

**Executive Council  
Minutes  
September 30, 2013**

Members Present: Dr. Kevin E. Drumm, Dr. Francis Battisti, Regina Losinger, Debbie Morello  
Lynn Fedorchak, Cathy Williams, Jesse Wells, Jason Zbock

Members Absent: None

1. Student Success

- Mr. Zbock reported that the Enrollment Report will be out later today and he will forward it to the Council members
- Dr. Drumm reported that Suffolk Community College has reported their enrollment as being flat, TC3 is down by 4-5% and Corning is up 3%
- Dr. Drumm stated that we need to begin concentrating on the Summer Bridge Program
  - Jan Hertzog, Robin Petrus, Shelli Cordisco and Annie Czernecki will work together on the program

2. Communication

- Dr. Battisti discussed employees reluctance to report incidents/problems in their areas

3. Branding

- Mr. Wells reported that all the local media spent a lot of time at the Natural Science Center Grand Opening
- External signage is being finished around campus with the exception of the North and South entrance signs
- Mr. Zbock discussed utilizing SUNY Daily Clips
  - Mr. Wells will look into the possibility of links being sent to him concerning SUNY Broome articles

4. Housing Update

- Ms. Morello discussed the of Director of Housing position with the Council
  - Discussion was held regarding a Residential Life Liaison part-time salaried position
    - Dr. Drumm stated that this position needs to clearly be what a typical director would not do but the title will be a management title
    - Mr. Zbock suggested that the position title be Judicial Officer and one of the duties would be to establish a Judicial Board System
      - Mr. Zbock will contact Morrisville Community College to ask for their Judicial Officer job description

## Action Items

### 1. Personnel Planning

- Ms. Morello will be meeting with Lourdes Hospital concerning a possible interest in our Student Health Services area
  - Ms. Losinger discussed managing the area through the FSA
    - Ms. Morello and Ms. Losinger will meet to discuss this further

## Updates/Information Items

### 1. Budget

- Ms. Losinger reported that the write offs figure will be available within the next two weeks

### 2. Maintenance and Facilities

- Ms. Losinger stated that she will be discussing creating an established practice for campus building/equipment moves where staff vs. contracted personnel are concerned

### 3. Academic Affairs Update – Dr. Battisti

- The Thursday Academic Coffee House topic will be Open SUNY
- They are beginning to roll out the AA1 degree program to the Deans
  - Dr. Drumm stated that marketing for this program to all guidance counselors will be one of the key factors to its success
  - Mr. Wells stated that a list of items marketing items for this year needs to be established
    - Mr. Wells also discussed the budget for marketing
    - Ms. Losinger discussed the Careers Pathways brochure and asked if it is on the website
      - Mr. Wells stated that it is not on the website yet
    - Ms. Losinger also discussed the list of programs that a student would take to continue on to a particular career path and the marketing of the programs
- Dr. Battisti reported that they are setting the dates for orientation

### 4. Foundation Update – Cathy Williams

- Ms. Williams reported that their offices have completed the move to the second floor of the Science Building
- A Presidential Honors Scholar has withdrawn and there are now have 10 Presidential Honors Scholars
- The Foundation is in the tail end of their audit
- Jerry Putnam and Ferris Akel were submitted for the Chancellor's Society Award on October 28<sup>th</sup> in Albany
  - Ms. Williams would like a press release sent which recognizes the people who were submitted for the award

## **Updates/Information Items Continued**

### **5. Assessment/Institutional Effectiveness – Jason Zbock**

- Mr. Zbock received a call from Mike Hall of North East Business Development who reached out to us to ask if we would like to have the economic impact study done again
  - The cost for the study is approximately \$5000 to \$10,0000
  - Mr. Zbock will meet with Mr. Hall and report back to the Council
  - Ms. Williams stated that the study is very helpful for fundraising efforts
- Mr. Zbock will contact Niagara Community College who has an established Casino Gambling Program to collect data for the program
- Mr. Zbock is preparing areas for the Academic Program Reviews

### **6. Wales Renovation Update**

- Mr. Zbock reported that the Administrative offices will be the last to move out of the Wales building
- Mr. Zbock stated that when the next building move occurs a meeting should be scheduled before the move with the people who are executing the move of boxes, furniture, etcetera

### **7. Human Resources Update – Lynn Fedorchak**

- Ms. Fedorchak reported that a letter will be going out to all employees concerning the Affordable Care Act
- The Adjunct Fair will be held October 29<sup>th</sup> in the Student Dining Hall from 4:00-7:00 p.m.
- The Benefits Open Enrollment will be held from October 24 to November 8
- Ms. Fedorchak will be in Buffalo at a conference from Wednesday to Friday

### **8. Other**

- Dr. Drumm appointed Dr. Battisti as Office in Charge Tuesday through Thursday and Ms. Morello as Officer in Charge on Friday while he is away for the ACCT Annual Conference
- Ms. Losinger asked the Council members to begin to think about what will be on the sign in front of the Wales Building and to bring back their suggestions to the Council
  - Ms. Williams suggested that the sign be made so office names can be removed and easily changed if needed
- Ms. Fedorchak discussed employees using Facebook and social media in the workplace inappropriately for personal use
  - It was suggested that a policy be created concerning employee use of social media

**The Next Executive Council meeting will be held Tuesday, October 8, 2013 in the Wales 107 Conference Room at 9:30 a.m.**