

**Executive Council  
Minutes  
March 7, 2017**

**Members Present:** Dr. Kevin E. Drumm, Dr. Francis Battisti, Debbie Morello, Michael Sullivan

**Members Absent:** Lynn Fedorchak, Dr. Sesime Adanu, Jesse Wells

**Others in Attendance:** None

1. Student Success

- The Enrollment Planning Weekly Newsletter was distributed and discussed

2. Communication

- Dr. Battisti discussed Gen. Ed. requirements. He will be meeting with each of the divisions regarding their concerns

3. Housing Update – Ms. Morello

- Ms. Morello reported that routine issues are being reported in housing
- A student passed away from natural causes. This student used to be in housing
- Ms. Morello discussed the ways housing staff are coping with the vacancy after Jarvis left
  - Two RA's have been bumped up to help cover
  - Ms. Morello asked Dean Schuhert to offer a stipend to Ms. Washington to be in housing until a replacement for Jarvis is hired
  - Ms. Morello also wants to hire a Senior R.A.
  - Ms. Morello has talked with Joe O'Connor and arranged for a police presence in the Residence Hall, especially on the weekends

4. Assessment/Institutional Effectiveness – Dr. Adanu

a. Performance Improvement Plan (PIP)

- Dr. Adanu will update the Council at the next meeting

**Action Items**

1. Personnel Planning

- PAR 2017-14 – FT, Regular, Change Title from Secretary to TBD, Business & Public Services
  - Approved

## Action Items Continued

2. Administrative Action Process Clarifications  
(Mou's w/other institutions, Affiliation and Articulation Agreements, etc.)
  - Discussion was held concerning what agreements should require a routing slip
    - Dr. Drumm stated that articulation agreements should not require a routing slip
      - Dr. Battisti stated if the articulation states that someone will be on campus as part of the agreement, then it should have a routing slip
3. Dr. Battisti is meeting with EAB tomorrow. EAB has offered their services for 2017-2018 free of charge and then at a cost of \$26,000 for each of the following two years. He asked if the Council wants to accept this offer
  - Approved

## Updates/Information Items

1. Budget – Mr. Sullivan
  - Mr. Sullivan distributed and discussed the Budget Instructions for 2017-2018
    - Dr. Battisti stated that we need to be sure that the faculty and staff understand the budget
  - Mr. Sullivan distributed and discussed the Actual Payroll Cost trends by department and division for the past three fiscal years
    - Mr. Sullivan stated that 80% of the payroll costs are in the Academic Division. College payroll costs are approximately \$1.8 million higher 6% than the 5% for labor settlement wage increases over the past two fiscal years. We need to get our payroll costs much closer to our negotiated salary and wage increases
  - Mr. Sullivan would like the budgets in by March 31<sup>st</sup>
2. Maintenance and Facilities – Mr. Sullivan
  - a. CPAC Update – Mr. Sullivan
    - The music suite is being finalized. They will be determining if an RFP for an Architect will go out
    - FEMA money has been received for the Library and Mr. Sullivan asked Dr. Battisti to provide a master list of needs to total \$1 - 1 ½ million to him within 30 days
    - The RFP for the Mechanical Building will go out in three weeks. The next URI round may provide additional funding for additional opportunity. There might have to be a supplemental bid.
      - Ms. Morello stated that Empire State Development phoned Ms. Cordisco and encouraged her to apply for the URI grant
    - We have not heard from National Parks Service yet or regarding new market tax credits

### Updates/Information Items Continued

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

- Dr. Battisti reported that he, Mr. Wells and Dean Mansfield met with Dr. James Samels and that we are moving forward with Systems Engineering
- Dr. Battisti discussed the ITT Grant for virtual reality, animation and simulation programs
- Dr. Battisti discussed the Early College Online Academy for high school students
- April 2<sup>nd</sup> the Color Run will once again be held on campus. Dr. Battisti asked if upper administrators will be attending
  - Dr. Drumm stated that the Hornet and an Admissions booth should be there
- Men's Warehouse wants to come to campus and speak to our students about how to dress for success and offer a discount to their store as well. They would also want a letter of support from the College President allowing them to be on campus
  - Dr. Drumm agreed to allow them on campus and stated that we will also have to allow others that request to do so on campus
- Dave Ligeikis has convened the Master Plan Review Committee

#### 4. Sabbaticals – Dr. Battisti

- Dr. Battisti asked if the three sabbatical submissions will be allowed this year
  - Dr. Drumm stated yes

#### 5. Performance Based Funding Debrief – Dr. Battisti

- Dr. Battisti distributed and reviewed with the Council performance based funding suggestions. He asked that the Council suggest more ideas to present to SUNY
  - Ms. Morello suggested that SUNY Broome employees develop and market software for assessment/curriculum development. The College could receive a monetary benefit from the sales of the software

#### 6. Student and Economic Development Update – Ms. Morello

- Ms. Morello reported that she is receiving letters of support for CEA
- The Chamber and the College are teaming up to produce a video for tourism and the Convention Bureau. The College is charging \$3000 to produce the video under corporate contract. The video will be shared on the Chamber website as well as SUNY Broome's website. MARCOM has voiced concerns that the Chamber may not feel the quality of the video will be up to their standards
- Logistical issues were discussed at yesterday's Incubator meeting
- Ms. Morello discussed security needs for the Carnegie Library and when the time comes the need for more police officers
- The finalist candidates for the position of Vice President for Student Development and Chief Diversity Officer will be invited to campus for interviews
- There are two \$60,000 grants that will be submitted; one for Business Accelerator and one for Systems Engineering
- Alberto Miller is setting up summer programs and progressing with things for the fall

**Updates/Information Items Continued**

7. Human Resources Update – Ms. Fedorchak

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

8. Other

- No new issues were discussed

**The Next Executive Council meeting will be held Monday, March 13, 2017, in the Wales 107 Conference at 9:30 a.m.**