

**Executive Council
Minutes
January 9, 2018**

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

Members Absent: Dr. Francis Battisti, Dr. Sesime Adanu

Others in Attendance: None

1. Student Success

- The Enrollment Planning Weekly Newsletter was distributed and discussed
- Dr. Drumm stated that we need to market evening and weekend classes to the adult population and we should do an August Over 21 Event
- Mr. Wells reported that we will have 80 Nursing students that are expected to register
- Mr. Wells discussed some areas not taking advising appointments until Open Reg Week because all their calendars are full with appointments. It was discussed that, in some areas, these delays may only be temporary and related to the timing of personnel changes
 - A question was posed about discussing the value of back-up support for advising. A rough example would be cross training admissions or enrollment coach staff as backup registration support (to assist existing advisors if the need arose)
 - Dr. Ross stated that Admissions has enough to do and that we need “generalists” on campus that can advise students
 - We also have online advising (or at least online pre-advising). However, it may only be used by the professional advisers at this point. They have also mentioned that it can take longer to advise a student online than in person. It is possible improved tools could be introduced here
 - We also do group advising when possible, which helps avoid delays

2. Communication

- Dr. Ross expressed her concerns with civility on campus. Discussion followed

3. Housing Update – Dr. Ross

- 320 beds are assigned
- A second interview was held for the RD position and they will be checking references
- The GPA of 50% of housing students is 1.9 and 13 students have a GPA of zero. The faculty mentor will be reaching out to these students to offer assistance
- Dr. Ross discussed the Time Warner Cable contract. Time Warner’s service does not function the way they want it to in the Village and they are actively looking into canceling the contract with them. A contract with another service has also been established

4. Assessment/Institutional Effectiveness– Dr. Adanu

- Dr. Adanu will update the Council at the next meeting
 - a. Performance Improvement Plan (PIP)
 - No new issues were discussed

Action Items

1. Personnel Planning

- No new issues were discussed

Updates/Information Items

1. Budget – Mr. Sullivan

- All department budgets have been submitted and we are in the process of reviewing them. Overall requests are up by 10%. Plan to take the preliminary budget to the Board in March and to the County in April and back to the Board in June for final approval
- The State budget should be out a week from today. This is important because of the \$1.5 million SUNY match for the Carnegie project

2. Maintenance and Facilities – Mr. Sullivan

- Next Tuesday, Wednesday and Thursday we will be issuing bids for Carnegie. The bids will be back in February and will be on the February Board agenda
- The Calice building project is going well
 - a. CPAC
 - No new issues were discussed

3. Academic Affairs Update – Dr. Battisti

- Dr. Battisti will update the Council at the next meeting

4. Student Development and Diversity Update – Dr. Ross

- Dr. Ross met with Cheryl Smith concerning the FSA budget and the need to strategize due to the decline in revenues. A 15% cut in everyone's discretionary funds can be expected
 - Dr. Drumm discussed moving the Child Care Center to the College's Operational budget
- Dr. Ross is now a member of Greater Binghamton Education Outreach Program (GBEOP) and attended her first meeting this morning
 - Dr. Ross and Mr. Wells will be meeting to discuss programs that we can associate with GBEOP

5. Human Resources Update – Ms. Fedorchak

- The office is busy with year-end processes
- H.R. is gearing up for Affordable Care reports
- Yoga and Fitness Fusion classes will be beginning
- The Wellness Challenge will be starting again soon

Updates/Information Items Continued

6. Other

- None

The Next Executive Council meeting will be held Tuesday, January 16, 2018, in the Wales 107 Conference at 9:30 a.m.