

**Executive Council
Minutes
February 23, 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: Dave Ligeikis

1. Dave Ligeikis - Process for Vetting Space Requests for Science Building

- Mr. Ligeikis discussed with the Council what departments are housed in the Old Science Building to date, storage space on campus and the use of swing space for the Mechanical Building
- Mr. Ligeikis also discussed the following:
 - The College needs to identify someone to manage space on campus
 - A paper process with criteria is needed
 - Building a separate building for the campus storage needs and not using academic space for storage
- Dr. Drumm asked that the vice presidents ask their listservs, if other campuses have a process. If so then forward the information to Mr. Ligeikis
 - Mr. Ligeikis will contact Binghamton University and Delhi to ask if they have a process in place
 - Mr. Ligeikis will draft a process from information collected and review the draft with Executive Council
- Mr. Ligeikis also discussed forming a steering committee to work on the criteria section of the Master Plan. He would like to contact the Shared Governance Chairs to see who they would want from CA, CAI and COI to serve on the committee. He also recommended that the vice presidents serve on the committee as well.

2. Student Success

- The Enrollment Planning Weekly Newsletter was distributed and discussed
 - Dr. Drumm asked what percentage of our students receive free tuition including all aid. Mr. Wells will get the numbers
- Discussion was held concerning people that hold a bachelors degree and cannot find a job and are coming back to college for a two year degree

3. Communication

- Discussion was held concerning legislation put forth that Regional Councils can put forward new programs

4. Housing Update – Ms. Morello

- Ms. Morello reported that Jarvis McCowin's last day is tomorrow
- A stipend for the Director of Housing was discussed and will be decided by the Housing Board
- Dr. Drumm stated that a three month stipend for Brittney Washington should be considered until a replacement for Mr. McCowin is found
- Ms. Morello discussed promoting an RA to a Senior RA
- The plumbing install is complete

5. Assessment/Institutional Effectiveness – Dr. Adanu

a. Performance Improvement Plan (PIP)

- Dr. Adanu distributed and discussed the Progress Report on the PIP and stated that input is still needed on the vision statement
 - Dr. Drumm asked the Council members to review and send feedback to Dr. Adanu

Action Items

1. Personnel Planning

- PAR 2017- 11 – FT Adjunct, Temp., Biology
 - Approved
- PAR 2017 - 12 – FT, Reg. Assistant Director of Admissions to Director of Admissions, Admissions
 - Approved

Updates/Information Items

1. Budget – Mr. Sullivan

- Mr. Sullivan distributed and discussed the 3 – Year Payroll Trend & 2016-17 Projection
- Dr. Battisti discussed the minimum number of registered students needed to run a class. Should it be 7 or 10.
 - Mr. Wells would like to have the discussion on whether to run a class earlier than what it is now

2. Maintenance and Facilities – Mr. Sullivan

a. CPAC Update – Mr. Sullivan

- Mr. Sullivan reported that the Carnegie bid is out this week and should be back by mid-March
 - He is still waiting to hear back from Empire State Development regarding new market tax credits
 - Waiting for the National Park Service to give their approval

Updates/Information Items Continued

3. Academic Affairs Update – Dr. Battisti

- Dr. Battisti discussed the Criminal Justice articulation agreement with Morrisville
- Dr. Battisti is meeting tomorrow to look at an ITT Grant
- Dr. Battisti is working with Dr. Samels on an article for the UB Journal

4. Student and Economic Development Update – Ms. Morello

- Ms. Morello reported that the IT costs for the Incubator will be close to what is projected
 - An opening reception will be held on the SUNY Broome floor of the Incubator. We will have goody bags with the cookie that has the saying on it “Where the smart cookies go”. Dr. Drumm asked that the Hornet be at the reception as well
- Ms. Morello reported that the ROI for the One Stop Center is not worth the amount of work for it

5. Human Resources Update – Ms. Fedorchak

- Ms. Fedorchak discussed using room 212 in the Wales building as a lactation room in addition to the dedicated space in the Child Care Center. Blinds will need to be installed on the door for privacy
 - People in need of space are to be directed to Human Resources

6. Other

- Dr. Drumm asked the vice presidents to send him the Annual Division Updates with accomplishments and challenges by mid-March

The Next Executive Council meeting will be held Tuesday, February 28, 2017, in the Wales 107 Conference at 9:30 a.m.