

**Executive Council  
Minutes  
January 15, 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

- Mr. Wells distributed and discussed the Enrollment Planning Weekly Newsletter. D-reg occurred on the 9<sup>th</sup> this year versus the 19<sup>th</sup> last year. Mr. Wells stated that SUNY Rockland is down 16% and SUNY Jefferson is down 14% in enrollment. The college is continuing to see a trend in all counties for the college enrollment with 50% decline in the NYC counties. They are looking into what are the underlying factors of this decline, is it word of mouth, transfer shock from high school, college services. The Excelsior grant program offers opportunities for students to go to 4 year colleges but our transfer trend from colleges back to Broome has spiked back up. Is there a trend of false starts at these colleges when the real financial impact is understood by the students and parents. Dr. Ross-Scott voiced concern over the data that she has been studying. The college is missing something in persistence and retention. The on-boarding message is missing something, the foundation of information is lacking. Dr. Battisti stated it is an ever changing on-boarding structure to get the right mix of information. Dr. Adanu suggested a focus group to investigate the possible obstacles and transfer shock. Dr. Scott-Ross doesn't want a revolving door. Has Achieving Success group seen the data reports? Dr. Battisti stated that Starfish is producing positive results and is asking the Dean to suggest more use of it by the Faculty.
- There is a communication void between the 1<sup>st</sup> day of classes and the 1<sup>st</sup> day of attendance with the students and faculty. A relationship needs to be established during this time period. If attendance was part of Starfish, there would be 100% involvement. Dr. Ross-Scott will continue to crunch numbers and share the data with Achieving Success and Deans and the departments.

2. Communication

- Dr. Ross-Scott is meeting with Ciara Cable on what COI defines as "lack of communication" from Administration. She will share with Executive Council

3. Assessment/Institutional Effectiveness– Dr. Adanu

- a. Middle States Update
  - Dr. Adanu has a conference call with the Middle States Liaison on February 26<sup>th</sup> to get more information on the structural content and end goa prior to his visit in April.
- b. Strategic Plan
  - CA Chair Berkholtz has requested the CESS Survey be shared with the campus. Dr. Adanu and Diana Lenzo will work on redacting personal information.

**Action Items**

1. Personnel Planning
  - No personnel action items

### **Updates/Information Items**

1. Budget – Mr. Sullivan
  - The auditors Bonadio are finalizing the audit for 2017-2018. There is no draft yet. The opinion should be clean.
  - Mr. Sullivan is still confident there will be a 2018-2019 balanced budget. Spring enrollment at 2 weeks prior meets the forecasted net FTE, reflecting effective section control. The Finance department is holding tight on discretionary spending.
  - The finance and Budget team is working on the 2019-2020 budget. There is a requested 6% increase in spending with a 4-5% drop in enrollment. They should have some preliminary numbers in February. They will be going to the board in March and submit a budget April 1 to the county, with adoption by the county in May or June.
  - There is a meeting to discuss public safety structure and cost at the Culinary which may run \$350K to \$450 K and was not accounted for in the cost of this project, along with a significant lease payment that will be due. This will have a big impact on the 2019-2020 budget.
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2. Maintenance and Facilities – Mr. Sullivan
  - There are several significant projects being finetuned. Capital projects for county consideration are due in March. SUNY Capital projects are due in August. There is a lot to do and he will be working on a strategy within the next 6-8 weeks.
  - One Stop shop for the Old Science and Student Services is being addressed. There is some funding for core buildings. Phase 1 will be to issue an RFP for an architect. Phase 2 & 3 would be the renovations. The strategy will be on costs and potential sources of funding. There will be an RFP for professional services of utilization who will also work with the architect.

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

3. Student Development and Diversity Update – Dr. Ross-Scott
  - Another letter has been sent to Comcast for cancelation of services in Housing.
  - The housing team reached out to the 88 students in risk of being d-reg and brought that number down to 33. Nice work. They are also working very diligently to fill the empty beds.
  - Cheryl Smith is working a busing service proposal.
  - Jan Hertzog is working on an apprenticeship with Amphenol for Adanow Aerospace.
  - There will be a distinguished lecture Feb 26 for Black History Month. They will be working with Health Sciences and nursing in the morning and a lunch and learn public event in the afternoon.
  - February 25 will be the new Girls Group visit to the campus. This group will be funded and run like the Lunch with the Law program.
  - There is an ACE webinar February 14<sup>th</sup> she will be attending
  - Dr. Ross-Scott will be attending Guided Pathways at SUNY Orange. The discussion for this institute is Degree Works and how institutes address on-boarding.

4. Academic Affairs Update – Dr. Battisti

- Dr. Battisti reported that they are looking at linking attendance and Starfish together but there are issues of it not linking to Banner. Faculty is supportive of doing mid-grades in Starfish but there are concerns of transfer of data to Banner. Mr. Wells will look into that.
- Dr. Battisti attended the Haiti debrief this morning. It was very good. The diverse group of 50 was very inspirational. He would like to have them present at the March Board of Trustee meeting.
- January 22 will be the visit from Deb Moeckel who will be leading a middle states discussion.
- On January 16 he has a meeting with the Deans. They will be looking at retention data for the last 5 years.
- Dr. Battisti will be hosting a reading group.
- Section management will take place on January 18<sup>th</sup>. The new Academic Appeal process is in place.
- Dr. Battisti asked Dr. Adanu to look at Starfish and make sure data sharing makes sense. There are many services that students and faculty have available that are being underutilized.
- He is having a discussion with BAP. The major issue is lack of transportation.
- Dr. Ross-Scott and he will be discussing Workforce and Counseling
- Dr. Battisti and Mr. Sullivan are meeting with some hospitals.

5. Human Resources Update – Ms. Fedorchak

- Wellness Committee is offering Yoga and a Fitness Fusion
- The committee is looking into developing a Healthy Cookbook.

6. Other

- The Faculty Staff Assembly is next week. Secretary search is concluding on January 22<sup>nd</sup>. Current secretarial coverage was discussed.

**The Next Executive Council meeting will be held Tuesday, January 23, 2019 in the Wales 107 Conference at 3:00 a.m.**