

**Executive Council  
Minutes  
March 11, 2019**

**Members Present:** Dr. Kevin E. Drumm, Dr. Francis Battisti, Dr. Carol Ross-Scott, Lynn Fedorchak, Jesse Wells, Dr. Sesime Adanu, Michael Sullivan

**Members Absent:** None

**Others in Attendance:** None

1. Student Success

- The Enrollment Planning weekly newsletter was distributed and discussed. Data for new transfer students remains at 34%. Fall 2019 reporting will either be the week before continuing students start their registration or after that is complete. There has been a 13% decrease in inquiries and applications for the Fall 2019 semester. Mr. Wels will get data on how each program is affected by this decline. Elisabeth Costanzo and Patrick Allala will be presenting at the March 26 Executive Council meeting. Cross registration may help increase registration. Fall marketing will start at the end of April. The Fast Forward liaison was here last week visiting High School classrooms. The proposed Health Science Medical Administration is moving along with marketing being shifted to attract nighttime Adult students.

2. Communication

- Discussion followed regarding the potential State budget decrease.

3. Assessment/Institutional Effectiveness– Dr. Adanu

- The April 23, 2019 Middle States Liaison agenda has been sent out to the campus.
- Posters have been put up around campus outlining the Middle States process and expectations.
- Trustee Ball will be meeting with Sesime to discuss the Middle States presentation at the March 2019 Board of Trustee meeting.

**Action Items**

1. Personnel Planning

2. Transportation and Budget Planning

- Dr. Ross presented her findings on the financing needed for additional transportation services for students. BU and SUNY Broome are working together with Br. County transit and they have sent some preliminary suggestions to the county. Dr. Ross will be setting up a meeting to discuss the Culinary Center needs.

**Updates/Information Items**

• Budget – Mr. Sullivan

- The Finance team is putting the 2019-2020 budget together and are expecting to be close to a balanced budget.

• Maintenance and Facilities – Mr. Sullivan

- The RFP for the AT boiler and building doors will be issued within the next 60 days.
- The 2021 CIP is due at the County on Friday March 15<sup>th</sup>. Total renovation costs are approximated at \$2 million which includes renovations for Decker and roofs.
- Bid results for Space Utilization have been completed and are under review.

- Student Development and Diversity Update – Dr. Ross-Scott
  - Housing, - BU website has links about offsite housing. Do we want to also publicize that information?
  - Bookstore commissions to FSA are declining due to custom manuals, or restocking fees due to sections cuts when the bookstore is not notified of course cancellations.
  - American Dining is seeking additional space to keep fresh food.
  - Dental Hygiene and Nursing had a Health screening event March 9<sup>th</sup>.
  - Dr. Ross will partner with Dr. Battisti and discuss the PRODiG proposal.
  
- Academic Affairs Update – Dr. Battisti
  - Dr. Battisti will be reaching out to Dr. Haynes and work on dates for her to visit the campus.
  - The Br. Cty Airport would like to discuss the college renting space for the Aviation Program. There is a possible grant available to cover the costs.
  - Dr. Battisti is meeting with the area Superintendent Spokesperson Jason Andrews about the possibility of hosting the Superintendent Meetings here at the college.
  - Middles States Liaison was meeting with Fast Forward this week.
  
- Human Resources Update – Ms. Fedorchak
  - No items for discussion
  
- Other

**The Next Executive Council meeting will be held Friday, March 22, 2019 in the Wales 107 Conference at 1:00 p.m.**