

**Executive Council
Minutes
October 15, 2013**

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

Members Absent: Cathy Williams

1. Student Success

- Mr. Zbock reported that we are down 2 to 2.5% in students and up 1% in FTE's
 - he will follow-up with Katie Bucci concerning Fast Forward and Julie Lakin concerning residency student data
- Mr. Wells mentioned the idea of doing a marketing campaign to a wider target such as other cities or doing a boosted post on Face Book
 - he will look into pricing
- Mr. Zbock mentioned having an Outreach Team to make phone calls to students, while Ms. Morello mentioned that she would like to have one person making the phone calls

2. Communication

- No discussion

3. Branding

- Mr. Wells informed the Council that he has been getting requests from student organizations for using the hornet logo for T-shirts, etc
- Council agreed that there should be rules to follow for customizing the hornet

4. Housing Update

- Ms. Morello announced that the Housing Director job description is ready to go to the SUNY Board
- Mr. Zbock mentioned that the Electronic Card Committee has example RFPs from other colleges that will be used to create one for SUNY Broome

Action Items

1. Personnel Planning

- Ms. Morello mentioned that she would like to see the part-time Staff Assistant position in Admissions go to full-time because this person will also be working with the social media marketing and housing
 - this to be further discussed at the VP meeting
- Ms. Losinger mentioned that the part-time Assistant Director for Facilities has been being paid a stipend and asked the Council whether that should continue or alter the job description and re-evaluate the position
 - Council agreed with altering the job description and re-evaluating the position

- Ms. Losinger will incorporate this as ongoing
- Ms. Losinger proposed that a licensed plumber title be created and filled internally from existing staff to meet the needs of the campus in the most affordable way. She discussed this change within the context of the cost to contract plumbing externally - it is more than 2.5x the cost
 - Council agreed with the proposal

Updates/Information Items

1. Budget

- Ms. Losinger stated that she will bring a draft forward of the Tech Fees

2. Maintenance and Facilities

- Ms. Losinger informed the Council that Mr. Testa is ready to close the final spending in the cafeteria and that there are still funds available for further upgrades
- Dr. Drumm mentioned knocking out the back storage room wall for more space in the cafeteria
- Dr. Battisti mentioned putting in a coffee house on campus
- Ms. Fedorchak mentioned that there is a need for interior socializing space for students in the library
 - Interior student social spaces and quiet zones will be discussed at the VP meeting
- Ms. Losinger informed the Council that comments were expressed to her on why painting and carpeting wasn't important for faculty and students before the building move
 - campus-wide discussions on improvements will be discussed

3. Wales Building Name and Signage

- No discussion

4. Academic Affairs Update

- Dr. Battisti mentioned that changes are being made with the bookstore issues
- Dr. Battisti thanked Ms. Fedorchak for the way she approaches any personnel issues

5. Foundation Update

- No discussion

6. Assessment/Institutional Effectiveness

- Mr. Zbock mentioned that he will be meeting October 16th with Ms. Morello's division on assessment

7. Wales Renovation Update

- Lunch being served at noon

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8. Human Resources Update

- Ms. Fedorchak informed the Council that she is starting to get phone calls regarding curtailment this year
- Ms. Morello would like to discuss VP curtailment coverage in the processing offices
- Ms. Losinger requested that Ms. Fedorchak look at the labor contracts and they will discuss next time
 - Curtailment discussion will be added to the next Executive Council agenda

9. Other

- Ms. Morello mentioned that the neighbors are still complaining about the smoking area and suggested possibly putting up a structure further up by the town property and also one behind the new student housing building

The Next Executive Council meeting will be held Wednesday, October 23, 2013 in the Science Building 205 Conference Room at 9:30 a.m.