

**Executive Council  
Minutes  
January 3, 2019**

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

**Members Absent:** Dr. Francis Battisti, Jesse Wells

**Others in Attendance:** None

1. Student Success

- The Enrollment Planning Weekly Newsletter was not available due to curtailment for distribution and discussion.

2. Communication

- Gale Thomas will be temporarily filling Diana Lenzo's position until a replacement can be found. Dr. Drumm will send out an email on Monday outlining the Executive Suite's transitions.

3. Assessment/Institutional Effectiveness– Dr. Adanu

a. Middle States Update

- April 23 is the confirmed date for Middle State's Liaison Dr. McKittrick visit. Sesime with work with Diana to finalize the agenda for that day. Dr. Drumm would like an email blast sent to the campus so they are aware of the schedule even if they are not involved.

b. Strategic Plan

- This is in a preliminary draft mode as he is still receiving input by staff.

**Action Items**

1. Personnel Planning

- No new issues were discussed.

**Updates/Information Items**

1. Budget – Mr. Sullivan

- Mr. Sullivan stated they are getting started on the 2019-2020 budget. They are looking at having a draft budget within the next 30 days. Winter numbers were down prior to curtailment. At that time at least 50% of the remaining online sections were below the 18-20 threshold.

2. Maintenance and Facilities – Mr. Sullivan

- Priority lists have been received from the Vice Presidents. He is hoping to have an initial listing from Executive Council at the end of the month. It will then go to CPAC for review and comment.
- Some winter break projects are finalizing the doors around campus and the RFP for the music room renovations.

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

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

- She is looking into off-campus housing options and collecting information regarding private housing and the Financial Aid aspect of off campus and private housing. Dr. Ross will look into the possibility of the college having a block of room and managing the enrollment.
- Personal Care Committee and Policy update. There is a FA member on the Personal Care Room committee and the feedback was that this policy is appropriate. She will be meeting with Hans VanHouten and Joe O'Connor to finalize the policy. Dr. Ross has a meeting with FA later in the month and will add it to her agenda for discussion.
- The College collected \$31,000 in parking tickets for the Fall 2018 semester.
- Dr. Ross reports that a BU Student who was attending a Music class but not registered or auditing was involved in a conduct situation. Discussion followed as to the college policy and procedures with regard to un-registered students.
- As of December 28, she is waiting for a response from Legal regarding job descriptions.

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

- Dr. Battisti was absent and no report was provided

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

- The Wellness Committee is hosting 2 events. Yoga from Feb 5 – May 16 on Tuesday and Thursdays from 12-12:30 pm, and a Fitness Fusion program Feb 6 – May 15 Wednesdays from 5-6 p.m.
- The SUNY Challenge will be starting soon.
- The Wales and Calice Buildings have been mapped for Indoor walking. Hoping to do others in the future.

#### 6. Other

- Summer Vacation Coverage was discussed. Diana will follow up with the Vice Presidents.

**The Next Executive Council meeting will be held Tuesday, January 8, 2019 in the Wales 107 Conference at 9:30 a.m.**