

**Executive Council
Minutes
January 10, 2017**

Members Present: Dr. Kevin E. Drumm, Dr. Francis Battisti, Debbie Morello, Michael Sullivan, 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 stated that we are up an additional 85 students for spring
 - The numbers for Health Sciences also look good
 - Mr. Wells stated that pre-advising was done and they also gave out deadlines for advising. They are working on changes to advising based on the top three issues; students were asked to wait until final registration, students did not know who their advisor was, and how do I make an appointment for advising
 - Dr. Battisti stated that they are looking into Ring Central phone system for advisement and admissions

2. Communication

- Dr. Battisti discussed rumors that overload is being cut
- Ms. Morello reported that a political coup took place in Haiti and now there is news that some American citizens may be at risk. Dr. Battisti contacted our SUNY Broome people that are in Haiti and all of them are fine and not in the area of the coup. Ms. Morello suggested we have our people that are in Haiti check in with the College every day

3. Housing Update – Ms. Morello

- Ms. Morello reported that work is being done in housing to replace all the plumbing fittings. Ciminelli Construction will pay for the replacements
- We are down 10 students from last semester for spring and there is no waiting list. We are working on filling housing

4. Assessment/Institutional Effectiveness – Dr. Adanu

- Dr. Adanu stated that community members will be invited to two Strategic Plan meetings in February to gather their input. He asked that the Council forward to him any names and contact information of anyone they feel should be invited to the meetings

Action Items

1. Personnel Planning

- PAR 2016 - 127 – PT, Temp, Director Student Activities (H), Student Activities
 - Approved
- PAR 2017 - 01 – FT, Assistant Librarian 12, Learning Resource Center
 - Approved
- PAR 2017 - 02 – Staff Assistant (H), to FT, Regular Staff Assistant, Financial Aid
 - Approved

- Ms. Morello discussed bringing the pooled position for a Peace Officer to Executive Council, the position is vacant due to a resignation

2. Library Hours

- Dr. Battisti discussed and asked for approval to close the Library at 9 p.m., an hour earlier, Monday through Thursday and also close an hour earlier on Saturday. He would also like to have the Library open until 10 p.m. during the last three weeks of a semester
 - Approved

Updates/Information Items

1. Budget – Mr. Sullivan

- Mr. Sullivan will distribute to the vice presidents a bi-weekly payroll report. This report can be used as a tool for PAR's
- An updated forecast will be completed by next Tuesday
- They are working on the 2017-18 budget forms and instructions. The budget for each area will be provided for next year. Each area will be asked to prove the need if a request to increase the budget is submitted
- Mr. Sullivan will work with the vice presidents concerning the revenue side of the budget
- Ms. Morello stated that the Incubator costs are uncertain at this point in time and are not budgeted for. She wants to be sure that the Council knows that this is a future cost and needs to be budgeted for. As soon as the expenses are determined she will let the President and vice presidents know
 - Dr. Drumm suggested that a small contingency of \$25,000 be added to next year's budget
 - Ms. Morello would like to add \$50,000 to the budget

2. Maintenance and Facilities – Mr. Sullivan

- No new issues were discussed

3. CPAC Update – Mr. Sullivan

- No new issues were discussed

Updates/Information Items Continued

4. Academic Affairs Update – Dr. Battisti

- Dr. Battisti reported that the deans will be covering for him during his absence. The schedule for coverage will be sent to the President and vice presidents
- He will be meeting with Dr. James Samels on Thursday concerning Systems Engineering Programs
- IT has sent a campus email regarding computer security training
- Ken Mansfield and Rick Firenze will meet to discuss CEA
- Dr. Battisti discussed doing the services that EAB and Ad Astra offer in house

5. Student and Economic Development Update – Ms. Morello

- Scott Schuhert is working on the Compliance Data Policy and Procedure
- Shelli Cordisco is working on the historic tax credits and other grants
- The Vice President search has produced several good candidates
- They are getting prices for the Incubator computer system
- Ms. Morello will be attending the Urban League event on Thursday evening where Debby Irving, author of *Waking up White* will be speaking
- Ms. Morello and Dr. Battisti discussed faculty in other countries teaching credit courses for the College. They may have them teach non-credit courses
- We will have visitor on campus from Rosario University from February to May
- Alberto Miller will present a certificate program to Rosario University
- Ms. Morello would like Scott Schuhert to attend the SUNY Leadership Conference on February 14-15. It was agreed that Dean Schuhert will attend the conference

6. Human Resources Update – Ms. Fedorchak

- No new issues were discussed

7. Other

- Dr. Drumm appointed Debbie Morello as Officer in Charge from Thursday, January 12th through Monday, January 16th.
- Ms. Morello discussed creating a volunteer program at the College and suggested that perhaps it could fall under Alumni Affairs
- Discussion was held concerning bringing the Workforce Development One Stop Center on campus

The Next Executive Council meeting will be held Tuesday, January 17, 2017, in the Wales 107 Conference at 9:30 a.m.