

**Executive Council  
Minutes  
May 2, 2017**

**Members Present:** Dr. Kevin E. Drumm, Dr. Francis Battisti, Michael Sullivan, Debbie Morello, 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 are up in new transfers and up 120 in applicants as of this morning
  - Dr. Drumm stated that we need to continue communications with new students
  - Mr. Wells reported that BAP is up to 245 students
    - Dr. Drumm wants to speak to B.U. concerning having the BAP students live on SUNY Broome campus
    - Mr. Wells stated that The Printing House is in contact with him about student housing at 19 Chenango Street in Binghamton
    - Mr. Wells spoke about doing a pilot to document our ability for housing and attaching living space to a specific cohort
      - Dr. Drumm stated that we need to document for another phase of housing
- Mr. Wells reported that they will be launching Career Coach at the Guidance Counselor Breakfast

2. Communication

- No new issues were discussed

3. Housing Update – Ms. Morello

- No new issues were discussed

4. Assessment/Institutional Effectiveness – Dr. Adanu

- No new issues were discussed
- a. Performance Improvement Plan (PIP)
  - No new issues were discussed

## Action Items

### 1. Personnel Planning

- PAR 2017-18 - FT Reg. Director of EOP
  - Approved
- PAR 2017-19 - FT Temp. Interim Director of EOP
  - Approved
- Discussion was held concerning filling the position of Staff Associate to the Associate Vice President for Learning Assistance Services
  - Dr. Battisti will speak to the union concerning this
- Discussion was held regarding the Authorization to Employee for the Staff Associate for Web and Graphic Design position
  - Mr. Wells reviewed the job roles of each MARCOM employee and Justification as to why we should hire for this position
- Ms. Morello discussed having a corporate sponsor, working in conjunction with the Foundation, each semester to help pay for positions in the Applied Learning Center
- Dr. Battisti stated that the vice president's will meet to discuss all the ongoing full time position applicants

### 2. Business and Public Services Name Change

- Dr. Battisti presented for approval the name change of the Business and Public Services Division to the new name of Business and Professional Studies
  - Approved

### 3. Student Photographs

- Dr. Battisti presented for approval to add student photos to the advisor profile. He also stated that if a student has an information block their photo will not be available
  - Approved

## Updates/Information Items

### 1. Budget – Mr. Sullivan

- No new issues were discussed

### 2. Maintenance and Facilities – Mr. Sullivan

#### a. CPAC Update – Mr. Sullivan

- No new issues were discussed

### **Updates/Information Items Continued**

3. Academic Affairs Update – Dr. Battisti
  - No new issues were discussed
4. Faculty Staff Assembly (Thursday, August 24<sup>th</sup>) – Dr. Battisti
  - No new issues were discussed
5. Student and Economic Development Update – Ms. Morello
  - Ms. Morello is working on the Student Activity Budget and will be meeting with Trustee Orion Barber regarding eight proposals/resolutions that he drafted
  - Ms. Morello will be meeting with Anne Arundel College regarding continuing education programs and badging and non-credit certificates
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, May 9, 2017, in the Wales 107 Conference at 9:30 a.m.**