

**Executive Council
Minutes
Tuesday, October 30, 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. Drumm asked if the retention data was shared with the divisions. Dr. Battisti replied yes it was.
- Dr. Ross-Scott stated that when it is time for advising and registration there should be big fanfare, balloons, signs, priority registration for graduating students and it should be staggered for continuing students and at least two weeks before do a big push on advising. When asked, only three of her students knew it was time to get advised and registered. We are talking about persistence and the earlier we get them into the system the easier it is for section management.
 - Mr. Wells replied that we do advertise advising and registration by posters on campus and social media. He will distribute a list of all the activities that are included in this campaign.
 - Dr. Battisti stated that each division has developed a model that meets their student needs. He also stated that the STEM Division has had a study group that is in the process of recommending changes to their advisement model and that the changes will be incorporated.
- Dr. Ross-Scott has her students complete an educational plan in her class.
 - Dr. Battisti stated that many of the Success courses do include educational plans and planning.
 - Dr. Battisti will be meeting with Maureen Breck to discuss including educational planning in Orientation.

2. Communication

- Dr. Adanu reported that a few people in one of the Middle States Working Groups commented that it is unclear what the decision making process is in Executive Council. They want the decision making process structured to show how a decision is made and how it is communicated to campus. They also asked that the minutes reflect the decisions that are made in Executive Council because they do not see the area where decisions are made and would also like to see a more detailed conversation in the minutes.

3. Assessment/Institutional Effectiveness – Dr. Adanu

a. Middle States Update

- Next week there will be three people attending the Middle State Self-Study Institute.
- Preliminary information concerning three to five priorities needed for the report was sent to the Council. Dr. Adanu asked that the Council members think about what they want to consider concerning strategic goals and identifying issues.
- The Annual Middle States Conference is being held at the end of November and we will have representatives from each working group attending.
- The Steering Committee is meeting this Friday and will be reviewing the hand out – Did you know the College is getting ready for its 10-year Self-Study reaffirmation of accreditation in 2020-2021.
- Dr. Battisti stated the Deb Moeckle will be on campus for training and will meet with the deans and the working groups.
- Dr. Battisti explained that once an active program is deactivated by SUNY the program is gone and cannot be reactivated. If it is deactivated by the College alone it can be reactivated.

Action Items

1. Personnel

- No new personnel items were discussed.

2. Distance Learning Steering Committee Recommendation (Examity)

- Dr. Battisti stated that in order to be in compliance with SARA the College needs online proctoring for test taking. Dr. Battisti presented the recommendation from the Distance Learning Steering Committee to support the use of Examity for online proctoring for online exams. The cost paid by students is \$6.00 to \$11.00 per test. This is 24/7 and will be monitored with reports generated.
 - This recommendation will be brought to CAI tomorrow for input and will also be brought to the union to look at for input.
 - Dr. Ross-Scott voiced concerns that not all students will be able to afford the cost of the exam.
 - Mr. Wells asked if this is for fully online only or can on campus class take exam online? Do we need to offer an on campus test taking area?
 - Dr. Battisti stated that this for online classes only.
 - Mr. Sullivan stated that students need to be aware at the time they sign up for the class that there is a fee per test to take tests. Dr. Battisti stated that this is the case.
 - There is a number of ways to contemplate the collection of the fee. We need a feel of how many courses will be charging a fee.
 - Dr. Battisti will provide the information to Mr. Sullivan to project out the cost.
 - Mr. Sullivan asked how was Examity chosen, where is the criteria for it.
 - Dr. Battisti outlined the process. Please see attachment.

3. Proposal from the Remote Workplace Work Group

- Dr. Battisti presented the draft proposed Remote Work Program Policy. He asked that the Council review the information. This will be on the next Executive Council agenda. It was requested that the Policy be reviewed by the legal office.

Updates/Information Items

1. Budget – Mr. Sullivan

- Mr. Sullivan reported that annual report for SUNY is due on October 31st.
- We are working on next year's budget. Instruction and forms will be sent to campus by the end of November and will be due in January. There will be an emphasis on FF&E.

2. Maintenance and Facilities Update – Mr. Sullivan

- Capital project request forms are due tomorrow for anything over \$5k. Each vice president needs to prioritize projects in their areas, identify funding, etc. Executive Council will then review and make recommendations for the next year to year and a half. Then the list goes to CPAC for feedback and then back to Executive Council for finalization.
 - This is expected to be finalized by the spring semester for the 2019-2020 year.
- The Master Plan will go to the Board of Trustees in December for approval.

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

- Dr. Ross-Scott reported that Continuing Education is meeting with area companies (Lockheed, BAE) regarding apprenticeships for soldering.
- The Winter/Spring catalog will be out soon.
- There are nine Title IV cases and thirteen student of concern cases
- The Tenny and Brindisi debate is scheduled for November 1st. SUNY Broome will be holding a watch party for the elections.
- There were 20-30 students and 5-6 faculty who attended the Hispanic lunch.

4. Academic Affairs Update - Dr. Battisti

- Dr. Battisti reported that about fifteen employers attended the STEM gathering.
- The Provost Committee is evaluating the 64 credit limit. Developing pathways for courses is part of this. He is working with CAI on revisiting this.
- Looking at a timelier way to meet goals and workforce development for Health Sciences.
- He will be meeting with the Academic Deans next week to review their divisional Academic Affairs goals.
- He is working with Cathy Williams to further refine the PDAP funding.
- He has had discussions with Dr. Brandt concerning more space for Nursing and also reviewing recommendations for the retention and recruitment of nurses.
- Four people were interviewed for two Math positions.
- He is holding more discussions with faculty concerning retention.

5. Human Resources Update – Ms. Fedorchak

- Yoga Short and Sweet is being advertised.
- The United Way campaign kick-off is today at 11 am.
- Open enrollment is under way and closes on November 9th.

6. Other

- The County has proposed a 5% premium increase in Health Insurance for fiscal year 1/1/19-12/31/19 for review and consideration by the Broome County Legislature.

**The Next Executive Council meeting is scheduled for Tuesday, November 6, 2018
In Wales 107 Conference Room at 9:30 a.m.**