

**Executive Council
Minutes
March 31, 2017**

Members Present: Dr. Kevin E. Drumm, Debbie Morello, Michael Sullivan, Lynn Fedorchak, Jesse Wells

Members Absent: Dr. Francis Battisti, Dr. Sesime Adanu

Others in Attendance: None

1. Student Success

- The Enrollment Planning Weekly Newsletter was distributed and discussed
 - Mr. Wells reported as of today we have 849 continuing students registered
 - Dr. Drumm stated that a big push needs to be on continuing students
 - Mr. Wells discussed shifting final registration week to a week earlier and the following week be an adjustment week for students to adjust their schedules if needed. Once approved by the deans he will bring this back to the Council for approval
 - Ms. Morello discussed EOP students not being able to register until they receive their financial aid. She asked if we can get these students a waiver so they can register

2. Communication

- No new issues were discussed

3. Housing Update – Ms. Morello

- Ms. Morello reported that Amy Zieziula received her Doctorate
- There are about a dozen students signed up for housing so far and we are expecting that we will again have an active waiting list

4. Assessment/Institutional Effectiveness – Dr. Adanu

a. Performance Improvement Plan (PIP)

- No new issues were discussed

Action Items

1. Personnel Planning

- PAR 2017-15 – FT Regular, Clinical Radiologic Technology Instructional Specialist, Radiologic Technology Department
 - Approved

Updates/Information Items

1. Budget – Mr. Sullivan

- Mr. Sullivan distributed and discussed the 3 Year Payroll Trend & 2016-17 Projection

2. Maintenance and Facilities – Mr. Sullivan

a. CPAC Update – Mr. Sullivan

- The SUNY request for interim dorm match has gone through the first level. Mr. Sullivan stated that SUNY wants to understand the structure of the project and we might hear from them by the end of April
- We should hear today from the Advisory Committee for New Market Tax Credits

3. Academic Affairs Update – Dr. Battisti

- Dr. Battisti will update the Council at the next meeting

4. Disruptive Behavior

- Mr. Wells distributed and discussed the Classroom Conduct guidelines developed by Dean Schuhert
 - Dr. Drumm asked that CAI review the guidelines
 - Mr. Sullivan suggested the Council table this to give time for the Council members to review and bring it back to Executive Council with any changes before sending it to CAI
 - Agreed

5. Student and Economic Development Update – Ms. Morello

- Working with Southern Tier East Regional Planning Board on a craft brewery incubator in Tioga County
- Tour of the Incubator will be scheduled in April
- Ms. Morello and Jan Hertzog met with the County Executive to discuss Workforce Development and invited him to one of their Advisory Board meetings
- Develop a curriculum DACUM Process for the Math Dept.
- Have received 20-25 applications for the Director of the B.C. Center position
- Ms. Morello will be meeting with Upstate Development Venture Fund to discuss a collaboration with SUNY Broome
- The FSA Retreat is scheduled for April 10
- Ms. Morello asked that Ken Mansfield replace her on the Center for Technology and Innovation Board after she retires

Updates/Information Items Continued

6. Human Resources Update – Ms. Fedorchak

- Ms. Fedorchak reported that the Affordable Care Act data proving that the College offers health care was accepted without error

7. Other

- Dr. Drumm discussed the IDA's marketing packet for the region information, which is also on their website.
 - He would like to have this linked to the College website
 - Mr. Wells stated that we can marry our community website to it
 - Incorporate it into our marketing
 - Human Resources can send this information to finalist applicants

The Next Executive Council meeting will be held Thursday, April 6, 2017, in the Wales 107 Conference at 9:30 a.m.