

**Executive Council
Minutes
Thursday, May 10, 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

- Dr. Drumm reported there was good upward trend for the Fall Semester.
- Mr. Wells stated this was also reflected in the increase in the number of Open House attendees.
- **Slate** (CRM) is moving forward with a possible Fall 2018 rollout. Mr. Wells has filled out the survey to have SUNY Broome in the first round of implementation. Even though this may be a large upfront cost, the savings from replacing software will result in a savings and provide better data tracking.

2. Middle States Update

- A draft list of possible steering committee members has been established and will be solidified.
- Several meetings are being planned for the summer for program review and assessment.
- A draft timeline will also be developed.

3. Communication

- There was an issue with the website's DNS certificate. As of today at noon, it has been updated.
- Dr. Battisti stated that an email regarding section cuts has been sent out. He has not had any responses yet.
- All false records generated by the computer "BOT" have been de-registered and holds have been placed.

4. Housing Update

- American Dining held a Chef Education Series Cooking Class event for the students. Kyle Mauer of American Dining wrote that the students had a lot of fun, and learned hands-on how to tackle several simple recipes. This is planned to be recreated throughout the upcoming Fall and Spring semesters.

5. Assessment/Institutional Effectiveness

- Performance Improvement Plan (PIP) – COACHE Survey results will be available at the Town Hall Meeting on May 17, 2018 room AT 200 from 11-12 pm. Input will be encouraged. There was a 46% response rate for the Survey.
- Another Town Hall meeting will be scheduled for the Fall 2018 semester.

Action Items

1. Personnel
 - a. PAR 2018-40 – Staff Associate, Fast Forward
 - Approved

Updates/Information Items

1. Budget - Michael Sullivan

- Mr. Sullivan is going to the Legislature today for discussion on next year's budget. The Education Committee recommended a 1% sponsorship rate increase. Full Legislature vote will be next Thursday.
- Mr. Sullivan will be bringing this to the Finance & Facilities and Board of Trustee meetings in June.
- We are going into the 4th quarter, he will be looking at payroll trends and enrollment.

2. Maintenance and Facilities Update – Michael Sullivan

- Mr. Sullivan is waiting on the County Attorney to finalize paperwork for the Prime vendors. Proceed letters will probably go out this week.
 - Calice project is going very well.
- a. CPAC
 - No new issues were discussed

3. Academic Affairs Update – Dr. Battisti

- Dr. Battisti stated there has been excitement with regard to the Fermentation and Brewing components starting up in the new Calice building.
- Monday there will be a meeting to discuss Carnegie and how the program will run.
- Placement and Assessment tools have been implemented and should be rolled out for the Fall 2019 applicants.
- This morning was the Perkins Advisory Board meeting.
- SUNY Broome has been invited to attend a conference May 22, at Binghamton University to discuss ways to address Calculus through the PIF grant.
- Dr. Battisti will be having 1:1 meetings with the departments. His top priority will be the Retention/Assessment discussion.

4. Student Development and Diversity Update - Dr. Carol Ross

- Dr. Ross reported the Town and Gown meeting on Monday had no students in attendance. The positive side of these meetings is that SUNY Broome is now involved in these conversations.
- MOU regarding intern/graduate students has been sent to the Guild/FA for their feedback.
- Continuing Education would like to involve Faculty for the CMC program. The summer Camp for Kids has opened with high enrollment. Jan is working with the Department of Labor to address the recent area layoffs and training.
- Dr. Ross is waiting to hear back regarding the Alcohol use policy at the Incubator.

- Dr. Schuhert is adjudicating Student Cases as the semester is coming to a close.
- The Men's Tennis team won Regionals and Tom Carter was named Coach of the Year.
- The Bookstore has reported that only 58% of books orders for the Fall, and 55% for summer have been submitted. No one has attended the training that was offered to learn how to do online book ordering. There is a scheduled meeting to discuss the IncludEd and fee structuring.
- Graduation plans are on target.
- A SUNY Innovative Instruction Technology Grant has been awarded for "Music & Technology in the Music Theory classroom".

5. Human Resources Update - Lynn Fedorchak

- Ms. Fedorchak has been serving on the Heart Association Steering Committee and the 2018 Wellness Summit will be held June 19, 2018. Continuing Ed and Admissions will be hosting tables at the event.
- This is the last week of the SUNY Wellness challenge.
- Nepotism and Amorous Policies have gone through Shared Governance. Dr. Drumm will shared with the Unions for approval.

6. Other

- Discussion followed about the "Topping off" event for the Calice building and when to notify the public of events at the college.
- Mr. Wells said he would send out an article that Gina Chase, ALCC, sent to him regarding the distrust of college campuses by the rural community.

**The Next Executive Council meeting is scheduled for Tuesday, May 15, 2018,
in the Wales 107 Conference Room at 9:30 a.m.**