

**Executive Council
Minutes
March 5, 2018**

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

Members Absent: Lynn Fedorchak

Others in Attendance: None

1. Student Success

- The Enrollment Planning Weekly Newsletter was not available for discussion

2. Communication

- Discussion was held regarding email communications sent to just a specific building; a listserv for each building on campus
 - Dr. Drumm stated that a conversation should be held with Joe O'Connor concerning distribution of health information and non-emergency impact messages
 - Mr. Wells stated that a channel of communication needs to be established. He is happy to sit down with Joe O'Connor to develop a protocol
- Dr. Ross stated that if something is communicated to a director of an area they should distribute that information to their team

3. Housing Update – Dr. Ross

- Dr. Ross reported that the Housing Board packets will be sent out
- Applications for RA are being accepted
- Students can apply to stay in housing during spring break

4. Assessment/Institutional Effectiveness– Dr. Adanu

- Dr. Adanu reported that submission rate for assessment is at 76%
 - a. Performance Improvement Plan (PIP)
 - No new issues were discussed

Action Items

1. Personnel Planning

- No new issues were discussed

Updates/Information Items

1. Budget – Mr. Sullivan

- Mr. Sullivan will have a draft of next year's budget to the President this week

2. Maintenance and Facilities – Mr. Sullivan

- Mr. Sullivan is waiting for feedback from SUNY capital concerning the Carnegie Project
 - a. CPAC
 - No new issues were discussed

3. Academic Affairs Update – Dr. Battisti

- Dr. Battisti reported that the micro credentialing subcommittee is working on how to implement it at SUNY Broome and are looking at pilots for it
- Dr. Battisti will be meeting with the BAP Steering Committee today
- ESL is all online and are doing a pilot with Oneonta
 - Dr. Drumm asked if we can do this in Cuba and said to talk to Alberto Miller about it
- He will be meeting with Binghamton University concerning a PIF grant to update calculus
- Dr. Battisti discussed the Nursing Program
- The next Guest Viewpoint will be about civic engagement

4. Student Development and Diversity Update – Dr. Ross

- Dr. Ross is working on updating the workplace violence policy
- The President of the University of Risaralda, Colombia will be on campus tomorrow
- Alberto Miller will be speaking on International Studies at Durango University in Colombia
- The Text Book Committee wants to meet with the deans and chairs to discuss how to improve the process for ordering books

5. Human Resources Update – Ms. Fedorchak

- No new items were discussed

6. Other

- Dr. Adanu discussed, on behalf of the Diversity Task Force, the process for guest speakers and the event planning process.

The Next Executive Council meeting will be held Friday, March 16, 2018, in the Wales 107 Conference at 1 p.m.