

**Executive Council
Minutes
January 23, 2019**

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

Members Absent: None

Others in Attendance: None

1. Student Success

- No Enrollment Planning Weekly newsletter available. Registrar reported there were 168 new students.

2. Communication

- Faculty Staff Assembly is Thursday, January 24.

3. Assessment/Institutional Effectiveness– Dr. Adanu

a. Middle States Update

- Dr. Adanu is following up on information from Deb Moeckel. He will need to get the Board of Trustees's goals to see if they align with the Strategic Plan. Dr. Drumm stated that their goals were discussed at the Board retreat and were aligned with the Strategic Plan.

b. Strategic Plan

- Ms. Lenzo did a great job redacting the information in the CESS Survey. He will send it to Executive Council for review and then out to the campus.
- He will identify 3 items or areas of concern from the CESS Survey and report on how the college addressed them. One area that has been address is the campus cleanliness. A second is communication issues. A third is to look at COI and see what is already being addressed.

Action Items

1. Personnel Planning

- PAR 2019-08 – PT Temporary Instructional Designer, TRC
 - Approved

Updates/Information Items

1. Budget – Mr. Sullivan

- Payroll is lower this period due to curtailment. There will be a better idea of FTE's after this week with sections cuts.
- Finance Department is working heavily on next year's budget and getting clarity on the Priority issues for the VPs.
- Enrollment numbers will determine Fall Budget.
- The College is 16th compared to other community colleges' costs of tuition and fees. Dr. Drumm would like the data of where Broome falls compared to other community colleges without tuition and fees.

2. Maintenance and Facilities – Mr. Sullivan

- Dave Ligeikas will be talking to the VPs about the key projects within each division and then send it to CPAC.
- Mr. Wells stated there is a lot of interest in the Culinary Building by High School Guidance. When would the building be open for tours?

Updates/Information Items Continued

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

- There were 110 student athletes and only 19 had a GPA of less than 2.0.
- There will be special election for the President of Student Assembly as the current student didn't maintain the stated requirements.
- Jan Hertzog will be meeting with Akshar and Lupardo to discuss the Baily Bill and the decreased funding for EAP programs. She has submitted a Workforce development grant along with Dick's Sporting goods.
- Delta Engineers is doing a walk-through of the Student Village. There are currently 60 empty beds. With that, there is a decrease in meal plan revenue. She is looking at discounted meal plans for commuters/staff.
- Joe O'Connor and Cheryl Smith are meeting with transit people on the 25th to look at enhanced coverage.
- Dr. Drumm reached out to a colleague with a 4-day school week with Administration opened 5 days a week, and the biggest issue is housing and students not having anything to do on Fridays.

4. Academic Affairs Update – Dr. Battisti

- Section management has been processed. Almost everything has been cut except for some on-campus labs due to working space. Going forward, he would like a commitment to start with less sections and add if needed instead of this current practice.
- Nursing Assessment is moving forward, and they have been working with Nuventive.
- Yesterday's visit with Deb Moeckel got a lot of communication going about our college assessment.
- Dr. Battisti and Mr. Sullivan meet with UHS next week, followed by Lourdes.
- Dr. Battisti and Dr. Ross-Scott will have their workforce development discussion.
- He is attending division meetings this week.
- Dr. Battisti reported he attended The Agency – In the Zone meeting which discussed buying downtown commercial buildings. Discussion followed about the possibility of having a skills center or assessment offices downtown in addition to the campus's offices. It might allow potential students more flexibility.

5. Human Resources Update – Ms. Fedorchak

- Nothing to share.

6. Other

The Next Executive Council meeting will be held Tuesday, January 29, 2019 in the Wales 107 Conference at 9:30 a.m.