

**Executive Council
Minutes
January 8, 2019**

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

Members Absent: Dr. Francis Battisti

Others in Attendance: None

1. Student Success

- Mr. Wells distributed and discussed the Enrollment Planning Weekly Newsletter. Enrollment has not changed much. The college is working on pushing individual courses for non-matriculate students. Mr. Wells stated they are looking at how to deliver specific programs in a different way. Some ideas being considered are an auto-accept for High School students and working on how we can deliver in the High School a non-sequenced program and preparing High School students better for college. There will be a lot of discussion and review of programs that are ready for reconfiguring. After programming, it is all about the services that need to be in place to entice students to return and be more engaged. Dr. Ross-Scott wanted to know what type of job would a Health Sciences degree prepare a student for? Mr. Wells stated that this program allows students to be employed in many aspects of support or office management in a Health Care setting. It also allows transfer pathways to a 4-year Healthcare Administration degree or aligns them to be accepted into the competitive Health Sciences programs. Dr. Ross-Scott reported that Black History Month's theme is healthcare and she will be coordinating with the Health Sciences program. Gina Chase is putting together a Health Fair.

2. Communication

- No communication items were discussed.

3. Assessment/Institutional Effectiveness– Dr. Adanu

- a. Middle States Update
 - The steering committee has voted, and the self-study design has been started and should be ready at the end of this week for Amy Brandt and Andrew Haggerty to review. It will go to the Steering committee and then to Executive Council.
- b. Strategic Plan
 - People are still making changes, but the Preliminary update report can be shared with the campus. It is a report of the 6 goals from different areas on campus.

Action Items

- 1. Personnel Planning
 - PAR 2019-04 Student Rights and Responsibilities Coordinator
 - Approved

Updates/Information Items

1. Budget – Mr. Sullivan

- We are forecasting an overall decline of 7% for enrollment from fall and winter based on trend data. The college is managing the cost side of the equation. The finance department is spending a lot of time on pre-budget discussion. There has been a 6 ½% increase in requests with a 7% decline in enrollment so priorities are being defined
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2. Maintenance and Facilities – Mr. Sullivan

- A priority list of capital projects should be available no later than the end of this month. CPAC indicated significant pressure on repairing roofs and doors. An RFP will be going out for Space Utilization study. With possible expansion in Nursing, and CEA needing additional space, the college needs to be prudent with the space that it currently has with declining enrollment and increased online classes. The finance department needs additional evidence-based information for expansion with reduced money matches available. Dr. Drumm wanted to know if there were any cost savings yet with the new geo-thermal field. It is too soon to see results.

Updates/Information Items Continued

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

- No housing news. There are a couple of students staying during curtailment and working on projects.
- Shelli Cordisco submitted a Clean Energy Grant in collaboration with SUNY Delhi
- Joe O'Connor has asked for an extension for the Fire Compliance Report as some things cannot be remedied until June.
- The catalogs for Continuing Education were sent out. However, there was a new printing company and the quality was sub-standard. New catalogs will be sent out.

4. Academic Affairs Update – Dr. Battisti

- Dr. Battisti was absent and no report was provided

5. Human Resources Update – Ms. Fedorchak

- No information for discussion.

6. Other

- Summer Vacation Coverage was discussed.

The Next Executive Council meeting will be held Tuesday, January 15, 2019 in the Wales 107 Conference at 10:00 a.m.