

**Executive Council
Minutes
April 18, 2019**

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

Members Absent:

Others in Attendance: John Petkash, Ken Mansfield Jr.

Action Item: SUNY SOC Authorization Agreement Form – e-mail phishing – John Petkash and Ken Mansfield Jr.

- Mr. Petkash and Mr. Mansfield explained that this is an added initiative for security training for campus employees
- It will be an email phishing campaign and needs approval to go campus wide.
- The campaign will start approximately May 13th.

This initiative met with Executive Council's approval and will be implemented.

1. Student Success

- The Enrollment Planning newsletter was distributed. Since the last report, the college is up 4.22% in enrollment.
- The NYC registration dates have scheduled for May 20 and 21st in the SUNY Welcome center. Various campus staff will be attending.
- Dr. Drumm commented that Adult learners want a Bachelor's degree. The college needs to market the college transfer programs.
- Discussion followed regarding other college's term makeup. Trimesters are difficult to administer financial aid.
- Mr. Wells stated that there are new rounds of ads for the Culinary starting using interactive media.

2. Communication

- No issues for communication.

3. Assessment/Institutional Effectiveness– Dr. Adanu

- The college is all set for the Liaison visit.
- Working Group #2 has put forth a request regarding policy and procedures and developing a more detailed outline on how P&P are reviewed and updated.

Action Items

1. Personnel Planning

- PAR 2019-43 FT Adjunct (2 positions) – approved

Updates/Information Items

1. Budget – Mr. Sullivan
 - The proposed 2019-2020 is at the printer and will be presented at F&F and the BOT.
 - Mr. Sullivan recognized Larry Allen and Diana Lenzo for all the work they did in preparing the budget.
 - Mr. Sullivan is asking that the BOT recommend to the County for a 2% increase in the sponsor share.
 - The proposed 2019-20 budget is 2.4% less than 2018-19's budget.
 - Payroll is flat compared to this year's budget.
 - The legislature will review the budget and it should come back to the BOT for final approval.

2. Maintenance and Facilities – Mr. Sullivan
 - The Music department renovation should be close to done before Open House on April 27, and fully completed by the Fall term.
 - Carnegie budget is 2/3 of the way spent.

3. Student Development and Diversity Update – Dr. Ross-Scott
 - Upcoming ProdiG webinar
 - The new Diversity Inclusion director Theresa Miller seems much more engaging and Dr. Carol will be submitting her name for a committee that Ms. Miller is setting up to address community college needs.
 - Dr. Ross is presenting at Guided Pathways on how well Academics and Students Affairs work together
 - She has a draft Broome Transit schedule which looks favorable. The next meeting will be May 2nd.
 - There will be additional express stops at the Koffman Incubator
 - May 7th there will be RA's personally calling prospective students.
 - Dr. Ross and Schuhert attending a workshop this morning on cultural and linguistic completeness of mental health. They will be looking at bringing some people/resources to campus.

4. Academic Affairs Update – Dr. Battisti
 - The Starfish team is one of the top 3 in the country and will be at the Hobson conference
 - The Electric car won the Grand Prix.
 - Dr. Battisti is working with the County Executive to draw up an aircraft maintenance proposal.
 - Ghana letter of interest is in process. Participation model may be based on our Fast Forward.
 - The college group visiting Ireland met with our articulation partners at Limerick
 - EAB is up for renewal
 - Dr. Battisti is working with incoming VPAA Haynes on campus visits. She will be on campus this Wednesday to meet with staff.
 - There is a meeting on April 29th to discuss CEA with Erico and staff
 - April 26 is the CEA Advisory Board meeting
 - Lisa Strahley will be presenting a discussion titled: What next Broome?
 - UHS reached out to collaborate on a grant for a nursing program.
 - Next week is Dr. Battisti's last Chairs and Deans meeting.
 - Dr. Battisti will be attending a conference discussing undergrad research

5. Human Resources Update – Ms. Fedorchak

- Thank you to the Facilities department for the new renovations to the HR offices.
- New staff member Meghan Benning will be starting on Monday

6. Other

**The Next Executive Council meeting will be held Tuesday, April 23, 2019 in the
Wales 107 Conference at 9:45 p.m.**