

**Executive Council
Minutes
December 11, 2018**

- Members Present:** Dr. Kevin E. Drumm, Dr. Francis Battisti, Michael Sullivan, Dr. Sesime Adanu, Jesse Wells
- Members Absent:** Dr. Carol Ross-Scott, Lynn Fedorchak
- Others in Attendance:** None

1. Student Success

- Mr. Wells distributed and discussed the Executive Council Application and Recruitment Weekly Report as well as the Enrollment Analysis and Trends Report.
- Mr. Wells discussed the top five most popular social media campaigns that the College runs. Thirty-eight social media campaigns are running a variety of ads and topics; culinary program was the highest that was looked at. Dr. Battisti asked that he send this information out to campus. Mr. Wells will send it out this week.
- Dr. Drumm asked if anything new is being done in the ads for January. Mr. Wells replied that we are doing email campaigns and traditional campaigns and are working on adult learner ads.
- Mr. Wells stated that they have been polling heavily the students who haven't registered yet; 60% say they're coming back. The ones who are not coming back say that they've transferred, got a new full-time job or have health issues, and a few stated that they'd like to come back but need to figure out how to fit into their schedule.
- Dr. Drumm stated that at the retreat the Board of Trustees were open to the idea of a four-day class schedule. They also want to grow distance learning.
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2. Communication

- Mr. Wells reported that they are working on a web version of the Emergency Communication Plan that will also include Health & Safety Content and protocol for things like bed bugs.
 - Dr. Drumm stated that Hans should be coordinating the protocol for situations like the bed bugs. Hans or Joe should take charge of it and get the word out to MarCom to send out a message.

3. Assessment/Institutional Effectiveness– Dr. Adanu

- a. Middle States Update
- Dr. Adanu and the Steering Committee met on Friday regarding priorities for the self-study. They decided that the three areas they will focus on are; diversity and inclusion, student success and assessment.
 - He will work on the self-study design over the break.
 - Dr. Adanu would like to schedule the liaison visit for April 23, 2019.
 - Dr. Adanu is working with Trustee Ball on the monthly Middle States update to the Trustees. Trustee Ball will present the update to the Board.
 - Sometime in the future, he will do a ten-minute presentation to the Board concerning content from the Conference he and nine others attended.

Action Items

1. Personnel Planning

- PAR 2018-116 – FT Reg. Programmer Analyst I/II, IT Administration
 - Approved

Updates/Information Items

1. Budget – Mr. Sullivan

- Mr. Sullivan reported that he submitted the analysis of the budget and is forecasting a balanced budget.
- He met with ESPA concerning four areas of the contract and are scheduled to meet again at the end of January.

2. Maintenance and Facilities – Mr. Sullivan

- Mr. Sullivan stated that the high priority list for capital projects will be given to the vice presidents either before or right after the break.
- Two facilities leadership positions are being changed/updated. They will be going to F&F and Board for approval at the December meeting. We will conduct searches once they are approved by Board of Trustees and SUNY.
- Mr. Sullivan discussed adding an HVAC position. We currently contract this service out and we will significantly save money by having our own person on campus.
- We are transitioning our cleaning crew from third shift to day shift.
- Mr. Sullivan reported that he had a good meeting with Print Shop staff concerning their relocation. The meeting gave him a better understanding of what the issues are and to discuss some alternatives for the move location. The current plan is to relocate within the current physical space but move it to the back of the area.

3. F & F Committee Meetings

- Dr. Drumm asked Mr. Sullivan for an update on the process for the F & F Committee meetings.
 - Mr. Sullivan stated that because the staff that provides the information for the Committee meeting works under him, the finance staff will manage the entire packet. Jeanette Tillotson will build the packets. Mr. Sullivan will decide who will send the information to the Board members, either Ms. Tillotson or he will send the information. It is his understanding that the stipend for the F & F Committee meetings is only for taking and transcribing minutes.
 - Ms. O'Day asked that when it is decided who will be sending the Board information that it be forwarded to her or to the person in her position, so they can notify the Board who to expect this information from.

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

- Dr. Ross-Scott will update the Council at the next meeting.

5. Academic Affairs Update – Dr. Battisti

- Dr. Battisti met concerning Decker facility needs. He will be meeting with Dr. Brandt tomorrow to review a one-page summary of what is needed right now. Discussion was held concerning the possibility of renting space for HIT.
- Dr. Battisti met with Stacey Duncan and Laura Lameroux regarding funding for the College for positions. She invited Dr. Battisti to attend their regional meeting which are held four times per year.
- We have 85 students that cannot register because they have not provided proof of immunization.

Updates/Information Items Continued

5. Academic Affairs Update – Dr. Battisti Continued

- We are waiting for information on UK Open University and will reschedule the conference call with them.
- An offer will be made to a candidate for Marketing Director.
- We will be holding the information fair once again for the Faculty/Staff Assembly.
- On January 22nd Deb Moeckle will be on campus to discuss Middle States.

6. Human Resources Update – Ms. Fedorchak

- Ms. Fedorchak will update the Council at the next meeting.

7. 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 18, 2018 in the Wales 107 Conference at 9:30 a.m.