

**MEETING MINUTES | MAY 2, 2018**

2 Union Ave.  
Saratoga Springs, NY 12866



**COLLEGE COUNCIL MEMBERS PRESENT**

James Lytle, council chairman

Anthony Esposito

Judith Quinn, via telephone

Patricia E. Salkin, via telephone

Daniel Wall

Linda Weiss

**SUNY EMPIRE STATE COLLEGE REPRESENTATIVES PRESENT**

Mitchell Nesler, officer in charge

Tai Arnold, chief of staff, Office of the President

David Bejou, provost and executive vice president for academic affairs

Joseph Garcia, executive vice president for administration

Mary Caroline Powers, vice president for communications and government relations

Anastasia Pratt, chairwoman of the College Senate

**SENATE REPRESENTATIVES PRESENT**

Anastasia Pratt, Senate Chairwoman

**I. COUNCIL BUSINESS**

Chairman James Lytle opened the meeting with high praise for the selection of Mitchell Nesler as officer in charge by Chancellor Kristina Johnson, mentioning his long-time leadership at the college and his excellent work on the development of the college's new strategic plan and his ongoing efforts on the upcoming reaccreditation review of the college by the Middle States Commission.

Lytle asked for approval of the minutes from the Feb. 14, 2018, College Council meeting. Tony Esposito moved to approve the minutes as presented. Linda Weiss seconded the motion, which was approved by unanimous voice vote.

Chairman Lytle then introduced and congratulated Tai Arnold, Ph.D., who has been with the college for 20 years, as the newly selected chief of staff in the Office of the President.

Proposed dates for the 2018-2019 College Council meetings were discussed and Lytle ask each of the council members to check their calendars for conflicts.

## **II. REPORT FROM SENATE**

Senate Chairwoman Anastasia Pratt referred council members to her report in the meeting briefing packet in which she detailed the thoughts of Senate members about the qualities they would like to see in the next president of the college. She also noted that at the March 23 meeting of the Senate the Master of Arts in Leadership program revisions were approved, a resolution was endorsed that calls on SUNY System and college administration to advocate for fair negotiations with regard to the ongoing UUP contract talks, and a resolution was adopted calling for a return of course enrollment caps to Spring 2917 levels until the appropriate shared governance processes have been followed.

## **III. PRESIDENTIAL SEARCH PROCESS**

Chairman Lytle told council members that the search process has officially begun, which could not happen until the college was given permission from SUNY to proceed. He said that Joseph Porter, who recently was named senior vice chancellor for executive leadership and employee development, is directly involved in the ESC search and also may serve as our liaison.

He went on to detail the next steps in the process, including convening a search committee, mentioning that the college has requested flexibility in who will serve as members. With regard to the role of College Council members, four members will serve on the committee and Lytle will serve as chairman of the search. He asked for volunteers from the council and Daniel Wall and Linda Weiss both agreed to serve. Lytle said he would confer separately with Patricia Salkin. Tony Esposito said he would willingly step aside so the others could serve.

Senate Chairwoman Pratt said that she and Mary Caroline Powers had engaged in a lengthy discussion about how to use the governance structure to select committee members and agreed to have the process as open and transparent as possible. Thus, members of the college community will be encouraged to either self-nominate or name colleagues who would like to serve and who will bring diverse backgrounds and a broad array of perspectives to the process. Another task before the council is to select from those search firms that answer the college's RFP, which will be awarded the contract. Lytle asked that the RFP be circulated to council members and then to possibly set up a special meeting for the selection process. Members Salkin and Weiss both mentioned they have experience in this area.

It is hoped an advertisement for the position will be developed and placed, possibly as early as September. Esposito asked if the cost of the search would exceed six figures and was told that the college hopes to stay below that amount.

#### **IV. REPORT FROM OFFICE IN CHARGE**

##### **STRATEGIC PLAN UPDATE**

Officer in Charge Mitchell Nesler reviewed the work that has been accomplished in preparation for the impending Middle States reaffirmation process set for 2020. He said the Middle States Commission expects an institutional effectiveness plan and much of the work on the Strategic Plan, which involved 735 people from across the college, was done with that expectation in mind. The college now has moved into the second phase of planning with each vice president developing “Tier Two” plans, or individual strategic plans for their divisions that directly relate to the 15 objectives set forward in the collegewide plan. It is anticipated that each division will have the Tier Two plans both in place and being implemented when the Middle States evaluation team arrives.

##### **FINANCES**

Executive Vice President for Administration Joseph Garcia reviewed the power point presentation in the meeting materials packet, noting the importance of having a financial plan that sets priorities that are derived from the Strategic Plan. He listed the other divisional plans – Academic Master Plan; Diversity, Inclusion and Equity Plan; Facilities Plan and Information Technology Master Plan; Risk Management Plan; and the five-year Strategic Financial Plan.

He then reviewed the college’s long-term revenue vs. expenses trends that show expenses have held steady since 2013 while revenues have dropped with the trend lines crossing in 2016-2017. That because of the purchase of new ERP, E-catalogue and Banner systems for \$1.6 million, which happened without much fiscal disruption to the college because of accumulated strategic reserves, \$1.1 million of which was used for the technology purchases. He termed it deliberate planning and distinguished it from using reserves for operational expenses, such as faculty and staff costs.

He then explained the SUNY financial health composite scoring system which shows the college in a range considered “stable and strong financial health” with a score that would have been much higher had it not been for the \$1.6 million expenditure.

##### **NEW TECHNOLOGY IMPLEMENTATION**

Chief of Staff Tai Arnold explained that ERP is an acronym for enterprise resource planning, meant to create the integrated management of core business processes. She explained that the major change in data storage, processing and access was made necessary by the fact that the college’s legacy systems are 20 years old and not customized to the college resulting in no interoperability among the separate organizational operating systems.

The primary point of entry to information for various function will be the portal, where access to a vast array of information will be available. From the portal, access can be gained to the CRM (customer relationship management) system that includes CRM Recruit for marketing and prospect and applicant communication; CRM Advise for current student engagement and support; and CRM Advance for alumni engagement and support.

Additionally, from the portal, access can be gained to the Banner system, which is where student information throughout their student life cycle, from admission to graduation, will reside. The Banner system also includes Degree Works for degree program planning, review and auditing, as well as various storage systems and Cognos, the reporting tool.

Arnold described the effort to move information into these systems as an “all hands on deck” project that has lasted for more than a year and involved extensive training for dozens of people, many of whom are training on multiple systems. Those trained are now fanning out across the college to train others. She said the timeline for the adoption of a fully integrated ERP is nearly where it should be and the expectation that is by December 2018, all parts of the individual components will have started. After that systematic and ongoing troubleshooting will take place.

Asked about the prevalence of these systems at other higher educational institutions, Arnold said they are commonly in place. Within SUNY, the research institutions use the People Soft systems but all other SUNYs are using Banner, which means the college is now getting technology support from System Administration.

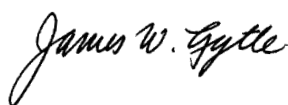
#### RESOLUTION FOR STUDENT REPRESENTATIVE

Chairman Lytle presented the wording for a resolution thanking student representative to the council Judith Quinn for her service. Mr. Esposito moved that the resolution become a formal motion. Ms. Weiss seconded the motion, which was unanimously passed by voice vote.

Mr. Wall then moved that the meeting enter executive session for the purpose of discussing personnel issues with Office in Charge Nesler.

The meeting was formally adjourned at approximately 5:10 p.m.

Respectfully submitted,



James W. Lytle  
Chairman



Mary Caroline Powers  
Vice President