

**Executive Council
Minutes
May 23, 2017**

Members Present: Dr. Kevin E. Drumm, Dr. Francis Battisti, Michael Sullivan, Debbie Morello, Dr. Sesime Adanu

Members Absent: Lynn Fedorchak, Jesse Wells

Others in Attendance: None

1. Student Success

- The Enrollment Planning Weekly Newsletter was distributed and discussed
 - Dr. Battisti reported that divisions have been calling continuing students and will continue to reach out to them
 - Dr. Battisti stated that they are encouraging students to use Scheduler

2. Communication

- Dr. Battisti discussed meeting with the Faculty Association concerning the budget
 - Dr. Battisti and Mr. Sullivan will meet with them
 - Dr. Drumm said that a budget update should be done in spring and fall with the Faculty Association
- Discussion was held concerning the dissemination of information
 - Dr. Battisti stated that more update meetings need to be held on campus

3. Housing Update – Ms. Morello

- We are still at the low 200's for housing with approximately 80 returning students
- Ms. Morello asked American Dining Creations to give her a bid for weekend meals. She is hoping the bid comes in at \$300 per student
 - Ms. Morello and Mr. Sullivan discussed renegotiating the contract. Ms. Morello is fine with this as long as it benefits the College

4. Assessment/Institutional Effectiveness – Dr. Adanu

- Dr. Adanu distributed the draft Strategic Plan. This is a fairly clean draft and he is meeting with CAO group tomorrow to review. He asked that the Council give him their final input. He will present this to the Board of Trustees at the June meeting and will have it ready for the Fall Faculty Staff Assembly

a. Performance Improvement Plan (PIP)

- No new issues were discussed

Action Items

1. Personnel Planning

- PAR 2017-23 – FT Regular Campus Peace Officer, Health & Safety
 - Approved
- PAR 2017-24 – FT Regular Campus Peace Officer, Health & Safety
 - Approved

Updates/Information Items

1. Budget – Mr. Sullivan

- Mr. Sullivan reported that we are within \$75,000 in payroll costs of balancing the budget. The key will be with what we do with the summer schedule
- Next year's budget – Mr. Sullivan will forward a 1% to the legislature in June
- The Broome County Public Hearing for our budget is June 15th. Dr. Battisti may attend this meeting

2. Maintenance and Facilities – Mr. Sullivan

- a. CPAC Update – Mr. Sullivan
 - Mr. Sullivan and David Ligeikis will be reviewing CPAC and its members
- Carnegie Project
 - Empire State Development has extended New Market Tax Credit grant through the end of September
 - Have received proposals from Passero for internal reconfiguration

3. Academic Affairs Update – Dr. Battisti

- Dr. Battisti will meet with the deans to finalize their budgets and will come forward with positions that are needed
- Dr. Battisti is having lunch with Binghamton University staff regarding BAP
- He will be meeting with the Director of EOP on Friday
- Dr. Battisti and Helen Battisti will be presenting at tomorrow's Renewal Day
- Jim Samels will be meeting with the dean of technology at Binghamton University concerning an MOU in Systems Engineering
- We are working on an articulation agreement with Marywood in Criminal Justice
- Dr. Battisti met with John Petkash and Heather Darrow to discuss how we can integrate Achieving Success in to the entire campus

4. Faculty Staff Assembly (Thursday, August 24th) – Dr. Battisti

- They are looking for program suggestions to hold in the afternoon
 - Ms. Morello suggested showcasing areas that have made their area sustainable through innovative means

Updates/Information Items Continued

5. Student and Economic Development Update – Ms. Morello

- The manager of the bookstore will be resigning as of June 2nd. Ms. Morello is meeting with the Regional Vice President tomorrow
- Everything is all set for graduation on Thursday
- Ms. Morello is working on the Student Activity Budget. She would like to raise the Student Activity Fee by \$5.00, this would put us in sync with other community colleges
- Beth will be meeting with counselors today concerning moving personal counselors under Scott Schuhert
- She is looking at Education to Go for the corporate structure but not for the general public

6. Human Resources Update – Ms. Fedorchak

- No new issues were discussed

7. Other

- Dr. Drumm asked that a meeting be scheduled on campus with the Drew Matonak, president of Hudson Valley Community College who is interested in a BAP with Albany. Dr. Drumm stated that our BAP people and someone from Binghamton University should be in attendance. He asked that available dates be sent to Drew Matonak
 - Ms. O'Day will send dates and time to Rhoda Neal when Dr. Drumm is available for this meeting

The Next Executive Council meeting will be held Tuesday, May 30, 2017 in the Wales 107 Conference at 9:30 a.m.