Minutes

I. Call to order

II. Minutes from October 5, 2017 meeting were reviewed; all approved acceptance of the minutes.

III. Part I – Committee (all)
   A. Standing agenda item(s)
      1. ECC Excels Strategic Plan 2016-2021 – VP Escobar
         a. Update, Progress
            1) Assistant Coordinator of Strategic Planning Karen Roberts was introduced by Dr. Escobar.
            2) A new software tool called Tableau is being utilized by Dr. Escobar who expects to finalize the Dashboard in a few weeks for Board review and next year for the college; software allows large datasets instilled into action points. The dashboard will be a single click away. In future, software will grab data from WorkDay. Finance and revenue information will be displayed as high-level overviews. Pricing options are being reviewed. Aggregate financials and enrollment will be posted.
            3) Enrollment analysis by Dr. Escobar with Tableau software shows college is ahead of its budget plans. The final numbers are in and college is ahead of 2015-2016 credit and non-credit numbers (based on strength of non-credit numbers) and this reflects that college is now in growth mode over 2016-2017. College is still down Fall-to-Fall on credit side. College is finalizing the tuition and FTE based on variances.
               a. Board will seek to understand what the natural size of the institution is; college would budget for and base its plans on that natural size. Campus Master Plan will play into the establishment of the natural size.
            4) Workforce Development alignment – College anticipates an increase in Community Education, Driver Education and college is looking for non-feeder options. Preliminary analysis will be provided to Provost.
      2. Establishment of 5 to 6 key success indicators that SUNY Erie wants to emphasize to the general public (Legislators, Parents, Prospective Students); discussed past data versus current data and its impact.
         a. Key statistics and data for ECC Board of Trustees (Data Sites: Access, Completion, Engagement, Operations, Success)
         b. Presentations at Houston ACCT Conference and their quality were mentioned by Vice Chair Swarts who recommended others watch link.
c. Alignment of college interests with high schools (enhanced Advanced Studies opportunities) to bring people through the system was mentioned by Vice President D’Aquino.
d. Anticipation/projection of needs in next seven years is a vision of Chair Murphy. Companies are examining and bringing their needs forward to the community chambers to properly (Obama plan). December meeting will include exploring planning and how college will push out certain information and what that information should be. See October 5, 2017 minutes.

B. Old business
1. Middle States Commission on Higher Education (MSCHE) Report – VP Escobar
   a. College submitted final Due Process Response of Program Review Cycle of 2017 and college is awaiting commission’s actions in two weeks and was sharply focused. College is at risk to fail the two standards 5 (educational effectiveness assessment) and 6 (resources, planning and institutional improvement); College believes it is in compliance.
   b. Two conversations were held with MSCHE representatives with Erie’s: (1) Provost Washousky and Vice Provost Escobar and (2) with President Hocoy to clarify concerns and address them appropriately. Provost Washousky expressed his utmost support of Vice Provost Escobar and college’s Middle States Team efforts and remains optimistic while waiting on final word.
   c. Vice Provost Escobar said this type of request from Middle States 28 commissioners is not unusual and normal.
   d. College included in its response letters of support received from the Erie County Executive and FFECC President.
   e. If college is placed on warning, Vice Provost Escobar believes the best model to follow is the CAP model with high level board and management engagement that is project specific with clear milestones for success.
   f. A MSCHE financial analysis will be performed analysts. College believes it meets the standard but may need to prove that in future it will be financially healthy and be able to meet the demands of the ERP decision (find savings and create revenues).
   g. Chair Murphy and President Hocoy planning presentation of Middle States information for Board’s November meeting.

IV. Part II – Trustees’ Discussion
A. Chair Murphy, Vice Chair Swarts and Provost
   1. Discussed Board retreat (October 26-27) action items with Rebecca offering insights from the event about knowing Board’s top priorities in order to set goals and deadlines. Chair Murphy and Vice Chair Swarts are considering this pursuit.
   2. Talent Management agenda for monthly BOT meeting and required/relevant information.
   3. Accreditation of academic programs; including Radiation Therapy Technology.
   4. Board’s topical needs; include accreditation issues, alignment to Workforce needs, faculty relationships, onboarding training for employees, physical plant, advancing culture of institution, retention.
   5. STEM Building opportunities; many additional opportunities to offer significantly more science courses, tutorial, mentorship, faculty research.
   6. Academic degree program names and their development to better recognition by students; data driven assessment.
B. Board’s Meeting Schedule for 2018 year to include:
   1. Key milestones (completion of action items) will align to meeting dates (work backwards with agenda items).
   2. Narrative - Committee description update will be distributed to various Board committees for their updates and resubmission for posting to the Board’s site.
   3. Vice Chair Swarts will seek an additional standing member for this committee. Discussed meeting time change to garner participation.
C. CAP recommendations checklist – for confirmation to Board that planned actions are occurring:
   1. PowerPoint slide is needed to list committees and their related CAP action numbers.
   2. Additional slides will be by each committee and include numbers as well as titles/key words.
   3. College’s original CAP response will be provided to each committee.
   4. Mission and vision statements will be included on folder covers.
   5. Board’s review will go into an upcoming Board’s minutes to reflect Board action.

D. President’s assessment going forward will be in the academic calendar year. An abbreviated review of President is needed from July through August 2017; Vice Chair Swarts will establish 2017-2018 criteria.

V. Scheduled 2017 meetings: December 5 at 10:30 at City 172.