

**Executive Council
Minutes
September 24, 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

- Mr. Zbock discussed the following;
- As to date 177 students have registered for Fast Forward. Last year 924 students were registered, Kelli Ligeikis predicts that this year we will be flat with enrollment
- We are up in students who transferred in
- We are down by 10 in continuing full-time students and down 320 in continuing part-time students
- Nursing is down by 29 students from last year
 - Dr. Drumm asked that the reason why we are down be looked into
 - Dr. Battisti will follow-up
- Ms. Morello stated that Terri Fadden and Jan Hertzog will begin visiting local companies to promote the College and our programs

2. Communication

- No new issues were discussed

3. Branding

- Mr. Wells stated that the light pole banners are being installed
- The Natural Science Center sign will be installed tomorrow
- The new community signage will be up by the end of the week
- There is a new vinyl wrap for the podium with the new logo
- Mr. Wells is working on a new press media plan and will send a list, when established, of advertising to the Council that will include; dates, times and content

4. Housing Update

- Mr. Wells presented the latest version of the housing brochure for the Council to review
- Discussion was held concerning what budget the salary of the housing director will be taken from. If the duties include College related student life activities the College may pay for part of the salary
 - Ms. Morello and Ms. Losinger will meet to discuss this further

Action Items

1. Personnel Planning

- Ms. Morello is working on the vacant position in the Student Health Services area
 - Ms. Morello met with the UHS doctors and they are willing to increase their hours per week by a couple of hours and will work out a schedule between the two doctors to temporarily cover the office
 - Ms. Morello discussed possibly integrating the managerial responsibilities of the area to Joe O'Connor
 - Mr. O'Connor is preparing a proposal for the additional duties and Ms. Morello will present it to the vice presidents and Ms. Fedorchak for discussion

Updates/Information Items

1. Budget

- No new issues were discussed

2. Maintenance and Facilities

- Ms. Losinger reported that she is putting the finishing touches on the 2014-15 SUNY Budget
- The County Capital Budget combined all the money into one pot which gives the College the opportunity to ask the state for the entire state share of the entire rehabilitation of campus buildings
- Ms. Losinger discussed the Carnegie Library Historical Renovations Grant money. There was discussion concerning the historical value of the library book shelves and the possibility of them remaining in the library

3. Academic Affairs Update – Dr. Battisti

- Dr. Battisti reported that Liberal Arts is discussing the possibility of developing a Peace Studies and Public Administration program
- Dr. Battisti has forwarded information to Michael Kinney to look into a Museum Management program and the possibility to tie it into Open SUNY. This program is currently offered at Oneonta
- Dr. Battisti attended the NYCCT Conference last week
- He has a meeting today with Shalenet to discuss the possibility for Professional Development funding for faculty for course development
- Dr. Battisti discussed creating a committee to look into programs and Open SUNY. The committee would report to Dr. Battisti
 - Ms. Losinger will make suggestions as to who from the Finance area should be involved on the committee

4. Foundation Update – Cathy Williams

- Ms. Williams reported that 64 people attended the President's Foundation Lawn Party
- The Annual Meeting will be held on October 24th
- The Student Giving Initiative will be launching on October 3rd, Student Activity Day
- Presidential Honors Scholarship event is scheduled for October 16th
- Their Phone and mail program will begin in October
- The recognition plaques will be installed tomorrow in the Natural Science Building

Updates/Information Items Continued

5. Natural Science Center Grand Opening

- Mr. Wells reviewed the set-up for the grand opening with the Council
- Mr. Wells discussed the order of speakers and the people who will be involved in cutting the ribbon
- Dr. Drumm asked if the LEED Certificate for the building has been received
 - Ms. Losinger will check with Mr. Testa

6. Assessment/Institutional Effectiveness – Jason Zbock

- Mr. Zbock reported that there will be a webinar for assessment tomorrow followed by a meeting for degree programs involved in SUNY Academic Program Review
- Mr. Zbock will be attending the MSCHE Conference in December where discussion will be held concerning the Middle States Periodic Review Process and Standards revisions

7. Wales Renovation Update

- Mr. Zbock reported that the move is going well and a deep cleaning company is cleaning the labs in the Science Building where MARCOM will be relocating

8. Human Resources Update – Lynn Fedorchak

- Ms. Fedorchak reported that they are working on the Affordable Care Act
 - Ms. Losinger stated that many decisions need to be made concerning adjunct instruction hours
 - Adjunct instruction hours will be capped. The rubric hasn't been decided yet
 - Five campuses have capped the teaching hours at nine hours

9. Other

- The Adjunct Fair is tentatively scheduled for October 29th
- Ms. Morello discussed attending the meeting with Terry Walsh of Maines concerning supply chain management. With Jan Hertzog

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