

**Executive Council  
Minutes  
March 22, 2019**

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

**Members Absent:** Michael Sullivan

**Others in Attendance:** None

1. Student Success

- MARCOM is working on developing an App boosting campaign that will run between now and the beginning of the Fall semester. The campaign will stress the 2 year programs. MARCOM presented 2 options for an Admissions event in the NYC area, either to host an all-day fair at SUNY Center with a full line of staff for application, placement, advising, financial aid, housing and EOP assistance, or visit each schools to push applications and enrollment. There has been a 14.6% decline in applications from the NYC area, with 88% of applications coming from the NYC area. Continuing student registration starts. There is a disconnect of information when moving a student's Advisor information between Starfish and Banner.
- Dr. Allala will be hosting a focus group of students in the Student Village for feedback on the college.
- Larry Allen has reviewed enrollment data for the last 4 years. There is a correlation between the decline in community college enrollment and when the Excelsior program was instituted.
- Dr. Adanu suggested that the Achieving Success committee be invited to attend Executive Council on a bi-weekly basis to report back with issues or results from their staff committee meetings.
- Dr. Russ is attending the Student Success redesign committee meetings. There are many committees on campus and it seems like there is some disjointed focus and goal for these committees. Discussion followed about who is responsible for uploading data for tracking and accomplishments.
- Discussion was held regarding how a 4 day class week would affect housing and Friday Activities.
- Remedial support needs to be offered before a student comes to college. Professionalism and employability are key issues throughout the community.
- Visual Communication/Arts might be the first accelerated program.
- Medical Administration skills program is being put forward as 5 week terms. Health Science accelerated programs are very important.
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2. Communication

No items for discussion.

3. Assessment/Institutional Effectiveness– Dr. Adanu

- .The self-study design went out to the entire campus with a deadline of March 28 for feedback.
- Trustee Ball will be presenting to the Board of Trustees March 28, 2019.
- Posters have been placed around the campus and they are working on postcards about the expectations of a Middle States Self Study.
- There have been some revisions to the Institutional Assessment Effectiveness Plan due to new guidelines from SUNY and MSCHE. The proposal is being routed around.

## Action Items

1. Personnel Planning
  - PAR 2019-31 Office Manager – approved
  - PAR 2019-33 Academic Advisor – Temp – approved.

## Updates/Information Items

- Budget – Mr. Sullivan
  - Mr. Sullivan was out of the office. No reports for Budget.
- Maintenance and Facilities – Mr. Sullivan
  - Mr. Sullivan was out of the office. No reports for Maintenance and Facilities
- Student Development and Diversity Update – Dr. Ross-Scott
  - Dr. Ross is working with Francis for funding for the Distinguished Lecture series.
  - Standard IV is reaching out to various departments for feedback on student retention.
  - FSA's 2019-20 College enhancement funding was presented. Budgets have been reduced due to a decline in enrollment.
  - Dr. Ross will be meeting with American Dining to discuss the Food plan contract.
  - Dr. Ross will be meeting with Tanya at BU to discuss transportation.
  - Fall applications for housing are up. There will be a posting for a new Resident Director.
  - PRODiG grant has extensive HR data required. The Deadline has been moved to July 1, 2019.
- Academic Affairs Update – Dr. Battisti
  - BUS 122 will now be offered as a Fast Forward class.
  - Dr. Battisti is asking each division to be responsible for assigning advisors to each student.
  - He met with Erico Mattio from GLASE and will have another meeting April 29, 2019.
- Human Resources Update – Ms. Fedorchak
  - She is working with ESPA and the continuing changes to the 3rd Shift staff
  - Successful completion of the Affordable Care act reporting.
- Other

**The Next Executive Council meeting will be held Tuesday, March 26, 2019 in the Wales 107 Conference at 10:00 a.m.**