

**Executive Council  
Minutes  
May 9, 2017**

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

**Members Absent:** None

**Others in Attendance:** None

1. Student Success

- The Enrollment Planning Weekly Newsletter was distributed and discussed
  - Mr. Wells reported that there are 90-100 continuing nursing student in block registration
  - Dr. Battisti mentioned that developmental courses do not count toward the 30 credits for the Excelsior Scholarship
    - Dr. Drumm stated that we need to continue doing concurrent developmental courses
  - Mr. Wells reported that we are up to 247 BAP students and B.U. is still letting us accept more

2. Communication

- No new issues were discussed

3. Housing Update – Ms. Morello

- The RA's are frustrated after losing Jarvis and now Brittany is leaving as well. They need more of a presence from Amy and Scott. Ms. Morello will be meeting with Scott and Amy this week
- Ms. Morello is working with American Dining Creations on providing food service on the weekends for housing students. If they do not want to provide this service, Ms. Morello will send out an RFP

4. Assessment/Institutional Effectiveness – Dr. Adanu

- Dr. Adanu distributed a working draft of the Strategic Plan for the Council to review and give comment
  - Ms. Morello will send a copy to Dr. Carol Ross

a. Performance Improvement Plan (PIP)

- No new issues were discussed

### Action Items

1. Personnel Planning
  - No new issues were discussed
2. Summer Hours
  - Approved

### Updates/Information Items

1. Budget – Mr. Sullivan
  - Mr. Sullivan reported that they are waiting to finalize the student activity fees and FSA funds that may come over to the operating budget for the 2017-18 budget
  - Discussion was held concerning Student Assembly resolutions
    - Ms. Morello discussed transparency for both the administration and Student Assembly
  - Dr. Drumm asked where the athletics money is that we are saving on not having hockey and tennis
2. Maintenance and Facilities – Mr. Sullivan
  - a. CPAC Update – Mr. Sullivan
    - Bids are out for the Mechanical Building. The target is to have the bids done for the June Board of Trustees meeting
3. Academic Affairs Update – Dr. Battisti
  - Summer sections are being cut that have 5 or below students enrolled
    - Discussion was held concerning the minimum number of students allowed before a section is cut
  - CDA is moving forward
  - Dr. Samels is on campus today and will be meeting concerning Systems Engineering
  - The Counselor Breakfast is tomorrow at 8 a.m.
  - Dr. Battisti is working with Shelli Cordisco on the Perkins Grant. They are looking at an Enrollment Coach in admissions, a tech to assist Lisa Hughes in applied learning. \$135,000 set aside for equipment in Health Sciences for upgrades
  - Dr. Battisti is working on a list of positions needed for his areas
4. Faculty Staff Assembly (Thursday, August 24<sup>th</sup>) – Dr. Battisti
  - No new issues were discussed

## Updates/Information Items Continued

### 5. Student and Economic Development Update – Ms. Morello

- Graduation preparation is going well
- The IDA doesn't want cameras on their building
- CAI does not want Continuing Ed to offer online courses. Ms. Morello is fine with this as they only net \$2000 and only 60 people enroll
- CAI also is asking to review Continuing Ed course and to work together with Academic Affairs on communication between credit and non-credit
  - Mr. Wells discussed levels of Badges that would equate to 1 credit
- Ms. Morello will be visiting Anne Arundel College in Maryland regarding continuing education programs and badging and non-credit certificates and asked if she should invite Dr. Carol Ross to attend as well
  - Dr. Drumm stated yes if she is available

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

#### a. Worksite Wellness Grant

- Ms. Fedorchak discussed moving forward with applying for the \$500 healthy food policy grant. The paperwork needs to be submitted in September
  - Dr. Drumm stated that a broader conversation is needed concerning what the criteria is
  - Ms. Fedorchak will contact them to see if there will be another opportunity to apply for this grant in the future

### 7. Other

- No new issues were discussed

**The Next Executive Council meeting will be held Monday, May 15, 2017, in the Wales 107 Conference at 9:00 a.m.**