

**Executive Council
Minutes
January 24, 2017**

Members Present: Dr. Kevin E. Drumm, Dr. Francis Battisti , Debbie Morello, Michael Sullivan, Dr. Sesime Adanu, Lynn Fedorchak, Jesse Wells

Members Absent: None

Others in Attendance: None

1. Student Success

- The Enrollment Planning Weekly Newsletter was distributed and discussed
 - Mr. Wells stated that 160 more people enrolled by the end of the day yesterday
 - Mr. Wells voiced concerns regarding larger numbers of non-payment drops, but also stated that we are almost even with last year
 - Dr. Battisti asked that the compare the demographics of students with last year
 - Mr. Wells stated that 90% of students stated that it was a financial problem
- Dr. Battisti reported that they are holding a “drop session” on Wednesday. If a class is closed due to low enrollment we will need to notify the students which has a cost associated with the notification process

2. Communication

- Mr. Wells reported that people are talking about us becoming a remedial college

3. Housing Update – Ms. Morello

- Ms. Morello discussed reopening the possibility of the Front Street property as a site for off campus housing
- RA training is being held this week

4. Assessment/Institutional Effectiveness – Dr. Adanu

- Dr. Adanu is reviewing the 15-16 reports that were submitted to be sure Middle States is complied with. 16-17 goals were submitted as well

Action Items

1. Personnel Planning

- PAR 2017-03 – PT, Temp. Staff Assistant (H), MARCOM Proposed increase hours to 27.3 per week
 - Approved
- PAR 2017-04 - PT, Temp. Staff Assistant 1A (H), MARCOM Proposed decrease hours to 10 per week
 - Approved

Updates/Information Items

1. Budget – Mr. Sullivan

- Mr. Sullivan reported that winter session payroll was down. Total enrollment was 58 FTE's and 583 students
- Payroll reports will be sent out tomorrow to Executive Council
- Mr. Sullivan stated that we most likely will not have the payroll side of the budget resolved this year but will have things in place for next budget season. There will be much more pressure for the 17-18 budget. He will present payroll projection for 17-18 at the next Executive Council meeting
- Dr. Drumm asked that an analysis of totals for Winter Term since it began be done

2. Maintenance and Facilities – Mr. Sullivan

- Asbestos abatement around the windows in the Old Science Building is being conducted and we will begin preparing class rooms for the Mechanical Building move
- Carnegie Project – waiting to hear from Empire State Development. We are hoping for a commitment letter from the county. Planning to have the bids out early March and close at the end of March. A Special Board Meeting may be needed in March

3. CPAC Update – Mr. Sullivan

- No new issues were discussed

4. Academic Affairs Update – Dr. Battisti

- Dr. Battisti is meeting with and working on budget sustainability with the Deans and divisions
- Business is not holding a division meeting at the beginning of the semester
- Dr. Battisti discussed positions in Counseling
- Dr. Battisti stated that there will be two sabbaticals and asked if we will be doing sabbaticals. Dr. Drumm stated that two will be fine
- Owego dropped two courses already. Dr. Battisti asked that the cut-off is for class size, he would like to see 10-13 students in a class. Do we want to run the courses even if we do not have 10 students enrolled
 - Dr. Drumm asked why we don't do video classes
- A study on late start courses is being done
- Dr. Battisti distributed and reviewed the Faculty Staff Assembly agenda
- Are moving forward with Engineering Systems
- Discussion was held regarding the announcement of the food science articulation with Cornell
- Are meeting on CEA and need to decide what programs to develop

Updates/Information Items Continued

5. Student and Economic Development Update – Ms. Morello

- Ms. Morello contacted the IDA to discuss locating the one stop center in their building
- The Food Hub name has been changed to SUNY Broome Food Hub. Letters of support are being done. A meeting with George Silaty and Angelo Mastrangelo is planned for tomorrow
- The search for Ms. Morello's replacement is going well
- \$5000 has been approved through FSA for Hospitality Funds
- Working on an Empire State College articulation

6. Human Resources Update – Ms. Fedorchak

- There will be new classes in the spring through the Employees Wellness Committee

7. Other

- No new issues were discussed

The Next Executive Council meeting will be held Tuesday, January 31, 2017, in the Wales 107 Conference at 9:30 a.m.