

**Executive Council
Minutes
September 5, 2013**

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

Members Absent: None

1. Student Success

- Dr. Battisti met with the Deans to discuss Winter Term
 - Mr. Zbock reported that we are up 80 students
 - Discussion was held concerning marketing for winter session
 - Ms. Williams suggested advertising on Facebook and the Web
 - Dr. Drumm suggested that ads run during Thanksgiving
 - Dr. Battisti suggested doing internal ads
 - Mr. Wells stated that a solidified list of courses is needed for marketing purposes
 - Dr. Battisti will check on the courses that are being offered
- Mr. Zbock disturbed the weekly enrollment planning newsletter
- Dr. Battisti stated that plans for next year's orientation are being formulated and Andrea Wade is pulling it together
- Ms. Williams reported that \$25,000 has been spent on furniture for the Truman Foundation match

2. Communication

- Ms. Losinger and Ms. Fedorchak will be attending the Chairs and Deans meeting to discuss the Affordable Care Act
 - Ms. Fedorchak stated that the County is using the dates of October 2013 to October 2014 for open enrollment
 - Discussion was held concerning the Affordable Care Act
- Ms. Morello stated that the Adjunct Job Fair will be held in the fall and would like to have Human Resources and MARCOM involved with it. Ms. Morello, Dr. Battisti and Ms. Fedorchak will meet to discuss this further

3. Branding

- Mr. Wells showed the Council the mug giveaway which has the new SUNY Broome Logo
- Ms. Losinger discussed changing the gold color on the monolith in front of campus to a brushed gold color
 - Mr. Wells will speak to Phil Testa regarding changing the color

4. Housing Update

- Ms. Morello reported that thus far they have one strong candidate for housing director and have two more interviews to conduct
- Ms. Morello stated that the cost to take out part of the asbestos pipe will be approximately \$60,000

Action Items

1. Annual Goals for Executive Staff

- Dr. Drumm asked the Vice Presidents to send him their annual goals

2. Annual scholarships and Award event – May 2014

- Ms. Williams discussed the Annual Scholarship Event that is held in May stating that this is the second largest event on campus and would like to take it to a new level which will include consistency in presentations of the different areas. She would like to move it to the Ice Center and would like to have the Event Staff involved in the planning of the event
 - Ms. Williams would like to form a work group with Dr. Battisti, Ms. Morello, Mr. Wells, Silvia Briga and Mike Dunham
 - Ms. Morello recommended that a student also be a member of the work group

3. Personnel Planning

- PAR 2013-86 Keyboard Specialist – LAD/student Support Services
 - Approved
- PAR 2013-87 technical Assistant II – LAD/Student Support Services
 - Approved
- PAR 2013-94 Assistant Professor - HIT
 - Approved
- PAR Number TBD - Electrician Title Maintenance Dept.
 - Approved
- Ms. Losinger discussed the Maintenance Worker and Maintenance Mechanic positions stating that it is believed that two of the five Maintenance Workers are doing the work of Maintenance Mechanic. There are two vacant ESPA positions and it was proposed that these two positions be retitled to Maintenance Mechanic and do an internal search for these positions
 - Approved contingent on filling the positions internally
- Ms. Losinger asked for approval to change John Richardson's title to a supervisory position
 - Approved – Ms. Losinger will do a new position duty statement
- Ms. Morello discussed maintenance for the residence halls
- Ms. Morello discussed filling the Student Health Services Director position with a temporary part-time person for \$60.00 per hour
 - Ms. Morello will contact local hospitals to see if they would be interested in an onsite health services office. She is looking at models for this and will keep Julie Lakin apprised of what will be done in this area
- Ms. Losinger discussed the Staff Assistant position in the Department of Administrative & Financial Affairs/Budget and Finance/Institutional Effectiveness. Ms. Losinger is ready to fill this position, with a title change, as a professional full-time position which will be shared with Mr. Zbock who will be the supervisor. Title of the position is to be determined. This position will support Institutional Effectiveness, Research and Budget.
 - Approved

Updates/Information Items

1. Budget

- Ms. Losinger reported that money will not have to be transferred to pay for the ESPA and Guild salaries, the \$600,000 that was transferred in to the 2012-13 budget has met the need.
- Ms. Losinger reported that funds may need to be shifted in to the NYS retirement systems
- Continuing Education revenues are down by \$75,000
 - Ms. Morello stated that this parallels with expenses and there should not be a difference in the net. She will look into this
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2. Maintenance and Facilities

- No new issues were discussed

3. Wales Renovation Update

- Mr. Zbock reported that moving of offices is on schedule
- The SA Café has been abated
- The Administrative offices will be moved by October 4th
- The directory is complete and he will be discussing signage with Mr. Wells concerning the temporary locations
- The art work will be moved out of the building and stored until the renovations are complete

4. Assessment/Institutional Effectiveness – Jason Zbock

- Mr. Zbock reported that parents and students who filled out the Summer Orientation Survey had positive opinions of the orientations
- Dr. Drumm discussed how customer service at the College has improved
 - Ms. Williams suggested having a comment box on campus asking if our expectations have been met
 - Mr. Zbock stated that this is on our mobile app

5. Human Resources Update – Lynn Fedorchak

- Ms. Fedorchak reported that H.R. is busy with student worker paperwork

6. Faculty Staff Assembly

- Dr. Battisti reported that he has received a lot of positive feedback concerning the Assembly

7. Academic Affairs Update – Dr. Battisti

- Dr. Battisti stated that he and Kelli Ligeikis have received positive comments concerning the new building

Updates/Information Items Continued

8. Foundation Update – Cathy Williams

- Ms. Williams reported that the response is slow for the Natural Science Center Ribbon Cutting
- Ms. Williams has met with student Assembly leaders regarding the Student Giving campaign and they have decided that they want to support a student scholarship and it will be a SUNY Broome Students Gift each year. The kick-off will be at Student Club Day
- There is a new SUNY Chancellor recognition for giving and Mike Polsnak, the Decker Mee Foundation and Angelo Mastrangelo names will be submitted. The event will be held on October 28th at the Chancellor's Society Reception
- Broome County is looking to privatize their transit system
 - Dr. Drumm stated that he has talked with Brian rose of Binghamton University regarding this
 - The Presidential Honors Society Induction will be on October 16th at 5 p.m.

9. Other

- Dr. Drumm asked that Mr. Wells put together a Marketing Advisory Group and recommended Sandy Wright and Rick Firenze to be part of the committee. Dr. Drumm asked the members of Council to send Mr. Wells names of people who could serve on the group
- Mr. Wells stated that he would like to form a Website Redesign Group and asked for names of people who would be interested in serving on this group
- Mr. Zbock will be meeting on Friday concerning the Drop Ad Fee and plans to hold 3 to 4 more meetings
- Dr. Drumm ended the meeting by stating that we have a great administrative team!

The Next Executive Council meeting will be held Tuesday, September 12, 2013 in the Wales 107 Conference Room at 9:30 a.m.