

**Executive Council
Minutes
January 17, 2017**

Members Present: Dr. Kevin E. Drumm, Debbie Morello, Michael Sullivan, Dr. Sesime Adanu, Lynn Fedorchak, Jesse Wells

Members Absent: Dr. Francis Battisti

Others in Attendance: Dr. Michael Kinney

1. Student Success

- The Enrollment Planning Weekly Newsletter was distributed and discussed
 - Mr. Wells stated that we are up an additional 68 students for spring
 - January 18th is de-registration

2. Communication

- No new issues were discussed

3. Housing Update – Ms. Morello

- Ms. Morello reported that work is half done in housing and should be completed within a week
- We have seven athletes in housing

4. Assessment/Institutional Effectiveness – Dr. Adanu

- No new issues were discussed

Action Items

1. Personnel Planning

- No new items were presented

Updates/Information Items

1. Budget – Mr. Sullivan

- Mr. Sullivan distributed and discussed the bi-weekly payroll report. He plans to provide this report every two weeks the Friday before Executive Council meets. We need to pursue all the academic sustainability plans that Dr. Battisti presented
- Mr. Sullivan distributed and discussed the 2017-17 Budget Forecast
 - Summer and Winter FTE's and payroll costs were discussed
 - Discussion was held concerning payroll costs and class sizes
 - Dr. Drumm asked that Mr. Sullivan sit down with Larry Allen and the Academic Deans to discuss the budget

Updates/Information Items Continued

2. Maintenance and Facilities – Mr. Sullivan

- Ms. Sullivan discussed the progress of the new market tax credits for the Carnegie Library Project. Empire State Development has asked permission to speak to US Bank
 - \$10.2 million is verified and we could ask SUNY Capital for more to possibly pay for parking
 - Working on the LLC with the County

3. CPAC Update – Mr. Sullivan

- No new issues were discussed

4. Academic Affairs Update – Dr. Michael Kinney

- Dr. Michael Kinney presented the Academic Affairs Update during Dr. Battisti's absence
- The Deans are looking at consolidating classes
- Discussion was held concerning if classes should run that have five or six people enrolled and break even on the cost

5. Student and Economic Development Update – Ms. Morello

- The EAP graduation is tonight
- Jan Hertzog was very involved in the manufacturing and REDC grants
- Ms. Morello is very optimistic regarding the search for her replacement
- Ms. Morello discussed and suggested we change the College's practice of not checking social media when hiring. She would like to speak to Bob Behnke for his opinion on the practice
- We will have more corporate trainer expense for Continuing Education
- We will have recruitment expense for International Education and for Public Safety
- CEA Project – Ms. Morello discussed collecting letters of support for the greenhouse project from businesses

6. Human Resources Update – Ms. Fedorchak

- The H.R. office is busy orienting new people for the new semester

7. Other

- No new issues were discussed

The Next Executive Council meeting will be held Tuesday, January 24, 2017, in the Wales 107 Conference at 9:30 a.m.