

**Executive Council
Minutes
May 21, 2019**

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

Members Absent: None

Others in Attendance: None

1. Student Success

- J. Wells reported that as of the morning of May 21 the Fall 2019 enrollment is only down 4.8%, compared to the 8% decline we saw last week. The New York City Registration event has helped us bring that number down.
- Forty students attended the NYC Registration event yesterday. Out of the forty students that attended the NYC Registration event, 37 are fully registered; the goal after the final day is 50 fully registered students. Another forty students are expected to attend the session today.
- Due to the success of the NYC Registration event J. Wells would like to look into doing two or three sessions next year. He suggested doing a session in February, the end of fall semester, and again at the end of the spring semester.
- The high school counselor breakfast was a success; the counselors enjoyed the layout and format.
- The counselors voiced that they are interested in more program specific presentations to show at the schools for parents and students. They also asked about SUNY Broome kiosks to have in main lobbies at the high schools.
- Schools are worried about the Fast Forward program due to retirements of Fast Forward teachers and not being able to replace them. Dr. Battisti presented that we discuss training with the schools, or have our faculty involved with trainings to be able to meet the needs of the program.
- J. Wells proposed possibly developing a structure for one or two Fast Forward courses, implement some new teaching technology that is out (Virtual Reality, 360-degree cameras in the classrooms etc.), and see if this boosts the program.
- Dr. Ross-Scott asked J. Wells if there is anything that can be done over the summer to make sure we retain the students that have registered at the NYC event. J. Wells is going to be looking into a few different options like a “go-to meeting” where the staff introduces themselves, discuss how

the students fit into our orientation etc. Dr. Battisti suggested inviting the students to our campus when there is also an event in the area going on so they can see what the area offers. J. Wells will meet with Dr. Ross-Scott to discuss some options.

2. Communication

- Dr. Drumm will be sending out today a “Year End” e-mail, which will include an announcement regarding closing early Friday, May 24 for Memorial Day weekend.

3. Assessment/Institutional Effectiveness- Dr. Adanu

- A reminder email went out yesterday to remind staff that 2018-19 assessment reports are due by the end of June.
- Attended a meeting last Friday for the Middle States processes. In the meeting, they reviewed who is responsible for what, gap analysis, and the Self-Study Report information was gathered.
- A reasonable draft report for Standard 1 went out to be reviewed; any edits and/or suggestions are due back on Friday.
- Has been working with Diana Lenzo on a survey to send to the Board of Trustee members, the results will be used for the annual Board of Trustees Retreat. Dr. Drumm stated he would speak with Diana Lenzo about when to start the scheduling process as he feels this should be started soon.

Action Items

- **None**

Updates/Information Items

1. Budget – Mr. Sullivan

- Currently in the process of re-reviewing the status of this year’s current budget.
- Still have not heard from the County regarding the budget for next year, most likely will hear back next week.

2. Maintenance and Facilities Update – Mr. Sullivan

- Attended the Grants Planning meeting yesterday, there was conversation about what will or will not be submitted for the REDC money.

- Proposed that the best option for the REDC money would be the Nursing Program, as it is the most developed program. Dr. Drumm stated the REDC grant money would be going towards the Controlled Environmental Agricultural program. Mr. Sullivan stated that a lot of information would need to be gathered within the next month due to the REDC requirement that requires a project to be ready to go before they will grant any money.

3. Student Development and Diversity Update – Dr. Ross-Scott

- The Multi-Cultural Room hosted an Iftar last night, 25 students attended.
- Jason Boring has been working on upgrading the off-campus housing portal.
- Graduation rehearsal is Wednesday, May 22.
- Susan Seibold-Simpson will be carrying the mace at graduation.
- 6 RA's are graduating
- The new RD starts July 1st
- Currently have 211 fall applications, still working on getting more.
- Our lawyers have been in contact with Spectrum; waiting to hear back from them.
- A meeting with Broome Transit has been scheduled for June 26 to discuss the new contract.
- Brett Carter has closed out the athletic season; he is gearing up for the first E-Sports program for next year.
- Attended COI and staff had voiced frustrations with the parking situations on campus. Will be meeting with Joe O'Connor and Hans Van Houten on May 22 to discuss some alternatives and suggestions, will share with the group what was discussed.

4. Academic Affairs Update – Dr. Battisti

- Attended the Perkins Meeting last Thursday
- In the process of reviewing policies and procedures
- Pinning ceremonies are happening this week
- The Achieving Success Report came in and will start reviewing the results this week.
- Dr. Penny Haynes will be coming back in early June to visit and attend some follow up meetings.

5. Human Resources Update – Ms. Fedorchak

- Nothing to report.

6. Other

- Dr. Battisti let the group know that this is Dr. Adanu's last full week here; he will be here on Fridays starting June 7. Kim McClain will be filling in on a part time basis, and all plans will be finalized at the staff meeting on Thursday.
- J. Wells shared that Binghamton University reached out and advised that the Education USA group will be here on August 3 for a breakfast.