

**Executive Council  
Minutes  
January 23, 2018**

**Members Present:** Dr. Kevin E. Drumm, Dr. Francis Battisti, Michael Sullivan, Dr. Carol Ross, 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 reported that college readiness week has begun
  - Dr. Battisti stated that we are enrolling until tomorrow
  - Dr. Drumm asked if we have a high risk factors list
    - Mr. Wells stated that they are discussing this with students who are enrolling now
  - Mr. Wells stated that we are getting more of a feel of what we are missing with CRM
  - Mr. Wells reported that they are looking at time based registration

2. Communication

- Dr. Drumm discussed the funding formula and that the Governor doesn't seem to be interested in changing it. There will be more from SUNY on this

3. Housing Update – Dr. Ross

- Dr. Drumm reported that the transition of housing from the Foundation should be complete by the end of February
- Dr. Ross will be meeting with the committee to work on the white paper
- She received a call from Spectrum concerning cancelling our contract with them by February
- The RA's are in training
- We are finalizing the hire of our new Residence Director
- Move in begins on Thursday
- EOP students summer housing will have an increase in the cost of summer beds

4. Assessment/Institutional Effectiveness– Dr. Adanu

- Dr. Adanu reported that they will have a demo from the vendor for the assessment software
- Dr. Adanu will send a reminder to each department that he needs their goals for the Middle States self-study. He also needs the Board goals
  - a. Performance Improvement Plan (PIP)
    - No new issues were discussed

## Action Items

1. Personnel Planning
  - PAR 2018-03 – FT, Reg. Staff Associate – Web & Graphic Design, MARCOM
    - Approved
  - PAR 2018-04 – FT, Temp. Staff Associate(H) to Staff Associate, Fast Forward
    - Approved
2. Prior Learning Assessment (PLA), Credit by Examination (CBE) and Portfolio Review (PORT)
  - Dr. Battisti presented this to the Council for their review. He asked that the Council review the process and he will ask Donna Rehak and Kerry Weber to attend the next meeting to discuss this

## Updates/Information Items

1. Budget – Mr. Sullivan
  - Mr. Sullivan stated that they are verifying information with all departments concerning next year's budget
  - Mid to late February he will work with the Council for a framework for the budget. He will be scheduling meetings to prioritize FF & E, personnel and IT
2. Maintenance and Facilities – Mr. Sullivan
  - They are issuing bids for Carnegie. The timeframe for submission is February 13<sup>th</sup> and will be on the February Board agenda; there is an outside chance it may go to the March Board meeting
  - Mr. Sullivan will be in an all-day session for FA bargaining prep tomorrow
    - a. CPAC
      - No new issues were discussed
3. Academic Affairs Update – Dr. Battisti
  - We now have a part-time person working in the Fast Forward Office and Gina Chase is helping in that office while we search for the vacant position
  - Dr. Battisti reported that we received an award from National Association of Student Personnel Administrators (NASPA) for our Adult Learners Program
  - Tomorrow at Noon will be the final meeting for section management
  - The application deadline for the Dean of STEM position is Friday; we have 40 applications so far
  - Thursday's Faculty Staff Assembly theme is collaboration
  - Mr. Wells stated that we have a FOIL request from a community member which is asking for our social media policy
  - Dr. Battisti will be asking includED to speak to the faculty about their program

### **Updates/Information Items Continued**

#### 4. Student Development and Diversity Update – Dr. Ross

- Dr. Ross passed around for the Council to read the new brochure for the Bachelor's Degree Partnership Program
- They are finalizing hiring a Staff Assistant for Sponsored Programs
- Dr. Ross is working on a program for Black History Month
- Dr. Ross is looking for historical data for Women's Month in March
- She will be sending a doodle poll for a meeting date concerning includedED
- Dr. Ross discussed International articulations
  - Dr. Drumm stated that once Alberto Miller makes the connection he hands it over to Academics
  - Mr. Wells stated that Lorenzo de' Medici in Italy is interested in an articulation agreement with us

#### 5. Human Resources Update – Ms. Fedorchak

- H.R. is working on the Affordable Care Act report

#### 6. Other

- Dr. Battisti attended the Your Voice Matters on January 18<sup>th</sup>. He stated that there were 50-60 people in attendance Senator Akshar, Assemblywoman Lupardo, Assemblyman Crouch, Broome County Executive Garnar, Mayor Greg Deemie and Mayor Rich David also attended the event

**The Next Executive Council meeting will be held Monday, January 29, 2018, in the Wales 107 Conference at 9:30 a.m.**