

**Executive Council  
Minutes  
February 20, 2018**

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

**Members Absent:** Lynn Fedorchak, Michael Sullivan

**Others in Attendance:** None

1. Student Success

- The Enrollment Planning Weekly Newsletter was distributed and discussed
  - Mr. Wells stated that this will be the last report for the semester to have the Fast Forward number on it
    - Dr. Battisti discussed Fast Forward teaching requirement guidelines
  - Mr. Wells will check on late start numbers

2. Communication

- No New Issues were discussed

3. Housing Update – Dr. Ross

- Dr. Ross has another call in to Spectrum and is waiting for a call back

4. Assessment/Institutional Effectiveness– Dr. Adanu

- Dr. Adanu reported that the assessment reports is at a 75% submission and he will follow up with the areas that have not submitted theirs
- Dr. Adanu stated that all major units need to undertake outcome assessment in compliance with Middle States requirements. He will need at least three (3) goals from the President and three (3) goals from the Board of Trustees to assess for the 17-18 academic year
  - a. Performance Improvement Plan (PIP)
    - No new issues were discussed

**Action Items**

1. Personnel Planning

- Mr. Wells anticipates a vacancy in MARCOM in May and will be asking to fill this position

2. Revised Academic Calendar Fall 2018 – Fall 2021

- Approved
- Discussion was held concerning beginning classes after Labor Day. Dr. Battisti will investigate the rationale of beginning classes before Labor Day

## Updates/Information Items

### 1. Budget – Mr. Sullivan

- Mr. Sullivan will update the Council at the next meeting

### 2. Maintenance and Facilities – Mr. Sullivan

- Mr. Sullivan will update the Council at the next meeting

#### a. CPAC

- No new issues were discussed

### 3. Academic Affairs Update – Dr. Battisti

- Dr. Battisti has sent an email to the chairs concerning sections and building the schedule. He has met with the deans and the union as well to discuss the number of sections that is sustainable with the budget. He will be meeting with Liberal Arts on Friday regarding sections and building the schedule
- Gina Chase and Beth Mollen are at the ATD Conference and Dean Mollen will also be attending the IPASS Conference
- Dr. Battisti spoke to Shelli Cordisco concerning issues with the PIF grant
- Everything is all lined up for the Imagination Lab at the Incubator; the 3D printer and animation will be there
- Dr. Battisti is having discussions concerning entry testing and will be meeting with Dean Kinney and Mr. Wells regarding this
- Dr. Battisti met with Binghamton University regarding systems engineering
- Will reach out to Excelsior Scholarship students to see how they are doing

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

- Dr. Ross reported that a non-resident student who had bedbugs infected the classrooms where they attended classes. The classrooms have been exterminated
- Dr. Ross will be working with Joe O'Connor and Dean Schuhert to develop a policy for special interest flags and will talk with Student Assembly and Shared Governance as well
- Dr. Ross is on a Binghamton University subcommittee for safety that is addressing safety issues for students on the weekends. They are looking at BCC students that live off campus on Chapin Street and in buildings off of Main Street. The police have been called to these locations. 20% of our students are visiting bars on the weekends and they are addressing safety of students between midnight and 3 a.m.
- Dr. Ross discussed concurrent enrollment or certificate program with Binghamton University for Criminal Justice

### 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 Tuesday, February 27, 2018, in the Wales 107 Conference at 9:30 a.m.**