

**Executive Council
Minutes
Tuesday, November 20, 2018**

Members Present: Dr. Kevin E. Drumm, Dr. Francis Battisti, Dr. Carol Ross-Scott, Dr. Sesime Adanu, Michael Sullivan, 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 will ramp up marketing for spring. He did reduce winter marketing and added it to the spring marketing budget. A push for spring will begin in a couple of weeks.
 - Admissions is tabling at community events and will also be at the Mall.
 - Dr. Battisti reported that advisors are embedded in the different areas.

2. Communication

- No new issues were discussed.

3. Assessment/Institutional Effectiveness – Dr. Adanu

a. Middle States Update

- Dr. Adanu reported that the substantive change was submitted Friday by email. He will follow up to be sure that it was received.
- We need to focus on priorities with Shared Governance. He will share this with the Steering Committee at the December 7th meeting.

b. Assessment Update

- The Planning Committee met and discussed resource allocation and tie it into assessment. There is not a clear process for this. We don't have a clear process for Tech Fees; we need to have it on paper and how it is all tied into assessment. Dr. Adanu will share with the Council the model that the Committee has.
 - The Committee wants to have a budget committee that meets with the vice president for resource allocation.

Action Items

1. Personnel

- No new items were discussed.

Updates/Information Items

1. Budget – Mr. Sullivan

- Budget instructions and forms will be sent to campus early next week and will be due prior to curtailment.
- He is working on a 5-year budget plan for the President.
- He will work with Executive Council on listing the highest priorities/requests for capital projects. We are pushing hard for FF&E, vehicles, and high tech equipment needs to be on the list.
 - Mr. Sullivan discussed the need to develop a plan for these type of items.

2. Maintenance and Facilities Update – Mr. Sullivan

- No new items were discussed

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

- Dr. Ross-Scott will be sending a note concerning how American Dining deals with meals when the College has a snow day.
- She is working with Dave Ligeikis concerning cleaning the cafeteria.
- There is an uptake in Title IV and student of concern cases.
- There were over 100 people who attended the Betty Reid event.
- They are working on updating the multi-cultural website and the Center should be opening soon.
- Dr. Ross-Scott has talked with Joe O'Connor concerning a personal counseling position.
- The theme for Black History Month will be health care.
- Dr. Ross-Scott discussed holding a Car Boot Sale in the spring. This will be a community event held on campus where vendors will be invited to participate. We will partner with early childhood students and the proceeds will go to the Child Care Center. More to come on this.

4. Academic Affairs Update - Dr. Battisti

- Dr. Battisti will be sending a note to faculty concerning BAP after he follows up on discussions with Binghamton University.
- Professional Development is rolling along. He has asked Amy Brandt to look for a FT faculty member who is interested in release time to be the facilitator of this.
- He is looking at 24/7 counseling services.
- The first meeting for labor management is today.
- We have a meeting with P-Tech to be sure we are moving in the right direction with this.
- He will be meeting on CEA.
- He will be meeting on Nursing and looking at facilities.

5. Human Resources Update – Ms. Fedorchak

- The United Way campaign continues through November 30th.

Updates/Information Items Continued

6. Other

- Dr. Ross-Scott reported that Shelli Cordisco is at a conference in D.C Student Support Services Session – Fall of 2019 grant will be out.
- Mr. Wells discussed the launch of the Culinary Program and the Opening of the building.
 - Downtown Housing – Mr. Wells asked if there is anyone we can contact concerning partnering with for downtown housing. Dr. Ross-Scott will ask housing to look into it. Dr. Battisti stated that he will contact Ron Sall.
- Dr. Drumm talked about topics at the first Think Tank meeting; marketing to high schools and workforce development and micro credentialing.

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