

**Executive Council
Minutes
April 2, 2019**

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

Members Absent: Dr. Francis Battisti

Others in Attendance: None

1. Student Success

- The Enrollment Planning weekly newsletter was distributed and discussed. Enrollment is down 116 students after the first week of continuing student registration.
- UE is holding up on instituting the Instant College Acceptance idea until further review from the school lawyers. They are still very interested but hesitant until that approval is received.
- The College is working with BOCES but it is a much smaller cohort. MARCOM has not talked with any other schools. MARCOM is to reach out to UE to give them a heads up that the College will be offering the opportunity to other superintendents in the county.
- J. Wells discussed how to facilitate an easier instant Acceptance procedure. Dr. Ross-Scott suggested sending out a “recommended” schedule after the students have been accepted which they can link to and get registered automatically. This would generate a bill. Discussion followed.
- J. Wells still waiting to 1 or 2 programs to promote.
- Dr. Drumm would like E. Stewart to attend the April 10 Executive Council meeting to present her findings and action plan from the March 26 Enrollment Deep Dive. E. Stewart will be presenting data from Placement Assessments which were started 4 months earlier. These placement assessments are a barrier to final scheduling.
- The Focus group meetings have been completed by Dr. Allala and he will also be attending the April 10 Executive Council meeting to present his findings.
- J. Wells would like to market the SUNY Center event as a Placement Assessment and Instant Acceptance event.

2. Communication

- No issues for communication.

3. Assessment/Institutional Effectiveness– Dr. Adanu

- The College is on schedule for submitting the Self-Study Design.
- Reminder of Dr. McKitrick visit on April 23, 2019. Dr. Adanu will look into Wales 203A for a work space for him during the F&F committee meeting.
- Dr. Adanu is working with the Dean of Students Schuhert to make sure there is student representation at the open campus portion of the liaison visit.

Action Items

1. Personnel Planning
- None

Updates/Information Items

1. Budget – Mr. Sullivan

- Mr. Sullivan determined that the \$100 increase in state aid per FTE is better for the College's proposed 2019-20 Budget than the 98% floor of the prior three-year average FTE enrollment trend.
- The Finance team is meeting tomorrow to finalize the budget.
- The Capital projects were approved by the County.
- Mr. Sullivan is reviewing existing PARS as he is seeing an uptick in payroll costs. With the 7% decline in enrollment and an estimated 4-5% for next year, he is concerned about these increased costs.

2. Maintenance and Facilities – Mr. Sullivan

- CPAC and the Sustainability Committees have offered their feedback on the Capital Projects listing. Facilities and Finance will take some of the projects on the approved listing and move forward.
- The AT Boiler bid will be on the April Board of Trustees meeting
- The ESPA 3rd Shift transition and weekend coverage is being discussed.

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

- There are 94 applicants for Fall 2019 Housing.
- Elle reached out to 207 students for low mid-term grades.
- Professor Wojdat would like a bookstore presence in the Culinary Center. She had a meeting with Follet but they cannot justify manning a stand down there yet. She is looking to work with another vendor.
- Alberto Miller is working on a non-credit course to be held at SUNY Global. The Russian student leave on May 2 and should know more if anymore International Students will be coming to the college. Dr. Drumm would like to look into this program more.
- Dr. Ross-Scott is working with UHS to bring some enhanced psychiatric/mental wellness services to the campus for quicker response for students.
- She has a transportation meeting on Monday and will then submit final numbers to Broome County.
- The Multicultural luncheon is Thursday April 4, 2019 from 11- 1 p.m.

4. Academic Affairs Update – Dr. Battisti

- Dr. Battisti was at a conference and no report was given.

5. Human Resources Update – Ms. Fedorchak

- Nothing to report.

6. Other

The Next Executive Council meeting will be held Wednesday, April 10, 2019 in the Wales 107 Conference at 1:00 p.m.