

**Executive Council
Minutes
February 14, 2017**

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

Members Absent: Debbie Morello

Others in Attendance: None

1. Student Success

- The Enrollment Planning Weekly Newsletter was distributed and discussed
 - Mr. Wells stated that we are down 1% in retention rate from spring to fall
 - Dr. Drumm asked Mr. Wells to get a press release out with the headline of Bucking National Trend, SUNY Broome Enrollment Soars
- Dr. Drumm asked Mr. Sullivan to supply him with the figures for the following assumption; flat state aid and 90% of the students are full-time and 90% of the students will take advantage for the Excelsior Scholarship; how many FTE's do we need to be able to pay the bills next year
 - Discussion was held concerning the Governor's free tuition proposal
 - Mr. Wells stated that the Governor's Office is asking for a statement from the President for their news release

2. Communication

- No new issues were discussed

3. Housing Update – Ms. Morello

- Ms. Morello will update the Council at the next meeting

4. Assessment/Institutional Effectiveness – Dr. Adanu

a. Performance Improvement Plan (PIP)

- Dr. Adanu distributed and discussed the campus SWOT Analysis stating that as a management team we need to state what we want to highlight to Provost Cartwright.
 - Dr. Drumm asked the Council members to review the analysis and send any revisions to Dr. Adanu. The information will be used for the meeting with Provost Cartwright
 - Dr. Battisti asked that the source be added at the bottom of the analysis as a reference point
 - Mr. Sullivan suggested revisiting the Chancellor's Power of SUNY "Six Big Ideas"

Action Items

1. Personnel Planning
 - a. PAR 2017-08- FT Student Records Specialist, Registrar
 - Approved
 - b. PAR 2017-010 – FT Regular, Professor to Assistant Professor, Nursing, 10 months
 - Approved
2. Establish a Process for Vetting Space Requests for Old Science Building
 - Dr. Drumm asked that Dr. Battisti invite Dave Ligeikis to Executive Council next week to discuss the space for the Old Science Building

Updates/Information Items

1. Budget – Mr. Sullivan
 - Mr. Sullivan distributed and discussed the SUNY Broome 2016-17 Budget Forecast
2. Maintenance and Facilities – Mr. Sullivan
 - a. CPAC Update – Mr. Sullivan
 - Mr. Sullivan supplied a supplemental information packet to Empire State Development and he hopes to hear from them within the week
3. Academic Affairs Update – Dr. Battisti
 - Vice Presidents and Deans from Oneonta are on campus today to meet concerning a 2+2 program with the College
 - ATD Coaches will be visiting campus on March 9th and 10th
 - Dr. Battisti encouraged the Council members to fill out the Achieving Success Survey
 - The Summer and Fall Schedule will be reviewed at Friday's Staff Meeting
4. Student and Economic Development Update – Ms. Morello
 - Ms. Morello will update the Council at the next meeting
5. Human Resources Update – Ms. Fedorchak
 - Ms. Fedorchak reported that SUNY announced a new ad program where the College is allowed access to pre-paid job postings for one year
 - The Faculty Association contract is signed, printed and disseminated
 - A new Fitness Fusion class begins this week

Updates/Information Items Continued

6. Other

- Beth Mollen was named as the Officer in Charge for Wednesday, February 16, 2017. Dr. Drumm, Dr. Battisti, Ms. Morello and Mr. Sullivan will not be in town on that day

The Next Executive Council meeting will be held Thursday, February 23, 2017, in the Wales 107 Conference at 9:30 a.m.