

**Executive Council  
Minutes  
November 4, 2013**

Members Present: Dr. Kevin E. Drumm, Debbie Morello, Dr. Francis Battisti, Regina Losinger, Jesse Wells, Jason Zbock, Lynn Fedorchak

Members Absent: Cathy Williams

1. Student Success

- Mr. Zbock reported that we are up 5% in students and up 4.6% in FTE's, 140 students registered this weekend
  - There are 242 students registered for winter term
  - The fall semester is down 2.4% in students and up 0.24% in FTE's
- Ms. Morello stated that the Home Coming Job Fair at the mall is a good place to advertise for winter term
- Mr. Zbock stated the EMAT had a lively discussion regarding marketing
- Discussion was held concerning reminders for students to register. It is suggested that table top tent card, posters, faculty cards and advisor cards be distributed

2. Communication

- No new issues were discussed

3. Branding

- Mr. Wells stated that he is waiting for installation dates from Phil Testa for the two new entrance signs
- Mr. Wells will be contacting areas on campus concerning how items are being printed

4. Housing Update

- Ms. Morello reported that Jeff Horowitz began work today and his office is located in the FSA suite

## Action Items

1. Personnel Planning
  - No new issues were discussed
2. Weather Related Closure and Cancellation Policy
  - Discussion was held concerning the Policy and Procedure
    - Dr. Drumm stated that bullet one and two should be on the policy and the others could be placed on the procedure
  - Discussion was held concerning NY Alert
    - Ms. Losinger stated that students, faculty and staff are automatically signed up to NY Alert and they would have to opt out if they did not want to receive the messages
    - Mr. Wells stated that people have to log in and verify their information
    - Mr. Zbock will contact John Petkash and Joe O'Connor regarding the procedure for this

## Updates/Information Items

1. Budget
  - No new issues were discussed
2. Maintenance and Facilities
  - Ms. Losinger reported that there is \$50,000 in the County's Capital Improvement Projects that was an add-on when the College was considering a downtown presence in 2007. Marie Kalka of the County believes we can reallocate this money for another project if taken back to the Legislature for approval
    - Dr. Drumm stated that this is a good opportunity to use it toward the Carnegie Library Project
    - Ms. Losinger will discuss this further at the next meeting
  - Discussion was held concerning campus power outages and the Colleges ability to avoid a complete shut down in the event of an outage
    - Mr. Wells stated that we can post to the website and can email even if the power is out and we lose active directory if the LDAP disconnects
    - Our Active directory is still only local. We have yet to settle on whether there will be a "fail-over copy" hosted offsite at SUNY ITech. It is believed that ITS is looking into this

## Updates/Information Items Continued

### 2. Maintenance and Facilities Continued

- Discussion was held concerning communication
  - Dr. Battisti stated that we need to incentivize students to log onto their Gmail account
    - Mr. Wells stated that emails can be linked so that they only log onto one account to access all email
  - Ms. Morello suggested having everything in the portal news room
  - Mr. Wells discussed MyCollege and converting it to be able to log into website to access information
    - Mr. Wells discussed potential upcoming changes to the college web portal. The possibility of taking this opportunity to dissolve the "MyCollege" brand and encourage students to simply "Log into the Sunybroome.edu Website" to access their information was discussed. This was in line with many recent discussions about confusion stemming from "to many brands and to many communications channels"
    - It was mentioned that ITS and Marcom are working together to review all the options related to portal hosting and management
    - Although the new Ellucian Luminis product has some features and opportunities that rival our current Campus EAI solution. Campus EAI has a very strong package of systems and services that keep us from having to coordinate and pay several companies for equivalent systems, monitoring, and support. More testing and pricing will be needed
    - It has been generally agreed that the public website should probably be split away from the portal, and provided its own, much stronger, dedicated content management system

### 3. Academic Affairs Update

- Dr. Battisti reported that Ann Czernecki ran the New York Marathon
- Dr. Battisti will be travelling to Morrisville College to talk about their student programs and Agriculture
- Discussion was held concerning Open SUNY
  - We have 28 degrees that are over 64 credits
  - AAS and AOS degrees are difficult to seamless transfer
- The next Academic Coffee House is November 14<sup>th</sup>. The topic is "Exploring the Community in SUNY Broome Community College..."
- Advisory Committees, Co-Ops, and Other Community Connections"

### 4. Foundation Update

- Ms. Williams will provide an update at the next meeting

## **Updates/Information Items Continued**

### **5. Assessment/Institutional Effectiveness**

- Mr. Zbock reported that he is meeting with divisions concerning assessment
- Middle States will release the first draft of the new standards at the annual meeting in December. Standard 7 is expected to be integrated into each of the standards. A final vote will be in the spring

### **6. 2014-2015 and 2015-2016 Curtailment Dates**

- Ms. Fedorchak presented and asked for approval of curtailment dates for 2014-2015 and 2015-2016
  - This will be revisited at the next meeting
- Ms. Morello asked if a Staff King person would be able to cover in the Admissions office during curtailment
- It was decided that the vice presidents who are covering days during curtailment do not have to be on campus during curtailment but need to be available remotely
  - Dr. Drumm commented that if the vice president is in town they should stop on campus to make sure everything is fine
- Dr. Drumm stated that on December 24<sup>th</sup> Admissions needs to be open in the morning but can be closed in the afternoon

### **7. Human Resources Update**

- No new issues were discussed

### **8. Other**

- Dr. Drumm stated that Dr. Battisti will be the officer in charge while he is in Washington on November 5 and 6
- Ms. Morello stated that Joe O'Connor is checking with Bob Behnke concerning the College's liability related to campus events off campus

**The Next Executive Council meeting will be held Tuesday, November 12, 2013 in the Science Building 205 Conference Room at 9:30 a.m.**