

**Executive Council
Minutes
Monday, October 1, 2018**

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

Members Absent: None

Others in Attendance: None

1. Student Success

- Mr. Wells distributed the handout, Popular Courses: Non-matric student population – Fall 2018.
 - Dr. Drumm asked how many are online. He stated that we need to know what percentage is offered online and go from there.
- Mr. Wells reported that a survey was sent out to new students and continuing students that did not register for classes to ask why they decided not to register.
 - There were 25 new students in the pipeline for this past fall that did everything but register.
 - There were 74 continuing students that did not return.
 - Mr. Wells reviewed the results of the surveys with Executive Council regarding the reasons why students did not register.
 - Discussion was held concerning a transfer pathways web page. Have a web page that lists courses/majors and top transfer schools for those majors.
- Dr. Drumm asked who was taking the lead concerning scheduling the meeting concerning classes at Oneonta. Mr. Wells will speak to Andrea Roma about taking the lead on this.

2. Middle States Update – Dr. Adanu

- Dr. Adanu reported that he had a conference call with the Middle States liaison and they will be visiting three of our Fast Forward high schools; Windsor, Maine Endwell, and Binghamton. The visit will take place in January on either the week of 22nd to 25th or 28th to 30th. Middle States will be meeting with the high school administrators, counselors, Fast Forward teachers and Fast Forward students. They will also meet with Dr. Battisti, Andrea Roma and selected faculty working with the Fast Forward program. Ms. Roma is coordinating the visit with Middle States and will be accompanying them while they are here.
- Dr. Battisti stated that we need to work on the program review reports.
 - Dr. Adanu added that some areas have not done their reports and therefore have not turned them in. Dr. Battisti stated that the deans are working with them.

3. Communication

- No new items were discussed.

4. Assessment/Institutional Effectiveness – Dr. Adanu

- Dr. Adanu reported that the CESS Survey results are completed and he will share them at the next Executive Council meeting.

Action Items

1. Personnel
 - PAR2018-93 – FT Temp. FT Adjunct, History, Philosophy, SS
 - Approved

Updates/Information Items

1. Budget – Mr. Sullivan
 - Mr. Sullivan reported that the 2017-18 budget is still a balanced budget.
 - The 2018-19 budget preliminary analysis is a balanced budget with many dynamics to deal with. He will prepare the forecast for the October Board of Trustees meeting.
2. Maintenance and Facilities Update – Mr. Sullivan
 - No new items were discussed.
3. Student Development and Diversity Update – Dr. Ross-Scott
 - Dr. Ross-Scott reported that the Student Assembly elections are underway and end on October 4th at noon. Results can be expected by late afternoon.
 - Jon Smith our Assistant Athletics Director won the Trainer of the Year Award.
 - There is a rise of cases reported in Title IV.
 - On October 17th American Dining Creations is holding a Fresh Pasta 101 Class in the Student Village. Dr. Battisti is the chef for this class.
 - Thus far, all of our Women's athletic teams are having winning seasons.
 - Dr. Ross-Scott attended training for the Care Assessment Team last week.
4. Academic Affairs Update - Dr. Battisti
 - Dr. Battisti will be bringing back to the Council for a vote next week the Orientation Sponsorship Procedure. Mr. Sullivan asked for a copy of the procedure. Dr. Battisti will send this to Mr. Sullivan.
 - Dr. Battisti met with George Slilaty and Angelo Mastrangelo concerning a new company moving to Binghamton and needs workforce development.
 - We have eight scholarships for Global Studies courses.
 - He will be talking with Cathy Williams of the Foundation concerning funding for AA1 and AS1.
5. Human Resources Update – Ms. Fedorchak
 - No new updates were presented.
6. Other
 - The date for the Staff Holiday Gathering is December 1st at 6 pm.

**The Next Executive Council meeting is scheduled for Tuesday, October 9, 2018
In Wales 107 Conference Room at 9:30.m.**