

**Executive Council  
Minutes  
January 29, 2018**

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

**Members Absent:** Dr. Francis Battisti

**Others in Attendance:** None

1. Student Success

- The Enrollment Planning Weekly Newsletter was distributed and discussed
  - Mr. Wells discussed communication to students when sections are cut. We are reaching out to departments to ask them to contact students whose sections are cut and to offer them another course option to fulfill the course requirement
    - Mr. Wells would like to work on an automated message to students whose section is cut. He will check Banner's capability concerning this
  - Mr. Wells discussed block scheduling for new students and will check if any other community college is doing block scheduling across the board

2. Communication

- Dr. Drumm will send a generic message to campus asking that when rumors are heard concerning the College's involvement in controversial issues that they please check with the appropriate VP or the President to verify the related facts before taking the information any further

3. Housing Update – Dr. Ross

- Dr. Ross will be meeting with the committee concerning the structure and budget
- Students are moved in
- We currently have two male vacancies and a few female vacancies

4. Assessment/Institutional Effectiveness– Dr. Adanu

- Dr. Adanu reported that they had a demo from the vendor for the assessment software. The vendor asked for a list of our academic programs. They will have a demo for the administrative side within the next two weeks
  - a. Performance Improvement Plan (PIP)
    - No new issues were discussed

**Action Items**

1. Personnel Planning

- No personnel needs were discussed

## Updates/Information Items

### 1. Budget – Mr. Sullivan

- Mr. Sullivan stated that we still have a balanced budget
- Mr. Sullivan discussed an article in the NY Times concerning online courses and how they may not benefit students who need remedial courses. Mr. Sullivan will send the article to the members of Executive Council
  - Dr. Drumm said to find out if most of our online students are adult students
- Discussion was held regarding allocating sections by divisions
- Mr. Wells discussed ghost sections
  - Dr. Drumm stated that Mr. Wells should be part of the deans meeting to discuss ghost sections with them

### 2. Maintenance and Facilities – Mr. Sullivan

- They are proceeding with work on the Culinary Project. Vendors have toured the Carnegie building. The target is to have the bids in by mid-February
- The Calice Building is progressing as planned
- Instructions for the Capital Improvement Plan comes out in a couple of weeks and is due to the County by April 1<sup>st</sup>

#### 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 will send the Black History Month calendar to the Council members. She asked that they try to attend as many events as possible
- Dr. Ross discussed a problem with Follett pricing the health science exit book incorrectly. The book was initially listed at \$304 and a few students purchased the book at this price. It should have been listed as \$360. Follett changed the price of the book to \$360. Students that did not purchase the book yet complained of the higher price. Dr. Ross received notice that the book was relisted at the lower price of \$304 and will be sold at a loss for that price
- Graduation plans are moving forward. Dr. Ross asked if there will be a guest speaker. Dr. Drumm stated that the student is the keynote speaker
  - Dr. Ross discussed historical archives for the College and asked where to find them. Mr. Wells stated that Robin Petrus and Karen Pitcher can help with this. Mr. Wells also suggested contacting the Broome County Historian
  - Discussion was held concerning possibly hiring a BU student or intern to research the history of the College. Mr. Wells suggested compiling a list of what in particular we want researched
  - Mr. Wells and Dr. Ross will meet to discuss this further

### **Updates/Information Items Continued**

5. Human Resources Update – Ms. Fedorchak

- The Fitness Fusion six week class begins on February 5<sup>th</sup>
- The Yoga class begins today from Noon – 12:30 p.m.

6. Other

- Dr. Drumm discussed a question that was asked of him at the Liberal Arts Welcome Back Breakfast last week. He stated that he was told that the Law firm hired for negotiations was known for their reputation for union busting. Dr. Drumm's response was that he hadn't heard anything about that.

Dr. Drumm stated to the Executive Council members that when he met with Colin Leonard of the firm Schoeneck & King the last question that Mr. Leonard asked him was if there was anything else he should know. Dr. Drumm responded to Mr. Leonard that it is important to work collaboratively with the union during the negotiation process.

**The Next Executive Council meeting will be held Thursday, February 8, 2018, in the Wales 107 Conference at 9:30 a.m.**