

**Executive Council
Minutes
April 20, 2017**

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

Members Absent: Debbie Morello

Others in Attendance: None

1. Student Success

- The Enrollment Planning Weekly Newsletter was distributed and discussed
 - Mr. Wells reported that we are down 120 in applicants as of this morning
 - Discussion was held concerning recruiting through athletics
 - Mr. Wells stated that a text, email, and social media regarding the Excelsior Scholarship Program FAQ Page was sent to new students and continuing students

2. Communication

- No new issues were discussed

3. Housing Update – Ms. Morello

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

4. Assessment/Institutional Effectiveness – Dr. Adanu

- Dr. Adanu distributed and discussed information on Enrolled Students in Summer 2016 ... Not Enrolled in Fall 2016 handout
 - Dr. Drumm asked that Dr. Adanu check to see if they are SUNY Broome students or students from other colleges

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 2017-18 Proposed Budget and stated that he believes have a solid sustainable budget
 - Dr. Drumm stated that we need to follow B.U. to see if once they have accepted students to see if SUNY Broome gets a bump in applications because they didn't get in to B.U.

2. Maintenance and Facilities – Mr. Sullivan

a. CPAC Update – Mr. Sullivan

- The bids are out for the Mechanical Building and Mr. Sullivan expects this to be taken to the May Board meeting
- Mr. Sullivan reported that an Oregon firm has been retained to help with Part Two of the Carnegie application. We are looking for this to go to the June Board meeting

3. Academic Affairs Update – Dr. Battisti

- Dr. Battisti reported that they are working on the summer schedule
- They are discussing winter term courses
- There is low enrollment in the AA1 Program, Honors Program and Study Abroad and Dr. Battisti will be meeting with these areas to discuss this further
- The College is receiving publicity from school.com

4. Faculty Staff Assembly (Thursday, August 24th) – Dr. Battisti

- Dr. Battisti would like to hold meaningful workshops
- Mr. Wells suggested rolling out the brand theme for Science of Success
 - Discussion was held concerning holding a workshop on how to infuse a program that is not a hard science and infuse it into a hard science program. Dr. Adanu suggested to tie music into science

5. Student and Economic Development Update – Ms. Morello

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

6. Human Resources Update – Ms. Fedorchak

- Ms. Fedorchak discussed the Worksite Wellness Grant and will send information concerning the grant to the Council. This will be placed on the next Executive Council agenda

7. Other

- No new issues were discussed

The Next Executive Council meeting will be held Thursday, April 27, 2017, in the Wales 107 Conference at 9:30 a.m.