

**Executive Council
Minutes
February 19, 2019**

Members Present: Dr. Kevin E. Drumm, Dr. Francis Battisti, Dr. Carol Ross-Scott, Lynn Fedorchak, Jesse Wells

Members Absent: Dr. Sesime Adanu, Michael Sullivan

Others in Attendance: None

1. Student Success

- Thirty three students are already enrolled in the culinary program, with a projection of 60 students/semester. Discussion followed regarding downtown housing versus filling empty beds at the Student Village and loss of income. Dr. Ross is working with BC transit for possible enhancements in the current bus schedule. Mr. Wells stated that most of the students enrolled are traditional students and have occurred before the Advertising campaign has even started. The possibility of holding classes at the Incubator for the Fall semester were discussed. However, it was not known if these types of classes fit the requirement of the incubator. Dr. Drumm will reach out for more information.
- The Enrollment Planning weekly newsletter was distributed and discussed. No change in the numbers. Mr. Wells will be meeting with Liberal Arts and Business to talk about the weekend program options. Mr. Wells brought the idea of weekender and instant acceptance to EPIC. The committee wanted to know if these students would have immediate registration and it was suggested to use block scheduling.
- Mr. Wells had continuing conversations with Union Endicott regarding the instant admittance idea. A major focus will be to create sound readiness pathways for the students.

2. Communication

- No items for communication.

3. Assessment/Institutional Effectiveness– Dr. Adanu

- Dr. Adanu was absent, no reports were given

Action Items

1. Personnel Planning

- PAR 2019-23 Campus Peace Officer
 - Approved
- PAR 2019-24 Campus Peace Officer
 - Approved
- PAR-2019-25 Campus Peace Officer
 - Approved
- PAR 2019-26 Campus Peace Officer
 - Held

Dr. Drumm would like to revisit the security setup at the Culinary Arts and Event center. He would like an officer visible during commuter times. However, having an armed officer at the reception desk may not be needed. Suggestions followed that perhaps there could be a culinary representative (recruiter cross trained in scheduling and enrollment) who could man the desk.

Updates/Information Items

1. Budget – Mr. Sullivan
 - Mr. Sullivan was absent – no report was given.
2. Maintenance and Facilities – Mr. Sullivan
 - Mr. Sullivan was absent – no report was given
3. Student Development and Diversity Update – Dr. Ross-Scott
 - The determination letter will stand that was sent to Spectrum. It will be up to Spectrum to challenge the outstanding bill and termination.
 - The current Housing manager is out on medical leave and the assistant is unable to do heavy lifting. However, Petoskey and Clark contractors are on site and available as well as the college maintenance workers. Conduct issues are down for the semester.
 - A lunch and learn event will be held February 26th.
 - Dr. Ross will be taking some students to NYC on March 12 to the Apollo Theater to hear Nikki Giovanni, Author and Poet.
4. Academic Affairs Update – Dr. Battisti
 - National Honors Committee was visiting and will be meeting with Dr. Battisti. They conducted a conference call with Dr. Drumm
 - There are many labs on campus that are not being utilized. He will be looking into opening these labs up as open classrooms.
 - Dr. Battisti has been attending meetings to discuss Culinary, CEA, Surgical tech and Nursing.
 - An application for \$20,000 Race to the End grant was submitted.
 - The clothing closet will have their grand opening February 21, 2019.
 - The Middle States steering committee had a meeting and he wanted to congratulate the 2 students who attended with some great questions and viewpoints.
5. Human Resources Update – Ms. Fedorchak
 - The Director of Security at Broome County is coming to meet with Lynn to discuss the new policy of Background checks.
 - Ms. Fedorchak is concerned about the safety of employees in the HR department after the Illinois shooting.
 - The Wellness challenge will be starting soon. However, the cost has greatly increased and the number of participants have declined. The committee will be meeting today to decide if the college will be participating.
6. Other
 - Dr. Drumm will be the guest bartender at Enfields on February 26 from 6-7pm for the Rotary Club fundraiser for Shelter Box.

The Next Executive Council meeting will be held Tuesday, February 19, 2019 in the Wales 107 Conference at 9:30 a.m.