

**Executive Council
Minutes
March 5, 2013**

Members Present: Dr. Kevin E. Drumm, Debbie Morello, Dr. Francis Battisti, Regina Losinger, Rich David, Jason Zbock, Elizabeth Wood, Dr. Judy Siggins

Members Absent: None

1. Student Success

- Ms. Morello reported that applicants are up 1.5%
- Mr. Zbock reported that the count for Fast Forward is 612

2. Communication

- No new issues were discussed

Action Items

1. Personnel Planning

- Clerk, Part-time, Admissions
 - Approved
- Typist, Part-time, Admissions
 - Approved

2. Admissions Procedure 4.7 Revision

- Dr. Battisti presented and reviewed the revision to the Admissions Procedure 4.7 and asked for the Council's approval
 - Approved

3. Grants Concept Approvals

- Health Science Outreach Kit, Health Science
 - Approved
- Animation Design Lab, Communication & Media Arts
 - Approved

Updates/Information Items

1. Reorganization

- Ms. Morello is holding preliminary discussions with areas concerning the reorganization
- Dr. Battisti has talked to the Chairs concerning the reorganization
- Dr. Drumm asked Ms. Losinger to research other community colleges to see if any have directors that are union members

2. Budget

- Ms. Losinger distributed and reviewed the 2013-2014 proposed budget scenario
- Ms. Losinger has been speaking with George Anker regarding performance based funding
- Dr. Drumm discussed Fast Forward and the one year A.S. degree program stating that we need a big marketing campaign when we kick it off
 - Dr. Battisti stated that the program will kick off in the fall and that superintendents are excited about the program
- Dr. Battisti discussed online bio courses
 - Ms. Losinger stated that there is an opportunity for growth with distance learning, Fast Forward and bio

3. Maintenance and Facilities

- Ms. Losinger will send the Council the update on long term facilities planning within the next two days
- Ms. Losinger discussed that a 2014 critical rehab project of core renovations to the Student Services building, Science building and Mechanical building can be done for \$20 million
 - Ms. Morello stated that we need to make sure we have funds for emergencies
- Ms. Losinger spoke to Karen Donohue at SUNY concerning how much in old appropriations from other community colleges may be available and what the process is to secure the funds for BCC for critical needs
- Ms. Losinger discussed relocation of displaced employees when renovations are done to campus buildings and suggested that 901 Front Street be one of the buildings used to house these employees
 - Dr. Drumm stated that 901 Front Street needs to come down by 2015
 - Dr. Drumm asked what is being vacated from the Science building and he wants to take a tour of the building with the vice presidents

4. 24/7 Enrollment Support – Next Steps

- Ms. Losinger discussed concerns regarding the impact on staff of a 24/7 service and asked if the concerns should be brought to EMAT
 - Dr. Drumm suggested that it be brought to EMAT
- Dr. Battisti suggested that a meeting be held with the processing offices to explain the impact of a 24/7 support service
 - Dr. Drumm stated that it should be stressed that the impact is only for outside the times of 8 am to 5 pm
 - The vice presidents will meet to discuss the meeting with the processing offices

5. FA Non-Instruct Added Comp. Process Form

- This will be revisited at the next meeting

6. Top 4 Ways to Improve Outstanding Student Account Balances and Bad Debt

- Discussion was held concerning the recommendations that were submitted by Ms. Losinger
- The Council made the following suggestions: charge for drop/ads, early drive to encourage registration, early registration incentive and a late fee for late registration
- The third recommendation will be revised to read; encourage earlier registration of students
 - The Council reached a consensus to support the Top 4 Recommendations and to move forward on them

7. Renaming Buildings

- This will be revisited at the next meeting

8. Communication on Cancelling or Closing Flowchart

- Discussion was held concerning the flowchart, the following suggestions were made: add under the VPSCE a contacts section to include food vendors, Continuing Education, FSA, Foundation and Ice Center, it was suggested that a communication chart be developed
- This will be revisited at the next meeting

9. Assessment/Institutional Effectiveness – Jason Zbock

- No new issues were discussed

10. Dedicated Space for Employees

- Mr. Zbock presented the Council with the COI recommendation for a dedicated employee space
- Mr. Zbock will update the COI that the Council is in the process of looking into identifying a dedicated space for employees

11. Branding

- Mr. David reported that Jesse Wells is facilitating three branding focus groups which include; Student Assembly, International Students and John Bunnells Advertising class
- Mr. David is in contact with Kor on a proposal to reduce their implementation fee

12. Housing Update

- Ms. Morello reported that she toured the Simplex Modular Homes factory and suggested that the Council visit their website at simplexhomes.com
- Residence Halls parking was discussed and it was suggested that a student receive preferred parking free if they register early
- Dr. Siggins stated that the College still does not have a contract with Cimielli. The money that the Foundation agreed to pay in advance cannot be paid without a contract

13. Grievances

- ESPA will not be pursuing a grievance

14. Academic Affairs Update – Dr. Battisti

- Dr. Battisti reported that Health Sciences has been working on AAS programs concerning job availability in respect to Performance Based Funding
- The Math offices will be moving out of the basement of the AT building into offices upstairs
- Dr. Wade may be moving her office to the Decker building
- Dick Romano has received the AACC honor of Scholar of the Year

15. Foundation Update – Dr. Siggins

- Dr. Siggins met with the Hoyt Foundation regarding the Wales renovations
- The Foundation received over 80 resumes for the three open positions in the office
- Thursday, March 21st will be Dr. Siggins last day of work

16. Other

- No new issues were discussed

The Next Executive Council meeting will be held Monday, March 12, 2013 in the Wales 107 Conference Room at 9 a.m.