

**Executive Council
Minutes
January 31, 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
 - Dr. Drumm stated that the total of continuing students is down by 140 and we need to look at those to see if it is a similar profile to the summer
 - Dr. Drumm stated that we need to find out what happened over the weekend
 - Dr. Battisti stated that students may have dropped out of classes where sections were cut
 - Mr. Wells will pull a list of students that were impacted by sections that were dropped and see if they are registered in another section
 - Mr. Wells reported that Fast Forward will be registered through February
 - Ms. Morello asked if there is enough resource available in Financial Aid and believes they may need more help in that area
 - Mr. Wells suggested open webinars regarding paying for college and financial aid. A walk through process. He believes it's an issue of educating and working with students earlier
 - Dr. Battisti mentioned that a financial aid computer lab and working with students, was discussed last year.

2. Communication

- Dr. Drumm will send a message out to campus concerning International students that may be affected by President Trump's Immigration ban

3. Housing Update – Ms. Morello

- No new issues were discussed

4. Assessment/Institutional Effectiveness – Dr. Adanu

- Dr. Adanu distributed and discussed the Demographics on Students Dropped from Spring 2017 Classes for Non-Payment as of January 20, 2017
 - Dr. Drumm asked if people are registering as part-time students if they are leaving to go back to work

5. Meeting with Provost Cartwright – Dr. Drumm

- Dr. Drumm asked that the PIP (Performance Improvement Plan) be added to the agenda as a regular item

Action Items

1. Personnel Planning
 - PAR 2017-05 – FT, Regular. Technical Assistant IIA, Information Technology Services
 - Approved

Updates/Information Items

1. Budget – Mr. Sullivan
 - Mr. Sullivan distributed and reviewed the PowerPoint Presentation from the Faculty Staff Assembly as well as a Three Year Payroll Trend and Projection and a SUNY Broome Operating Budget Trends and Forecast. The \$800,000 payroll deficit will probably be taken out of the contractual budget area
 - Ms. Morello asked for an aggregate of contractual budget for each division
2. Maintenance and Facilities – Mr. Sullivan
 - No new issues were discussed
3. CPAC Update – Mr. Sullivan
 - No new issues were discussed
4. Academic Affairs Update – Dr. Battisti
 - The Health for Haiti Exhibit opens at the Broome County Arts Council on Friday
 - The Applied Learning Center grand opening is Thursday
 - An articulation agreement with St. John Fisher for pharmacy is done and we are working on articulations with Canton, Oneonta and Poly Tech
 - Dr. Battisti distributed and discussed the Fast Forward Program Analysis Fall 2011 – Fall 2015 Cohorts. We need SUNY Broome staff advising Fast Forward students. Discussion was held concerning high school teachers teaching, for example, 3 credits and SUNY Broome teaching 1 credit online
 - March 9 and 10 ATD consultant will be on campus. On the 9th we will roll out the ICAT Survey
 - May 3 is the Data Summit for ATD and five faculty members have been identified to bring information back to their areas
 - Dr. Battisti discussed SUNY Broome and other community colleges approaching SUNY to pay the ATD fee
 - Starfish – the number of people involved with it is increasing. The TRC does training for Starfish
 - Tioga Downs contacted Rey Wojdat to do training for them
 - Dr. Battisti contacted Jim Magee for an update on the New England Group Consortium
 - Dr. Battisti have received feedback from Dr. Daggetts follow-up session after the Faculty Staff Assembly
 - Dani Berchtold is coordinating the Academic Affairs Sustainability Plan of Study/Action Plan.

Updates/Information Items Continued

5. Student and Economic Development Update – Ms. Morello

- Ms. Morello met with the Mechanical Building Committee concerning the soldering lab and simulation software. We need to have a sunybroome.edu for workforce development to get the software
- Ms. Morello received a good response from Kevin McLaughlin of the IDA concerning the one-stop shop being located in the new IDA building

6. Human Resources Update – Ms. Fedorchak

- The Faculty contract is ready for signature
- A free Teachers Retirement System Prep Seminar will be held on April 20th at the Holiday Inn Arena in Binghamton

7. Other

- Dr. Battisti encouraged Executive Council to walk the campus and visit offices

The Next Executive Council meeting will be held **Wednesday, February 8, 2017, in the **Wales 107 Conference at 2 p.m.****