

**Executive Council
Minutes
April 6, 2017**

Members Present: Dr. Kevin E. Drumm, Dr. Francis Battisti, Debbie Morello, Michael Sullivan, Dr. Sesime Adanu, Lynn Fedorchak, Jesse Wells

Members Absent: None

Others in Attendance: None

1. Student Success

- The Enrollment Planning Weekly Newsletter was distributed and discussed
 - Mr. Wells reported that we have a total of 1057 students enrolled as of week nine; last year at week ten we had 898 enrolled
 - Mr. Wells will talk to Heather concerning sending a message to students over break
 - Dr. Drumm reported that the state confirmed \$50 per FTE which will be about a \$250,000 cut for us. He hasn't heard what they decided about TAP or free tuition
 - Dr. Drumm asked that the College advertise on billboards that 53% of our students receive free tuition
 - Mr. Wells reported that MARCOM is working on the billboard which will read; 50% of students already get free tuition. Call ---- to see if you qualify
 - Discussion was held concerning placing that message on digital billboards. Suggested areas for a digital billboard were: the land next to the Starbucks Plaza, highway side and the top of the IDA building

2. Communication

- No new issues were discussed

3. Housing Update – Ms. Morello

- No new issues were discussed

4. Assessment/Institutional Effectiveness – Dr. Adanu

a. Performance Improvement Plan (PIP)

- Dr. Adanu distributed: Vision, Mission and Values and updated the Council on the Strategic Plan stating that they are working on goals and objectives. The Committee will begin to meet every Friday and plan to have a final draft for review by Executive Council and Shared Governance by the end of May. The Diversity Plan has been integrated into it and they are looking at the Master Plan as well

Action Items

1. Personnel Planning

- No new issues were discussed

Updates/Information Items

1. Budget – Mr. Sullivan

- Mr. Sullivan distributed, as an FYI, the SUNY Broome 2017-18 Preliminary Draft Budget. The target is to bring this to the Board of Trustees at the April meeting

2. Maintenance and Facilities – Mr. Sullivan

a. CPAC Update – Mr. Sullivan

- Empire State Development approved round two of the New Market Tax Credits for Carnegie and there are two more approvals to go. The best case scenario would be that this would be all approved by mid-June
 - The final draft for the revisions for the Historical Tax Credits will be done tomorrow and will be submitted to the National Park Service
 - Mr. Sullivan is working with Kevin McLaughlin on the Pilot Project for the Carnegie building
 - We should hear this month regarding the SUNY match of \$2 million
- 90% of the final design drawings for the Mechanical Building are done. Bids will be delayed until May and this might delay the opening of the building

3. Academic Affairs Update – Dr. Battisti

- Convocation Day went well, Dr. Battisti received several positive comments concerning the speaker
- The College received good media on the Robotics Competition
- Dr. Battisti spoke to Jim Magee who stated that Dr. Joe Ghaly has not gotten back to him. He mentioned our online ESL to Mr. Magee
- We will be going after 8 Performance Based Funding grants
- Dr. Battisti and Ken Mansfield will be meeting with Dr. Jim Samels concerning Systems Engineering Program
- Dr. Battisti distributed and discussed the Course Sections Counts and discussed his sustainability plan
- Dr. Battisti discussed issues that some SUNY colleges will not accept credits from our Study Abroad Courses
 - Dr. Drumm asked that Dr. Battisti send a formal note of complaint to Alex Cartwright for every instance that a credit is not accepted
- Ken Mansfield attended the Megatronics Conference
- The Provost will be convening the Committee on General Education soon
- An RFP for marketing, recruiting and branding strategy for the Culinary Center is being put together
- Looking at late start and winter term retention; some of these courses may not be offered again
- Looking at departments that are under enrolled to see what help is needed in those areas

Updates/Information Items Continued

4. Confidential Meeting Space – Dr. Battisti

- Dr. Battisti discussed a separate meeting space for personnel issues, arbitration hearings, etc. He suggested that if Continuing Education's office location is moved that Human Resources move in to that space which would allow for enough space or a H.R. conference room for such meetings
- Ms. Morello will check with the IDA concerning space in their new building

5. Student and Economic Development Update – Ms. Morello

- Ms. Morello attended the Student Chancellor Awards in Albany with our student recipients
- Ms. Morello will be meeting with Shelli Cordisco concerning a CFA Planning Grant for CEA
- Cornell is developing a non-credit certificate in CEA
- The Incubator soft opening is scheduled for April 18th
- Rosario in Colombia plan to offer two scholarships for their Business School to SUNY Broome. They will not provide transportation and housing

6. Human Resources Update – Ms. Fedorchak

- No new issues were discussed

7. Other

- No new issues were discussed

The Next Executive Council meeting will be held Tuesday, April 11, 2017, in the Wales 107 Conference at 9:30 a.m.