

**Executive Council  
Minutes  
Tuesday, November 6 2018**

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

**Members Absent:** Dr. Sesime Adanu

**Others in Attendance:** None

1. Student Success

- Mr. Wells discussed and distributed information concerning Spring 2018/19 Marketing and Recruitment Activities: (General/Adult)
  - Reiger is doing adult learner research.
  - Mr. Wells stated that right now we do Walk-in Wednesdays. Between now and spring we want to set-up a series for specific cohorts such as adult learners for Working Adults Wednesdays, where we will admit and register students. We also want to do a Culinary Wednesday. We want to get the program in to Banner so people can apply. We want to have a class in place before the grand opening of the Culinary and Events Center.
- Mr. Wells discussed and distributed information on Culinary Marketing and Recruiting.
  - A postcard was mailed out using a list of recipients from Reiger concerning the Culinary and Events Center.
  - The marketing and advertising for culinary with consult with Reiger are in place.
  - We are working on copy and content for a view book for hospitality and a feature on culinary. This should be ready to go to print soon.
  - Culinary ads are ready to go when it is decided to do so.
- Dr. Drumm stated that the Culinary and Events Center Grand Opening should be in February.
  - Mr. Wells stated that a mid-November event for recruiting would be great.
  - Mr. Wells stated that we need to plan something extravagant there but need to have a good feel in August for the construction there.
    - Mr. Sullivan stated that a monthly meeting needs to be held with all the major players involved in Carnegie.
  - The Culinary Program needs to be approved by Middle States and all the paperwork will be done this week to be sent in.
  - Mr. Wells will be meeting with Rey Wodjat to talk about a series of teaching skills videos, which will market the program and teach as well. He would like to film the videos within the next month or two.

2. Communication

- No new issues were discussed.

3. Assessment/Institutional Effectiveness – Dr. Adanu

a. Middle States Update

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

## Action Items

1. Personnel
  - No new personnel items were discussed.
2. Approval of Plan for Commencement Mace
  - Mr. Wells presented to the Council the plans for the SUNY Broome Mace. The estimated cost of the mace is \$2500. The satin ribbon and die cut seal should be on its way and two more will be produced to be on the mace.
  - Mr. Wells stated that we had faculty on campus that were ready to rise to the challenge of creating the mace but were concerned about the timing and that it may not be completed by graduation. He stated that we may be able to create the medallions on our own 3D printer.
  - Dr. Drumm stated that he would like to purchase black and yellow hoods for our trustees to wear at graduation and asked for a cost for five hoods. He will be making a donation to the Foundation toward the cost of the hoods and mace.
    - Because the College has not had a procession at graduation with a mace, the Council agreed that there needs to be a process for the selection of who carries the mace. It was stated that at other colleges it is usually the marshal of the faculty, a senior faculty member, a dean or some other high official.
3. Proposal from the Remote Workplace Work Group
  - Dr. Battisti stated that he has sent the draft proposed Remote Work Program Policy to Bob Behnke to review. He will let the Remote Workplace Working Group know that this has been sent to Mr. Behnke.

## Updates/Information Items

1. Budget – Mr. Sullivan
  - Mr. Sullivan reported that the annual report was submitted to SUNY.
  - Budget instructions and forms will be sent to campus by mid-November and will be due prior to curtailment.
  - We are monitoring this year's budget closely and need to look at schedules and sections. The key dynamic is how we manage sections.
2. Maintenance and Facilities Update – Mr. Sullivan
  - No new items were discussed
3. Student Development and Diversity Update – Dr. Ross-Scott
  - Dr. Ross-Scott reported the Student Affairs policies will go out soon.
  - She is leaving tomorrow for Rochester, Minnesota for the Women's Volleyball National Championship games.

## Updates/Information Items Continued

### 4. Academic Affairs Update - Dr. Battisti

- Dr. Battisti will be meeting with the County Executive concerning space at the airport for our aircraft maintenance program.
- Our ROTC course is gaining momentum.
- The ESL Program articulation agreement with Oneonta has been signed
- A dean from a law school in Ireland was on campus last week to talk to classes. Dr. Battisti stated that they will guarantee internships anywhere in Europe.
- There will be another in residence entrepreneur at the Incubator.
- The Art Department is working with ESPCA on a mural on drawing attention to cruelty to animals.
- The next Taste of success is on Friday.
- The next Academic Coffee House in next Thursday.
- Dr. Battisti will be attending a meeting with the B.U. Provost to discuss our BAP Program and we will also discuss our International students.
- Achieving the Dream coaches will be here next week.
- Dr. Drumm asked if Dr. Battisti has the contact hours and credit hours splits
  - Dr. Battisti will check on this and get back to him.

### 5. Human Resources Update – Ms. Fedorchak

- A reminder that Flex Spending needs to be put in place every year.
- The United Way campaign continues through November 30<sup>th</sup>.
- Open enrollment is under way and closes on November 9<sup>th</sup>.

### 6. Other

- Dr. Drumm will not be in the office on Veteran's Day and asked Dr. Battisti to attend the ceremony to represent him.

**The Next Executive Council meeting is scheduled for Tuesday, November 13, 2018  
In Wales 107 Conference Room at 10 a.m.**