

**Executive Council
Minutes
March 26, 2013**

Members Present: Dr. Kevin E. Drumm, Debbie Morello, Dr. Francis Battisti, Regina Losinger, Rich David, Elizabeth Wood, Cathy Williams, Jason Zbock

Members Absent: None

1. Student Success

- Ms. Morello reported that we are up in numbers for the spring and down in FTE's. We are up 8% in inquiries and down in applicants
- Dr. Battisti reported that he will be meeting with Daemon College concerning an agreement with them for Health Sciences
- Mr. Zbock and Mr. David discussed an advising and register early ad campaign for new students before the end of the spring semester and also target returning students as well. Mr. David is working with Jenae Norris regarding this
- Mr. Zbock stated that enrollment activities will be taking place throughout the summer which includes four orientations
 - Ms. Williams asked that the Foundation be involved with the activities
 - Ms. Williams suggested that photos be taken at orientation of the incoming freshman class

2. Communication

- Dr. Battisti reported that he has heard positive feedback concerning Convocation and that it was well received

Action Items

1. Personnel Planning

- Ms. Morello discussed the Director of Sponsored Programs Position stating that a meeting with union leaders will be scheduled. The vice presidents will discuss the position at their meeting today

Updates/Information Items

1. Reorganization

- Dr. Battisti reported that the Liberal Arts and Business areas have approved the deans

Updates/Information Items Continued

2. Budget

- Ms. Losinger will report further once the VSIP figures and the contractual expenses for the departments are complete

3. Maintenance and Facilities

- Ms. Losinger reported that a smoke test will be done on campus and that the Town of Dickinson has 25,000 flow management credits and will loan them to the College if needed

4. Communication on Cancelling or Closing Flowchart

- This will be revisited at the next meeting

5. Campus safety Building Funding

- This will be revisited at the next meeting

6. FA Non-Instruct Added Comp. Process Form

- Changes are being incorporated to the form. This will be revisited at the next meeting

7. Employee Google Email and Calendar Update

- Ms. Losinger discussed with the Council that we are in a much better position that we were last week and the migration is going well

8. Assessment/Institutional Effectiveness – Jason Zbock

- Mr. Zbock attended the MSCHE town hall last Tuesday which discussed the status of the organization
 - The Middle States Commission on Higher Education has now become the Mid-Atlantic Region Commission on Higher Education
 - The 14 standards will be rewritten, Standard 7 and 14 will be integrated into all of the standards
 - There will be summer and fall workshops concerning the changes
 - There will be a new model of what to adhere to concerning the Periodic Review report and a template will be issued for it
 - Discussion was held concerning MSCHE compliance procedures concerning the credit hour and other frameworks were discussed
- Mr. Zbock distributed information concerning an Innovative Educators workshop that will be held on Tuesday, April 16th from 1 to 2:30 p.m. in Wales 203B concerning connecting courses to careers
- Mr. Zbock has one more Strategic Directions session and he is receiving good feedback on the visioning plan. The new updated plan will be rolled out on May 24th at the Institutional Assessment Forum

Updates/Information Items Continued

9. Branding

- Dr. Drumm stated that the College Assembly discussed branding
 - Mr. Zbock distributed and discussed the Student Focus Group results. He stated that 60% of the three focus groups preferred SUNY Broome and that a student suggested using for a “tag line” SUNY Broome where opportunities meet outcomes
 - Dr. Drumm stated that the next step is going back to KOR with the focus group results and then on to the Board of Trustees for approval

10. Housing Update

- Dr. Drumm reported that there is a Design Build meeting tomorrow and is hopeful that the contract will be signed tomorrow as well

11. Grievances

- No new issues were discussed

12. Academic Affairs Update – Dr. Battisti

- An articulation agreement will be signed with Daemen College and BCC for Graphic Design
- Dr. Battisti is meeting with Empire Economic Council and an Animator from California to discuss an agreement concerning students who graduate from Graphic Arts program attending a 14 week certificate program with Daemen College and are guaranteed a job once completed
- Dr. Battisti stated that there are 11 new programs and discussed closing programs such as the mechanical program and keeping the mechatronics program. He is working with Dr. Ligeikis on this
- A meeting with Security Mutual and SUNY is scheduled for tomorrow to discuss SUNY Works and co-ops with Security Mutual for an insurance institute which will eventually be housed in the Carnegie Library. Dr. Battisti stated that we do have a grant to develop co-ops
- Dr. Battisti is having a discussion with faculty concerning Gen. Ed. Courses
- The chairs and deans have agreed to taking a second attendance. An email will be sent to the faculty concerning taking a second attendance

Updates/Information Items Continued

13. Foundation Update – Cathy Williams

- Ms. Williams reported that the Foundation is down by three staff members. They have received 200 resumes for two of the positions and will be interviewing all week for these positions. A second interview is planned for next week for the top three candidates
- A recommendation has been made to Ms. Morello for the Director of Sponsored Programs position from the resumes that were submitted for one of the Foundation positions
- Ms. Williams is finishing the Hoyt proposal for \$255,000 for the Wales renovation project. The Hoyt Foundation meets in June
- A personal outreach was done to students who meet the criteria for the Berrish Scholarship and a student has been accepted for the scholarship

14. Other

- Dr. Drumm will be out of the office from April 1-4 and has named Dr. Battisti as Administrator in Charge during his absence

The Next Executive Council meeting will be held Friday, April 5, 2013 in the Wales 107 Conference Room at 1 p.m.