

**Executive Council
Minutes
March 13, 2017**

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

Members Absent: Dr. Sesime Adanu

Others in Attendance: None

1. Student Success

- The Enrollment Planning Weekly Newsletter was distributed and discussed
 - Mr. Wells reported that Health Sciences is ahead of schedule for competitive programs
 - Ms. Fedorchak suggested holding an open house or town hall for students interested in the Nursing Program
 - Ms. Morello stated that she will be speaking to the Chairs in Health Sciences regarding entrepreneurship opportunities in the programs
 - Mr. Wells stated that he would like to see a presentation/panel on entrepreneurship with high school counselors

2. Communication

- Ms. Fedorchak discussed rescheduling the vice president candidate visit to the end of March due to the impending storm. This was approved by the Council

3. Housing Update – Ms. Morello

- Ms. Morello stated that she will contact American Dining Creations to be sure that meals will be provided for housing students during the winter storm

4. Assessment/Institutional Effectiveness – Dr. Adanu

a. Performance Improvement Plan (PIP)

- No new issues were discussed

Action Items

1. Personnel Planning

- No new issues were discussed

Updates/Information Items

1. Budget – Mr. Sullivan

- Mr. Sullivan distributed and discussed the SUNY Broome FTE's, Class Sections and Payroll Trends handout
 - Mr. Sullivan stated that this is a template to help develop next year's budget
 - Mr. Sullivan will have this handout completed by the end of this week and will send it to department heads and deans

2. Maintenance and Facilities – Mr. Sullivan

a. CPAC Update – Mr. Sullivan

- The County has asked the College to submit our Six Year Capital Improvement Plan. Mr. Sullivan suggested that the CEA be included in the plan
- Empire State Development staff has formally recommended the Carnegie Project
 - New Market Tax Advisory Committee and Board respectively will meet to review during the next 3-4 weeks
 - We anticipate hearing from the National Park Service this week concerning historic tax credits, assuming they comply with 30 day timeframe
 - Bids have been extended by one week and are expected to be submitted by the 28th for the F & F meeting

3. Academic Affairs Update – Dr. Battisti

- Dr. Battisti distributed The Gather minutes for March 8th for the Council to review
- Laurence Elder's song is nominated for the Posi Award
- Dr. Battisti will be meeting with Shelli Cordisco concerning applying for a portion of a curriculum development grant. There is \$18 million available in this grant
- The Innocent Souls display opening was last week
- Dr. Battisti will be meeting with George to go over the URI
- Herkimer was on campus to look at our Starfish. We are a mentor college for Starfish
- Dr. Battisti discussed a proposed model to hire ATD retention staff for a number of SUNY schools. This could result in a major cost savings for the SUNY schools
- Dr. Battisti will follow-up with Dave Ligeikis regarding the space utilization proposal

4. Student and Economic Development Update – Ms. Morello

- Ms. Morello is meeting bi-weekly regarding the Incubator
- The search for the Director of Childcare is underway
- Ms. Morello is working on budgets and accomplishments
- Ms. Morello and Jan Hertzog plan to meet with Jason Garnar concerning workforce training in the community and to let him know what SUNY Broome is doing in this area

Updates/Information Items Continued

5. Human Resources Update – Ms. Fedorchak

- Ms. Fedorchak reported that the Affordable Care Act 1095C has been sent to all employees
- The SUNY Wellness Challenge will have a new format this year. Instead of teams, participants will compete on an individual basis. The Challenge will be held from March 20th to April 30th

6. Other

- Dr. Drumm will be out of the office on March 17th and appointed Ms. Morello as Officer in Charge during his absence.

The Next Executive Council meeting will be held Wednesday, March 22, 2017, in the Wales 107 Conference at 2 p.m.