

**Executive Council  
Minutes  
May 15, 2018**

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

**Members Absent:** None

**Others in Attendance:** None

1. Student Success

- The Enrollment Planning Weekly Newsletter was distributed and discussed
- Mr. Wells shared that The College Board shared their entire U.S.list of high school seniors. Mr. Wells asked if the College is interested in sending SUNY Broome information to the entire list or filter it to, for example, only New York and Pennsylvania. Discussion ensued. Mr. Wells will draft some ideas for the College Board list and bring it back to the Council
- Discussion was held concerning plaques being presented to local employers who employ our students

2. Middle States Update

- Dr. Adanu will draft a letter for Dr. Drumm to review and send to the campus regarding Middle States working groups and ask for volunteers to serve in the groups
- Dr. Adanu is still waiting to hear from some people concerning serving on the steering committee
- Dr. Adanu asked that the three vice presidents serve on the steering committee
  - The three vice presidents confirmed that they will serve on the committee

3. Communication

- No new items were discussed

4. Housing Update – Dr. Ross

- Dr. Ross reported that there are a couple of conduct issues that are being worked on

5. Assessment/Institutional Effectiveness– Dr. Adanu

- No new issues were discussed

6. Communicating During Incident Command Level Events – Mr. Wells

- Mr. Wells disturbed and discussed the Incident Command Level Communication Outline and Incident Command Group
  - The following was discussed; vice presidents need to be included in the command group, if our network went down how quickly could we be connected to someone else in the area (Dr. Battisti will check on this), conducting a drill for the entire campus, include active shooter training in the freshman experience class, add what to do in a lockdown situation in the student handbook, tabletop drill with Joe O'Connor

## Action Items

1. Personnel Planning
  - No new issues were discussed

## Updates/Information Items

1. Budget – Mr. Sullivan
  - Mr. Sullivan reported that the County held our budget hearing on Thursday and they supported the 1% sponsor share
2. Maintenance and Facilities – Mr. Sullivan
  - Dr. Drumm signed the notice to proceed for the Carnegie prime contractors. We have a completion date of September 30, 2019
  - a. CPAC
    - No new issues were discussed
3. Academic Affairs Update – Dr. Battisti
  - Achieving the Dream coaches will be on campus June 27-28. It is important that the campus attend the meetings with the coaches
  - The Professional Development letter will go out to campus tomorrow concerning the changes in that area
  - We are working on streamlining the onboarding process and are moving toward seamless onboarding
  - Dr. Battisti distributed the Summer orientation information sheet
  - Dr. Battisti distributed and discussed a handout on retention figures
  - There are four academic grievances
4. Student Development and Diversity Update – Dr. Ross
  - There is a Stop DWI Night on May 25<sup>th</sup> with the Rumble Ponies
  - Dr. Ross discussed \$2 million that the county will be giving us for Safety and Security. Mr. Sullivan stated that the county asked for more information regarding this
  - Dr. Ross talked about security for the Carnegie building and the budget impact it will have
  - Dr. Ross discussed the Eatery design. Dr. Drumm stated that he needs to see the space again. Mr. Sullivan stated that it is up to the College to determine where we want vending and dining services and where to have supplementary dining services
5. Human Resources Update – Ms. Fedorchak
  - Ms. Fedorchak reported that the Wellness Challenge has closed and the closing event will be held this week

6. Other

- Summer Hours
  - Summer Hours were approved and will begin on Tuesday, May 29<sup>th</sup> and will end at close of business on Friday, August 17<sup>th</sup>.

**The Next Executive Council meeting will be held Monday, May 21, 2018 in the Wales 107 Conference at 9:30 a.m.**