

**Executive Council
Minutes
August 22, 2013**

Members Present: Dr. Kevin E. Drumm, Dr. Francis Battisti, Regina Losinger, Debbie Morello, Jesse Wells, Jason Zbock, Paige Sedlacek

Members Absent: Lynn Fedorchak, Cathy Williams

1. Student Success

- Mr. Zbock distributed the Enrollment Planning Weekly Newsletter
- Mr. Zbock reported that Deregistration will take place on Friday, August 23rd. He noted that last year there were 63 deregistrations with a loss of 23 FTE's
 - Dr. Battisti stated that his area is gearing up for academic dismissals, the goal is to meet with the students within 3 days of their academic dismissal
- Dr. Drumm reported that Wes Warren is adding 2 Criminal Justice sections
- Ms. Losinger asked if Sandra Stark of Binghamton University was notified that our semester is beginning a week later to discuss the possibility of registering students at SUNY Broome who decide not to attend Binghamton University
 - Ms. Morello will contact Ms. Stark and also the Director of Admissions at B.U.

2. Communication

- Dr. Drumm will be attending President Barack Obama's meeting/event at Binghamton University tomorrow. One student from SUNY Broome has also been invited to attend

3. Branding

- Mr. Wells discussed and asked for approval of a soft rollout of the new campus logo
 - Approved
- Ms. Morello recommended that Mr. Wells chair a College Name Change Committee/Workgroup that would oversee the logistics of the College name change which would include working with each area to determine what needs to be changed as well as investigating the legal aspects of the change in name
 - Dr. Drumm asked that the vice presidents contact their counterparts at Adirondack Community College to ask what process they followed when they changed their name
 - Mr. Zbock recommends that each area provide a checklist of what needs to be changed
 - The community signs/banners are all set to be changed throughout the week of the Natural Science Center Grand Opening
- Mr. Wells discussed the new confluence image and advertising and also reported that the Lily billboards are up in the area
- Mr. Wells presented the mobile app beta. It is available on the URL right now but will be available to download from the website and app soon. The app will include the student handbook, marketing, calendar and will tap into EAI. It is all unauthenticated at the moment and Mr. Wells and IT are working on the authentication.
 - Ms. Losinger asked that she be included in the meetings when they are ready to authenticate

4. Housing Update

- Ms. Morello reported that the final furniture selection will take place today with Ecologic
- Ms. Morello is waiting for a price concerning the asbestos steam pipes that was discovered during the excavation
- Ms. Morello has phoned NYSEG and is working on a payment plan for the \$55,000 to run the lines for the residence halls
- The brochure should be ready for print soon
- Jenae Norris and Ms. Morello are working on a marketing plan for the residence halls
- Interviews will be held next week for the Housing Director
 - Dr. Drumm will interview the finalist as well

Action Items

1. Personnel Planning

- PAR 2013-79 Lab Technician-H Clinical Laboratory Technologies
 - Approved

Updates/Information Items

1. Budget

- Ms. Losinger reported that the SUNY version of the budget will be finalized today
- Campus spending ends next Friday

2. Maintenance and Facilities

- Ms. Losinger reported that the Science Building abatement quote is \$44,000 and will be deciding if the abatement will be declared an emergency or check with another vendor to see if they can get the cost down

3. Wales Renovation Update

- Mr. Zbock stated that all offices are ready to move and he is waiting to hear the timeline for the Science Building abatement
- The moving schedule has been established along with internal and external phone lists

4. Assessment/Institutional Effectiveness – Jason Zbock

- Mr. Zbock stated that the one page summary of the Strategic plan will be placed on each table at the Faculty Staff Assembly
- The SOS Survey is ready and Mr. Zbock will deliver a copy to the President and will distribute to offices specific information related to their area
 - Dr. Drumm asked for a list of strengths and improvements

Updates/Information Items Continued

5. Human Resources Update – Paige Sedlacek

- Ms. Morello discussed security personnel at athletics games on campus
 - We must offer Public Safety employees the opportunity to work security at our athletics events before we hire outside security
 - Ms. Sedlacek stated that part time employees are not to go over their allotted hours, and not over 29.5 hrs. a week, whichever is less, unless specifically approved by management to do so. Ms. Morello stated that Brett Carter is putting together information and she will meet with Ms. Losinger and Ms. Fedorchak to discuss this further
- The vice presidents will check with their listservs to ask what models other colleges use for their Health Services areas

6. Faculty Staff Assembly – August 29th

- Dr. Battisti met with MARCOM yesterday to discuss details for the Assembly
- Dr. Battisti discussed some of the presentation details of the Assembly with the Council
- Mr. Zbock suggested using Prezi for future presentations

7. Academic Affairs Update – Dr. Battisti

- Deborah Moeckel of SUNY Academic Programs and Planning was on campus August 21st to meet with Deans and the Academic Affairs staff concerning Student Mobility Initiatives
 - Dr. Battisti distributed to the Council SUNY Mobility Fast Facts
 - Dr. Battisti discussed with Ms. Moeckel funding that is available for remediation and he will explore this further
- Orientation Express – there will be seven 90 minute Orientation Express sessions running from August 26th to September 3rd for students who register the week before classes begin

8. Foundation Update – Cathy Williams

- No new issues were discussed

Updates/Information Items Continued

9. Other

- State Fair
 - Ms. Morello and Admissions will be attending the State Fair tomorrow. A SUNY Broome Display will participate in SUNY Plaza at the State Fair
- Ms. Morello stated that 27 students from Cartagena will be arriving on August 28th
- Ms. Morello reported that 20 college Presidents from Colombia will be visiting campus on September 6th
- Ms. Losinger stated that she has seen International students riding bikes on Front Street, some without helmets, and she is concerned for their safety and would like to offer an alternative route for them to follow to get to campus
 - Ms. Morello suggested that Ms. Losinger speak to Claudia Beebe
 - Ms. Morello suggested that a bike drive be done on campus for students
- Discussion was held regarding fees

The Next Executive Council meeting will be held Tuesday, August 27, 2013 in the Wales 107 Conference Room at 9 a.m.