

**Executive Council  
Minutes  
May 14, 2019**

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

**Members Absent:** None

**Others in Attendance:** None

1. Student Success

- J. Wells reported that enrollment numbers are down, he believes this is directly related to the campus wide power outage last week. Due to the power outage, more than 60 scheduled appointments were missed. J. Wells is hopeful the enrollment numbers will increase as the callbacks for the missed appointments started on Monday, May 13.
- The New York City Registration event being held May 20 and 21<sup>st</sup> is at max capacity for both days. Dr. Ross-Scott informed the group that Housing Coordinator Norma Carabello-Vega will be attending both days of the event.
- J. Wells shared a template with the group that he has been using when he meets with chairpersons regarding the Accelerated Working Adult Program Curriculum.

2. Communication

- Dr. Drumm would like to have a list made of essential personnel that need to be on campus when campus closes for extenuating circumstances. The list should have names, phone numbers and any other pertinent information, hoping to have this drawn up by next Executive Council meeting.
- Dr. Battisti spoke about the need to have academic Deans involved with the Incident Command Group; he would like to see all of them included. Dr. Ross-Scott voiced her concern with adding multiple people to the ICG and proposed that one Academic Dean be designated to bring information to the ICG and then relay the information to the other Deans after the meetings. Dr. Battisti agreed. Dr. Ross-Scott will speak with Joe O'Connor about adding an Academic Dean to the Incident Command Group.
- J. Wells noted that whenever the campus loses power the phones do not roll to an automated message. This could be an issue for prospective students, but also a safety issue if the power was to go out at the Student Village. As of right now the only way people from outside the campus know about power outages is via social media, online, and local news channels.
- The summer hour notification has gone out to all staff.

- Commencement is coming up quickly. J. Wells will be sending Trustee Anthony Paniccia a copy of last year's commencement speech. The chairperson of CAI will lead the faculty procession.

### 3. Assessment/Institutional Effectiveness- Dr. Adanu

- The self-study design report was sent to the Middle States group on May 15. Dr. Adanu should receive a letter of approval in June 2019.
- The draft report for Standard 1 will be done and sent to Dr. Amy Brandt and Andrew Haggarty by the end of this month.
- A quick reminder, the Unit Assessment deadline is the end of June 2019.
- Dr. Drumm advised the group that the Finance and Facilities Committee started reviewing some bylaws on 5/14. The suggestions from Trustee Anthony Paniccia will be addressed at the Board of Trustee meeting on May 16.
- Trustee Anthony Paniccia had noticed that the wording was changed on some policies, procedures and bylaws but the dates were never updated. Make sure dates are being changed during updates and reviews.
- Dr. Ross-Scott, Diana Lenzo, Dr. Adanu and J. Wells have come up with a template to help standardize all updates to policies, procedures, and bylaws.

### **Action Items**

1. Personnel
  - a. Par 2019-59 Carpenter
  - b. Par 2019-60 HVAC Systems Technician III

Mr. Sullivan explained to the group that both of these new positions have been in the works for over one year; both are civil service positions. Both positions are needed for support on campus with the large amount of work the campus needs. Mr. Sullivan believes having these positions will reduce costs for the College, as both of these are currently outsourced to other companies when work is needed. The positions will be funded through next year's budget.

### **Updates/Information Items**

1. Office Moves – Dr. Kevin Drumm
  - Dr. Battisti will contact Dave Ligeikis to find out what the current schedule is for the Administrative Suite office moves, he will also be asking for an update on all other office moves that are scheduled.
2. Crisis Communications – Dr. Kevin Drumm

- A list needs to be made consisting of a list of essential personnel that need to be on campus during an emergency, or when the campus closes for any extenuating circumstance. It is imperative that the list be made before an actual emergency happens.
- The group was asked who coordinates communication with students and faculty. Currently Joe O'Connor and/or Dave Ligeikis consult with Mr. Sullivan, the information is sent to Jennifer Micale who sends the notification campus wide.
- Currently, we wait until the early morning of the opening day to announce the campus re-opening. Would like to implement a way of communicating the scheduled re-opening of campus as soon as a day is known instead of waiting.
- Dr. Battisti proposed having emergency phones for communication during an emergency. Giving a phone to a set group of staff so it is easier to contact whom they need in an emergency to keep lines of communication open and clear.
- J. Wells explained to the group that SUNY Broome and Binghamton University currently work together for assistance during emergencies. Dr. Kevin Drumm proposed SUNY Broome and Binghamton University have annual meetings to stay up to date with plan of actions during emergencies.

### 3. MARCOM Org Structure and IT Org Structure under new CAO

- A consultant is coming to campus over the summer to review the current organization structures and review the possibility of splitting responsibilities' now that we have more support.
- Dr. Battisti advised that Dr. Penny Haynes is okay with having I.T and MARCOM under her. Dr. Drumm is concerned about the large number of departments she will be responsible for since she is comes from smaller institutions. Dr. Battisti did mention that John from IT is on board with any changes to his organizational structure, but he would like to be at the table during any Academic Affairs meetings.
- Dr. Kevin Drumm has many things to look into with the possibility of moving MARCOM and IT under the President until the new CAO settles in.

### 4. Budget – Mr. Sullivan

- Mr. Sullivan and Dr. Drumm had a meeting with the county about next year's budget. He should be hearing back about the amount of sponsor share within the next week or two,
- This year we asked for a 2% sponsor increase, about \$150,000. In the past two years, only a 1% increase was awarded.
- The major increase to the County budget would be on the capital side to help fund \$35,000 (out of two-million dollars) for the nursing expansion and the Decker building upgrades, and \$375,000 (out of \$750,000)

towards roofing campus wide. Also, \$2.5 million for the one-stop facility, phase one.

- The 2019-20 budget will be adopted by the county legislature by mid-June; our Board of Trustees will approve and adopt it by the end of June.
- The College is continuing discussions with DASNY regarding the \$1.5 million SAM Grant for the Carnegie building.

#### 5. Maintenance and Facilities Update – Mr. Dave Ligeikis

- Currently working with an outside firm to look at power options for the campus in regards to transformers and generators. Once the information is ready, Mr. Ligeikis will come forward with the options for review to choose what the best options for the College are.

#### 6. Student Development and Diversity Update – Dr. Ross-Scott

- Currently have a total of 197 housing applications with 90 of them being new applications. Housing assignments are in the works.
- Housing application numbers are lower than last year but it is not of huge concern due to the NYC Registration Event next week.
- Spectrum replied to the lawyer letter
- Met with Broome Transit earlier this month, waiting for the final numbers to come through for the extra stops and times we are asking for.
- Shelli Cordisco is working on updated PRODiG information.

#### 7. Academic Affairs Update – Dr. Francis Battisti

- Had a meeting with UHS last week
- The ATD visit was last week
- Working on the summer schedules, twenty-eight more sections are needed to be cut to reach goal.
- KUDOS to the Dental Hygiene department for working with facilities and public safety during the power outage. The students were able to complete their testing, and staff members stayed all day to assist where they could. Great job!
- Will be working with Dr. Ross-Scott in getting back to Dubai with the proposal.

#### 8. Human Resources Update - Ms. Fedorchak

- Nothing to report.

#### 9. Other

- Dr. Ross-Scott shared with the group that the bookstore would have a presence in the Ice Center Events Room from August 22 - September 3, for online book pick up.