

**President's Expanded Cabinet Meeting Notes**  
**November 30, 2018, 12-1:30 pm**  
**Empire Room**

**Present:** Christine Casalino-Adams, Amanda Colosimo, Marc Connolly, Brenda Davies, Melissa Fingar, Christine Fogal, Joel Frater, Julianna Frisch, Calvin Gantt, Rebecca Griffin, Blaine Grindle, Douglas Henneberg, Lloyd Holmes, Ambika Howell, Gary Johnson, Clayton Jones, Anne Kress, Kristin Lowe, Cynthia Mapes, Matt O'Connor, Todd Oldham, Tony Perez, Tom Pollizi, Medea Rambish, Heze Simmons, Sheila Strong, Eileen Wirley, Gretchen Wood

TOPIC	DISCUSSION	ACTION
Need to Know Posts in MCC Daily Tribune	<p>Dr. Kress discussed the recent article in the <i>Daily Tribune</i> about <i>Need to Know</i>, which is an opportunity to communicate information about College efforts, initiatives, and projects. The group was asked what information they would like to know. The following feedback was provided:</p> <ul style="list-style-type: none"> <li>• Add a “Resource” category for employees to post resources to meet the basic needs of our students</li> <li>• Provide updates on tutoring, TRS, and early warning Starfish</li> <li>• New committees being formed, including membership, charge, outcome, meeting minutes, assessment tools</li> <li>• Post Board of Trustees meeting minutes</li> <li>• Post Enrollment Reports from Institutional Research</li> <li>• Post the open office hours of all administrators</li> <li>• Post conferences attended by administrators, include what they plan to achieve, outcome, return on investment</li> <li>• Post reports produced from the Policy portal</li> <li>• Add a “SUNY” category that includes ongoing initiatives - periodic updates provided by participants</li> <li>• Diversity related initiatives, number of faculty/staff of color by division and department, racial make-up of hiring committee</li> <li>• Downtown Campus weekly newsletter shared with the entire campus</li> </ul>	<p>Eileen Wirley will think about a common space where all meeting minutes for various groups could be stored.</p> <p>The group was encouraged to ask individuals within their areas what information they would like to know and submit the feedback to Cynthia Mapes.</p> <p>The President's Office will put a reminder in the <i>Daily Tribune</i> when the Board of Trustees meeting minutes are available on the Board's website.</p>

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Ways to provide suggestions	Dr. Kress asked the group to think about suggestions, on behalf of their constituents, on ways to improve matters such as shared governance to information flow and ways to provide that information (e.g., monthly meetings; a portal to share ideas). She also asked if those suggestions should be visible, anonymous, or assigned to individuals.	Provide suggestions to Sheila Strong and she will provide a summary to the group.
Presentation: Overview of Civitas	<p>Julianna Frisch, Assistant to the President for Strategic Initiatives and William Nixon, Director of Institutional Research, provided an overview on the purpose and how the College uses Civitas.</p> <p>Dr. Kress informed the group that she has asked Institutional Research to work with advisory groups of faculty and professional staff to make sure they are receiving data in ways of greatest use for them. She also informed the group that they may be contacted to offer their perspective.</p>	The presentation is available on the President's Expanded Cabinet web page.
Presentation: Preview of Board Enrollment Management Workshop	<p>Christine Casalino-Adams, Associate Vice President of Enrollment Management, provided an abbreviated version of the Board of Trustees Enrollment Workshop. Christine asked the group to contact her with any questions regarding enrollment.</p> <p>Dr. Kress congratulated Christine on her recent election as President of the SUNY Council of Chief Enrollment Officers for a two-year term.</p>	<p>The presentation is available on the President's Expanded Cabinet web page.</p> <p>The group was invited to the Board of Trustees Enrollment Workshop scheduled on Monday (12/3) at 2:30 pm in Monroe B.</p>
Next Meeting	Friday, December 14, 2018, 12-1:30 pm, Monroe B.	

Respectfully submitted by: Sheila M. Strong, Executive Assistant to the President