

**Executive Council
Minutes
April 27, 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 110 in applicants as of this morning and we have 1709 total enrolled

2. Communication

- Mr. Wells reported that the Governor's office wants to know if we are doing workshops on the Excelsior Scholarship because the Governor may stop in at some of them. We have a workshop planned for this weekend.

3. Housing Update – Ms. Morello

- Ms. Morello stated that we have 140 deposits and 1/3 of them are returning students

4. Assessment/Institutional Effectiveness – Dr. Adanu

- Dr. Adanu reported that we are making progress on the Strategic Plan and should have a draft by the end of the semester and it should be ready by October 1st
 - a. Performance Improvement Plan (PIP)
 - No new issues were discussed

Action Items

1. Personnel Planning

- PAR 2017-17 PT Temp. Director of Campus Operations(H), Facilities Improvements Department
 - Approved

Updates/Information Items

1. Budget – Mr. Sullivan

- Mr. Sullivan reported that the budget was presented to F & F and will be brought to the Board of Trustees today. The deadline to submit the budget to the County is May 1st

2. Maintenance and Facilities – Mr. Sullivan

a. CPAC Update – Mr. Sullivan

- The new bids for the Mechanical Building will go out next week. The building needs an elevator and this was an add alternate
- Carnegie – there was a kick-off conference call with all the players. Half of the discussion was on the model. Also discussed was communication with Empire State Development and historic tax credits
 - We have retained an expert on appeals for historic tax credits
 - New Market Tax Credits may be at risk if we can't get funding by the end of June
 - Dr. Drumm discussed the opening date of either September 2018 or January 2019
 - Mr. Wells discussed promoting the launch of the program and having the opening in the fall
- Ms. Morello discussed Student Activity Fees
 - Dr. Drumm asked if our fees are comparable with other schools. Ms. Morello will acquire the list from other schools and compare them to SUNY Broome
 - Discussion was held concerning use of funds and what is appropriate and what can be afforded by the operational budget. Dr. Battisti and the vice presidents will discuss this at their meeting today
- Dr. Drumm asked when the final Master Plan will be presented to the Board of Trustees
 - Mr. Sullivan will follow up with Dave Ligeikis concerning the timeline
 - Dr. Drumm asked if we will have funds to do the south end of the Business Building
 - Mr. Sullivan does not think we will have the funds

3. Academic Affairs Update – Dr. Battisti

- The Achieving Success Data Summit is next week
- Dr. Battisti attended the AACC Men of Excellence Workshop and stated that what our group is doing is comparable to what was discussed at the workshop
- Working on an article on programming that the College has
- We are finalizing the Culinary Program and will be sending it to Albany
- Dr. Battisti held a meeting yesterday at the Incubator
 - Dr. Drumm asked if we want to do entrepreneurship across curriculums
- Cassandra Domingo received the Jack Kent Cooke Scholarship Award and we need to do a media release announcing this
- Dr. Battisti discussed scholarships being used for more programs and operational scholarships

Updates/Information Items Continued

3. Academic Affairs Update – Dr. Battisti Continued

- Dr. Jim Samels will be here on May 8th
- There are 90 companies on campus today for the Job Fair

4. Faculty Staff Assembly (Thursday, August 24th) – Dr. Battisti

- Dr. Battisti stated that the theme this semester is The Science of Success
- Mr. Wells stated that Entrepreneurship Across the Curriculums would be a good theme for the Faculty Staff Assembly
 - Mr. Sullivan suggested tying in the Entrepreneurship Across the Curriculums with the Incubator

5. Student and Economic Development Update – Ms. Morello

- Ms. Morello reported that B.U. is looking for support from the College for the Incubator budget
- Ms. Morello met with Ken Mansfield and Tim Bremer regarding the ITQA Program
- She is working with Tioga County and Southern Tier East on the Brewery Incubator out of Tioga
- International Education – Working on Peru and Mexico for the NYC conference
- Campus Store revenues may be down due to ROI's
- Ms. Morello discussed the Child Care Center
- We will have a Public Safety presence at the naming of the tennis courts
- The Leadership of Success induction is next Friday at 5 p.m.

6. Human Resources Update – Ms. Fedorchak

- Ms. Fedorchak discussed Faculty Association MOU's with the Council
- Discussion was held concerning the negotiation process
 - The vice presidents and Ms. Fedorchak will come back to the Council with a plan
- Dr. Drumm stated that the Director of Campus Operations Position needs to be updated
 - Ms. Fedorchak stated that she and Mr. Sullivan are working on this

7. Other

- Ms. Morello suggested that when the College rolls out the “Master the Science of Success” campaign the new Chancellor be invited to campus. We should highlight our sciences for the roll out

The Next Executive Council meeting will be held Tuesday, May 2, 2017, in the Wales 107 Conference at 9:30 a.m.