

**Executive Council
Minutes
February 8, 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 the report that converts students to continuing students will be run this week
 - Mr. Wells reviewed what Career Coach can offer
 - Mr. Wells distributed and discussed the following:
 - Spring 2017 Poll – Reasons for not Returning
 - Final Registration Week and the First Week of Classes numbers
 - Transfer student campaign examples
 - Dr. Drumm suggested that the College do “push” notifications to students. Mr. Wells stated that this can be added to our mobile app.
 - Mr. Wells reported that we are getting 7-8 reverse transfers per week and we are up in accepts by 600 for fall and up in applications
- Dr. Drumm discussed the governor’s free tuition plans and the possibility that TAP might be changed. He asked the Council to think of possible ways to change TAP that would help community colleges and not just the private colleges
 - Ms. Morello suggested that the State should help eliminate partial student debt for college grads returning to school

2. Communication

- Dr. Battisti stated that the FLAC report is being reviewed by people and assumptions are being made about the report

3. Housing Update – Ms. Morello

- The night cleaning service and the security system for housing are being reevaluated due to the cost of each service. Ms. Morello is happy with both of these services and stated that the Housing Board will make any final decisions if it is recommended that these services be changed

4. Assessment/Institutional Effectiveness – Dr. Adanu

a. Performance Improvement Plan (PIP)

- Dr. Adanu distributed and discussed handouts on the Progress Report on SUNY Broome's Performance Improvement Program (PIP) to SUNY for the March 2nd meeting with Provost Cartwright
 - Dr. Drumm stated that we need to have the distinguishing feature of our campus presented to the Provost on March 2nd
 - The following were mentioned as a distinguishing feature:
 - Distance Education Leader, International Opportunities, Continuous Improvement and Continuous Innovation, Civic Engagement component in every classroom
 - Dr. Battisti stated that the distinguishing feature needs to be tied to our strategic plan
 - Dr. Battisti will hold a forum or coffee house with faculty to gather faculty feedback
 - Dr. Drumm stated that we need to talk about the VFA (Voluntary Framework of Accountability) with the Provost as well

b. Dashboard Presentation

- Dr. Adanu reviewed the College dashboard with the Council. The Dashboard can be found on MyCollege under the IE tab. He asked that any changes or tweaks to the Dashboard be sent to him

5. Vacation Time – Dr. Drumm

- Dr. Drumm reminded the Council that he needs to be notified of any planned vacation days, especially around the holidays. As much advance notice as possible is needed. Please send him vacation requests and copy Patti

6. 2017 State of the County Address – February 16 at 5 p.m. – Dr. Drumm

- Dr. Drumm discussed with the Council who to ask to attend the State of the County Address
 - Dr. Battisti will check with the Deans, Ms. Morello will ask Jan Hetzog to attend and Jesse Wells will attend

Action Items

1. Personnel Planning

- a. PAR 2017-06- PT Temp. Assistant Counselor(H), Counseling
 - Approved
- b. PAR 2017-07 – FT Temp. Adjunct, Art & Design
 - Approved

Updates/Information Items

1. Budget – Mr. Sullivan

- Mr. Sullivan distributed and discussed the following handouts:
 - SUNY Broome 2016-17 Budget Forecast
 - 3 Year Payroll Trend & 2016-17 Projection
 - 2016-17 Contractual Revision 2 (8%)
 - Net Position
- Payroll is now over budget by \$1 million. Mr. Sullivan recommends an 8% revision against the 16-17 contractual budgets from each division which include travel budgets. This may be reevaluated in the month of May

2. Maintenance and Facilities – Mr. Sullivan

a. CPAC Update – Mr. Sullivan

- The Mechanical Buildings geothermal cost is less than anticipated so energy efficient solar panels will be placed on the building. We will most likely be silver lead certified for this building
- SHPO approved the historic designation for the Carnegie building
 - Are in the process of gathering requested labor demand letters of support for the new market tax credits. Once all are collected Mr. Sullivan will repackage the information and forward it to the appropriate office
- The door replacements are out to bid and will be taken to the Board for approval
- Room B211 in the Business Building is complete
- Ms. Morello stated that the FSA will cover the cost to re-carpet and paint the FSA offices

3. Academic Affairs Update – Dr. Battisti

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

4. Student and Economic Development Update – Ms. Morello

- Ms. Morello will update the Council at the next meeting

5. Human Resources Update – Ms. Fedorchak

- Ms. Fedorchak will update the Council at the next meeting

6. Other

- No new issues were brought forward

The Next Executive Council meeting will be held Tuesday, February 14, 2017, in the Wales 107 Conference at 9:30 a.m.