

**Executive Council
Minutes
February 12, 2019**

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

Members Absent: None

Others in Attendance: Dave Ligeikis, Larry Allen, Dr. Patrick Allala

1. Proposed Capital Repair and Renovation Projects and FF&E for FY 2018-2019

- a. Mr. Sullivan's team presented the proposed capital projects which included a listing of completed or in progress projects and a listing of prioritized items from each VP division for the upcoming FY 2019-20 year. Mr. Sullivan recommended moving the Priority list forward to CPAC and Sustainability Committee for review and comment. Dr. Adanu would like the items broken down in order to show the college is addressing improvement of the teaching environment. Mr. Ligeikis will work on the estimated savings from the new Geo Thermal field and include it in his facilities report presentation to the Board of Trustees meeting. The 2019-2020 budgeting instructions will be going out soon. It is important to have division submit their requests as early as possible.

A motion was made by Dr. Battisti to move the listing of prioritized items forward to CPAC. Dr. Ross seconded. Motion passed.

Mr. Sullivan wanted to thank Mr. Ligeikas and Mr. Allen for all the work they have put in to develop and implement this new budget process.

2. Student Success

- Enrollment Planning weekly newsletter was distributed and discussed. Mr. Wells stated that he had a great meeting with John Lenzo, a guidance counselor at UE about the auto accept program idea and what college readiness programs would be necessary. Mr. Wells has a meeting with Liberal Arts to see which programs are ready to move forward with the Adult Student initiatives.

3. Communication

- With declining populations and enrollment, funding is tight and not everything requested can be accomplished.

4. Assessment/Institutional Effectiveness– Dr. Adanu

- a. New York City Students Enrollment/Housing Focus Group Plan – Dr. Allala
Dr. Allala presented his report of findings of NYC catchment areas. He would like to propose some focus groups to elicit more information from students as to the attractions and repellents of SUNY Broome. Dr. Allala stated he also conducted research by each NYC borough by division. He suggested that there be more outreach and scouting within the High Schools to advertise programs. Mr. Wells stated that Admissions is already doing this in the lower number areas. He stated they need to figure out how to re-package the information. Dr. Allala will work with the MARCOM team.

b. Middle States Update

- Dr. Adanu presented a draft schedule for the April liaison meeting. Diana and Dr. Adanu will work on scheduling the needed rooms.

c. Strategic Plan

- THE CESS survey was sent out to the campus. Dr. Adanu has been receiving some feedback about the redacted information. This was agreed to protect anonymity for the respondents.

Action Items

1. Personnel Planning

- PAR 2018-94 Assistant Professor
 - Approved
- PAR 2019-16 Network/Telecommunications Specialist
 - Approved
- PAR-2019-17 Assistant Registrar
 - Approved

Discussion followed about the idea of one Regional IT person for SUNY Broome's region.

Updates/Information Items

1. Budget – Mr. Sullivan

- Mr. Sullivan noting there was no new information on the budgets.

2. Maintenance and Facilities – Mr. Sullivan

- He attended the County Public Work's meeting and funding for roof repairs was approved at \$635,000.00. The county also approved the amended budget to include the CEA and Foundation funding.

3. Student Development and Diversity Update – Dr. Ross-Scott

- Dr. Ross went to Cornell to listen to Bree Newsome with some Broome Students. It was a very interesting event.
- All 6 students affected by the grease fire have been relocated.
- E-sports proposal is going to the AD's for discussion.
- Continuing Education has received some bid results for a new printer which all came in over \$3,000.00. She would like to talk with MARCOM about their printers and costs.
- Healthy Soul Food for Black History month did not go as planned or as expected by Dr. Ross and students.

4. Academic Affairs Update – Dr. Battisti

- There are bi-weekly culinary meetings
- The Fall schedule is being developed using last year's final schedule, which was after section cutting, as the format.
- He is working with Nima Kradjen to see if there can be some collaboration with the Arts and Theater department.
- He is following up with UHS and the possible Surg Tech program.
- There will be a Fast Forward Orientation.
- Dr. Battisti would like to review job descriptions of counselors, advisors so they are more generalized.

5. Human Resources Update – Ms. Fedorchak

- Ms. Fedorchak stated her department is working on revising their 1099C to align with the Affordable Care Act.
- The new policy of Background checks is being finalized.

6. Other

- The new secretary for the VP Student Development & CDO will start March 4th.

The Next Executive Council meeting will be held Tuesday, February 12, 2019 in the Wales 107 Conference at 9:30 a.m.