

**Executive Council
Minutes
December 4, 2018**

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

Members Absent: None

Others in Attendance: None

1. Student Success

- The Enrollment Planning Weekly Newsletter was distributed and discussed.
 - Mr. Wells also distributed and discussed the Executive Council Application and Recruitment Weekly Report as well as the Enrollment Analysis and Trends Report.
 - Mr. Wells will be meeting with Dr. Adanu to develop the weekly Enrollment Analysis and Trends Report which will be handed out along with the Enrollment Planning Weekly Newsletter at the Executive Council meetings. We can use this as a tool for target marketing.
 - Mr. Wells would like to create a key of all known variables that can happen and affect the data for the week. He will be meeting with his team this week to see if we can produce this. Dr. Ross-Scott asked that race be added to the report.
- Dr. Drumm suggested that ads/video be done to highlight our successful alumni. Mr. Wells will be contacting alumni to do a video.
- Dr. Adanu suggested that we focus on specific issues we can solve at this point. Retention is a big issue for us. We can look at the last three years to see who these students are that did not return. Follow up with them and ask why they didn't return. Then address what the issues are. Be consistent with it. Dr. Battisti stated that he will be meeting with the Academic Appeals Group who are working on this issue. Dr. Adanu stated that ATD has recommendations on this; follow up with them. Dr. Battisti stated that they haven't gotten ATD's formal recommendation yet.
- Mr. Wells met with Jason Boring to discuss planning major events around Open Registration and College Readiness Week. Jason has some great ideas like, an inflatable movie screen that can be moved around campus. Dr. Drumm suggested an inflatable hornet too that can be taken into the community.

2. Communication

- Dr. Ross-Scott distributed a memo from the Council for Operational Issues concerning feedback from Your Voice Matters. The memo included safety concerns and how the campus is notified of an incident and sometimes find out about an incident through rumors and not by an official statement from administration. Discussion was held.
 - Dr. Ross-Scott will draft an email response to the Chair of COI
 - Mr. Sullivan suggested that the Chair be invited to the next Executive Council meeting to discuss the memo. Dr. Ross-Scott will reach out to the chair.

3. Assessment/Institutional Effectiveness– Dr. Adanu

a. Middle States Update

- Dr. Adanu along with nine others attended the Middle States Conference. Attendees attended sessions that related to the standard that they are working on.
- One topic at the conference was Board involvement in the accreditation process. Updates need to be provided to the Board.
 - Dr. Drumm asked that Dr. Adanu and Trustee Sharon Ball give an update to the Board at the regularly scheduled Board meetings.
- Other items discussed at the conference included; approach to self-study process (for example, listening tour of campus), student involvement, student representatives on working groups, town halls, newsletters, online web site for updates, advertisements, posters, social media, debriefing sessions, outcomes and assessment plans (some haven't submitted their reports yet, he will follow up with them).
- Dr. Adanu will work on scheduling the liaison site visit. The liaison will meet with Executive Council, Board of Trustees, the President, Faculty, Staff and Students.

b. Strategic Plan Update

- Working on preliminary report on the 6 goals for the Strategic Plan.

Action Items

1. Personnel Planning

- No new issues were discussed.

Updates/Information Items

1. Budget – Mr. Sullivan

- Mr. Sullivan reported that the ESPA negotiating session follow up meeting is Thursday.
- Budget instructions for 2019-20 were sent to campus and are due December 21.
- There are continued conversations on DASNY regarding the corporate structure on \$1.5 million dollars supplemental funding for the SAM Grant.
- Mr. Sullivan asked that the high priority list for capital projects be brought to Executive Council before curtailment. The vice presidents have the capital projects information and he needs a good list of FF&E. We will need to address requests over multiple years.

2. Maintenance and Facilities – Mr. Sullivan

- No new issues were discussed.

3. Student Development and Diversity Update – Dr. Ross-Scott

- Continuing Ed is creating a soldering and electric apprenticeship.
- Workforce Development - using SUNY Grant money
- Student Conduct Institute was held by SUNY to relay what SUNY expectations need to be met.
- Our RA's presented at the Stonybrook Conference.

Updates/Information Items Continued

3. Student Development and Diversity Update – Dr. Ross-Scott

- Plans are being finalized for the Giving of the Toys. Dr. Ross-Scott wants to merge the Business and Campus events.
- PIF Grant Reports have been submitted for year one.
- Lunch with the Law is this week.

a. Housing Update

- Dr. Ross-Scott discussed the need for a policy on homeless students that have no where to go during breaks. She is working on it to offer free housing. Dr. Drumm stated that perhaps a scholarship can be offered.

4. Academic Affairs Update – Dr. Battisti

- Dr. Battisti will be meeting concerning Decker facility needs.
- There will be a plant science meeting this week.
- Dr. Michele Snyder and Dean Beth Mollen are at a PIF Grant meeting.
- Dr. Battisti reported that Maureen Breck is looking at our older students and what their impression of the College is.
- Carnegie is moving along. Discussion was held concerning the banners that hung on the Carnegie building. The banners have shredded. Suggestions included purchasing a digital sign for the site, permanent signage, light pole banners, horizontal digital sign. Mr. Sullivan said to meet with Dave Ligeikis and work it out.
 - Discussion was held concerning auto admitting students from high schools. Mr. Wells asked if we can explore this with one school to see how it is received.
 - This was approved to auto admit high schools students from one school.

5. Human Resources Update – Ms. Fedorchak

- The Wellness Committee has developed an indoor walking plan. This will be sent to the campus soon.
- Dr. Drumm asked that the soft deadline benchmarks for the vice president search be sent to the applicants.

6. Other

- Dr. Battisti will look into doing a week in review video update that will be in the Focus. He will see if faculty and staff would be willing to do the video.

The Next Executive Council meeting will be held Tuesday, December 11, 2018 in the Wales 107 Conference at 9:30 a.m.