

**Executive Council  
Minutes  
Tuesday, November 13 2018**

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

**Members Absent:** None

**Others in Attendance:** None

1. Student Success

- The Enrollment Planning Weekly Newsletter was distributed and discussed.
  - Dr. Adanu will have Larry Allen pull the retention numbers. Dr. Drumm asked that we have the retention number for next week.
  - Mr. Wells reported that the Nursing numbers will be counted in the fall.
  - Mr. Wells will check on the accepts number.
  - Conversion rate is still at 8.1%.

2. Communication

- Dr. Battisti discussed an exterminator being called to the AT building because of mice in the building. They are either lab mice or pets.
  - Dr. Drumm asked what protocol Public Safety has for situations like this to notify the people who work in the building.
    - Mr. Wells stated that last time we had something similar a notice was put in the Focus.
    - Dr. Ross-Scott stated that the building should be notified first and then put it in the Focus and asked if we have a distribution list for the building.
    - Dr. Drumm stated that the mice were either lab mice or pets that someone brought in and it is in violation of Health and Safety. This needs to be stated in the messaging.

3. Assessment/Institutional Effectiveness – Dr. Adanu

a. Middle States Update

- Dr. Adanu attended the Self-Study Institute and reported that we have already began doing many of the things that are needed for the report.
- Dr. Adanu stated that 3-5 priorities need to be decided on and we need to supply Middle States with this document by March 2019. Each college needs to decide what we want to focus on and tie it into the Strategic Plan.
  - Dr. Adanu suggested submitting 3 priorities and distributed draft campus priorities for consideration to the Council.
  - Dr. Drumm stated that one has to be, retention/student success. The second will be, assessment. The third needs to be decided on and suggested CAI be asked for a priority on teaching and learning.
  - The liaison will be visiting in the spring so we need to finalize this ASAP so we can work on the self-study design. The liaison will meet with the Board of Trustees, Executive Council, faculty, staff and the Steering Committee. Sean McKitrick is the liaison.
  - Dr. Ross-Scott suggested that someone work with the Board to prep them for the meeting.

## Action Items

1. Personnel
  - PAR 2018-110 – FT Reg. Assistant Professor, Engineering Science and Physics
    - Approved
2. Moving of the Copier Center
  - Mr. Sullivan forwarded the memo that College Assembly Chair Angie Bergholtz received regarding the concerns of moving the Copy Center to the Old Science Building to Dave Ligeikis. He asked Mr. Ligeikis to form a work group who will look at all of the issues/concerns. The tentative schedule for the move is to have it done prior to the spring semester. Mr. Sullivan recommends that a communication be sent to Ms. Bergholtz concerning the work group and to also follow-up with the Copy Center staff and the music area stakeholders. Dr. Drumm stated that we need to be clear that the space is needed for classroom space.
3. Distance Learning Steering Committee Recommendation (Examity)
  - Dr. Battisti stated that the College will pay for the cost of taking the test, not the student and we will cap the cost at \$10,000.00.
    - Approved.

## Updates/Information Items

1. Budget – Mr. Sullivan
  - Budget instructions and forms will be sent to campus early next week and will be due prior to curtailment.
  - He is working on a 5-year budget plan for the President.
  - He received draft proposals from ESPA on some items and are scheduled to meet the first week in December. He met with ESPA leadership to discuss more positive productive communication.
  - He will work with Executive Council on listing the highest priorities for capital projects over \$5,000.00. IT will then go to CPAC for review and then back to Executive Council for approval. This needs to be tied into the Strategic Plan. SAM Grant document for the Carnegie Project will need to be signed by the County Executive, the President and Mr. Sullivan
    - Mr. Wells submitted a budget for culinary marketing
    - PARS for staffing; Dr. Ross-Scott stated that the Public Safety staffing plan was received by Joe O'Connor. The PARS need to be approved in time for the officers to attend the police academy. She will ask if the College has had conversations with the Binghamton Police Department regarding more patrols at Carnegie.
    - Mr. Sullivan discussed FF & E for Carnegie and the possibility of an additional \$50,000.00. Mr. Ligeikis will reach out to Rey Wodjat to identify equipment that can be purchased with these funds.
2. Maintenance and Facilities Update – Mr. Sullivan
  - No new items were discussed

### Updates/Information Items Continued

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

- Spring housing applications are open.
- So far one student wants to stay for break housing.
- Jan Hertzog is working on apprenticeship program and wants to also work on micro credentialing.
- For safety and after-hours access, Joe O'Connor is working to collect all the master keys that have been distributed to people who no longer need that type of access. He suggested open access to buildings from 7 a.m. to 11 p.m.
- Reminder that Betty Reid will be on campus tomorrow at 2:30 p.m.

#### 4. Academic Affairs Update - Dr. Battisti

- Dr. Battisti met with the County Executive concerning space at the airport for our aircraft maintenance program. He will follow up with them.
- Dr. Battisti met with the B.U. Provost to discuss our BAP Program and discussed our International programs.
- Dr. Battisti reported that Dr. Snyder is working on the contact hours and credit hours splits
- The Veterans Ceremony went well and we had a good turnout for it.
- He met with Rey Wodjat, Beth Mollen, **Dani Berchtold**, Larry Allen, and Dr. Adanu **are** working on information that needs to be submitted for the culinary program to Middle States.
  - Mr. Wells asked **that** a list be assembled of who to send the notice to that the program has been approved. Dr. Drumm stated that it should go to guidance offices, elected officials and other dignitaries and the Chamber members.
- Dr. Patrick Allala has joined the College staff and will be working with Dr. Adanu.
- **He will be devoting some of his time to the college's retention focus.**
- **Dr. Battisti will developing a reading group to discuss what the next retention processes need to be. He will be announcing this to CAI.**
- **Deb Moeckle from SUNY will be on campus in the during the Holiday break to discuss our Middle States initiative.**

#### 5. Human Resources Update – Ms. Fedorchak

- The United Way campaign continues through November 30<sup>th</sup>.
- Open enrollment has ended.

#### 6. Other

- No new issues were discussed.

**The Next Executive Council meeting is scheduled for Tuesday, November 20, 2018  
In Wales 107 Conference Room at 9:30 a.m.**