

**Executive Council
Minutes
February 27, 2018**

Members Present: Dr. Kevin E. Drumm, Dr. Francis Battisti, Dr. Carol Ross, Michael Sullivan, Dr. Sesime Adanu, Jesse Wells

Members Absent: Lynn Fedorchak

Others in Attendance: None

1. Student Success

- The Enrollment Planning Weekly Newsletter was distributed and discussed
 - Mr. Wells discussed the way inquiries are reported on the newsletter. Inquiries are pulled only from FASFA. From the 19th to the 26th had additional inquiries of 450 emails, calls and walk-ins. We will be looking at this more closely
 - Mr. Sullivan suggested tracking both FASFA and other inquiries

2. Communication

- Dr. Battisti shared that Kim McLean, Chair of Gen. Ed. is visiting Shared Governance bodies to keep them informed of what is happening with Gen. Ed.

3. Housing Update – Dr. Ross

- Dr. Ross reported that there are 330 students in housing
- Dr. Ross is fine tuning the proposal for the budget
- Are working on the FSA and Housing MOU
- Minimum GPA for housing was discussed
- A letter has been sent to Spectrum and are waiting for a reply
- Dr. Ross discussed students not wanting to repeat a failed class and the fact that they do not have to
 - Dr. Drumm stated that we can have our own college policy that requires them to repeat the course

4. Assessment/Institutional Effectiveness– Dr. Adanu

- Dr. Adanu reported that the College Employee Satisfaction Survey (CESS) has been sent to the campus. He asked that everyone encourage their faculty and staff to complete the survey
- Changes have been made to the assessment software for the academic side and there will be a test group who will use the software and make recommendations for any changes they feel are necessary
 - a. Performance Improvement Plan (PIP)
 - No new issues were discussed

Action Items

1. Personnel Planning

- PAR 2018-08 – FT – Reg. Staff Assistant to Senior Staff Assistant Continuing Ed.
 - Approved
- PAR 2018-09 – FT – Reg. Assistant Professor, Nursing
 - Approved
- PAR 2018-11 – PT – Temp. Staff Associate (H), Applied Learning & Career Center
 - Approved
- PAR 2018-14 – FT – Temp. Accountant (County), Finance
 - Approved

Updates/Information Items

1. Budget – Mr. Sullivan

- Mr. Sullivan reported that he will be meeting with the finance budget team today regarding the 2018-19 budget. He discussed a 3 to 3.5% tuition increase and a Net FTE 2.5% decline. He plans to take the budget to the Board of Trustees in March, the County on April 1st and then to the Legislature in May

2. Maintenance and Facilities – Mr. Sullivan

- Mr. Sullivan reported that the facilities group is looking to inform the Board of Trustees at the April Board meeting on the phased approach to the Master Plan implementation
- Carnegie Project;
 - Mr. Sullivan will have a critical call with NYS Division of Budget and SUNY Capital to get final approval. He is cautiously optimistic
 - Four bids will be presented for a vote to the Board of Trustees tomorrow. Mr. Sullivan will also distribute supplemental information to the Board
 - New Market Tax Credit financing needs to be complete by March 30th
- Mr. Sullivan asked if the College would know what CRM they would like to purchase if we move forward with CRM
 - Mr. Wells replied yes, we do have our own preference, Slate CRM. If SUNY does allow for a packaged version; Slate partners with other companies to create a package.
 - Dr. Drumm stated that he would like John Petkash invited to have a conversation with Executive Council to give an update on SUNY CRM

a. CPAC

- No new issues were discussed

Updates/Information Items Continued

3. Academic Affairs Update – Dr. Battisti

- Dr. Battisti reported that there is \$20,000 from the state to enhance OER's
- Dr. Battisti will check with Lynn Fedorchak concerning progress with the Offsite Work Committee
- Micro credentialing is moving quickly
- Dr. Battisti will be holding a Taste of Success Breakfast with students once again
- The Academic Coffee House is Thursday
- Dr. Battisti will be visiting superintendents in the Blue Ridge Pennsylvania area on Friday
- Lorenzo de' Medici; Dr. Battisti stated that SUNY Broome may look at working with Marist College for transfer opportunity

4. Student Development and Diversity Update – Dr. Ross

- Dr. Ross asked that anyone interested in having their teeth cleaned to please contact Dental Hygiene; they are looking for patients
- Dr. Ross will be sending information on our Continuing Education EAP Students to the Chamber for their Good News Section
- She will be attending a Town and Gown meeting tonight at 7 p.m.
- Dr. Ross attended a deliberation on diversity yesterday. There was a good mix of students there and they are asking that a diversity deliberation with faculty and staff be held. Also students do not want to be forced to take diversity classes but do want faculty and staff to have mandatory diversity training. Students stated that learning about diversity should be organic
- Student Assembly voiced concerns about active shooters. Dr. Ross will be meeting with Joe O'Connor and Dean Schuhert regarding these concerns
- There was an issue on February 22nd when campus closed early with students getting on the county bus. Students were entering the bus via the back door; the bus driver called security. Dr. Ross will meet with Joe O'Connor and meet with the student that was taken to security as well
- Dr. Ross will follow up with Student Activities concerning the Democracy Wall
- A student newspaper is coming out next week; Sa'Nae Cotman announced it at shared governance
 - Dr. Drumm voiced concerns about libel suits concerning personal libel

5. Human Resources Update – Ms. Fedorchak

- No new items were discussed

6. Other

- No new issues were discussed

The Next Executive Council meeting will be held Monday, March 5, 2018, in the Wales 107 Conference at 1 p.m.