit likely to take place in the spring of 2020.

#### V. EXECUTIVE SESSION AND ADJOURNMENT

The public portion of the College Council meeting was adjourned and the council moved to enter executive session.

Respectfully submitted,



James W. Lytle  
Chairman



Mary Caroline Powers  
Vice President