

**Executive Council
Minutes
April 5, 2013**

Members Present: Dr. Kevin E. Drumm, Dr. Francis Battisti, Regina Losinger, Rich David, Elizabeth Wood, Cathy Williams, Jason Zbock

Members Absent: Debbie Morello

1. Student Success

- Ms. Losinger reported that FTE's are down by 7% and enrollments were down 17% after the spring break.
- Dr. Battisti suggested that student ambassadors distribute handbills targeted to specific programs during lunch and go table to table and ask if students have registered yet and if not give them the appropriate handbill
- Mr. David stated that Open House ads are on the radio, TV and in the paper and the summer ads are out as well
- Discussion was held concerning reaching students outside of the Broome County area
 - Ms. Williams suggested using Facebook to advertise summer coursework; ask them to "like us" and when they do they will be entered into a drawing for a sweatshirt or a \$250.00 gift card for the BCC Bookstore

2. Communication

- Mr. Zbock reported that 81 ballots have been received so far for Shared Governance elections

Action Items

1. Personnel Planning

- Ms. Losinger reported that the final draft of the revised position description for the Human Resources Officer is ready and the ad for the position is ready to go out next week. The description will include organizational activities development and health & wellness
 - Position was approved to fill
- Ms. Losinger discussed filling a Maintenance Mechanic position in July
- Dr. Drumm discussed faculty searches that need to be made due to the VSIP
 - Ms. Losinger supports filling the chemistry, music and biology positions
 - Replacement of full-time adjunct with regular full-time positions was approved for PARs for Biology, one in Chemistry and one in Music
 - Ms. Losinger and Dr. Battisti will meet to discuss the positions
- Dr. Drumm asked that Dave Michalak be contacted to discuss an MOU concerning online teaching for new hires

Action Items Continued

2. Executive Budget and Next Steps for Community Colleges

- Dr. Drumm distributed information concerning the 2013-14 budget and asked the Council to read the information and be prepared to discuss it at the next meeting

3. New Undergraduate Program & Certificate Approvals

- Events Management Certificate
 - Approved
- Casino Management Certificate
 - Approved

Updates/Information Items

1. Reorganization

- Dr. Battisti reported meetings have been scheduled for Wednesday with the deans and the people who will report to them

2. Budget

- Ms. Losinger distributed and discussed the 2013-14 proposed operating budget scenario
 - Dr. Drumm stated that the Student Housing staff, Housing Director and security position need to be in the budget. Ms. Losinger and Ms. Wood stated that money will be transferred to FSA to hire these positions

3. Maintenance and Facilities

- No new issues were discussed

4. Communication on Cancelling or Closing Flowchart

- Mr. Zbock distributed and discussed the flowchart. The Council recommended changes to the flowchart
 - Mr. Zbock will update the chart and will present it to CAI to review
 - Dr. Battisti discussed faculty contacting students if they cancel their class

5. Campus safety Building Funding

- This will be revisited at the next meeting

Updates/Information Items Continued

6. Digitizing Records

- Ms. Losinger discussed identifying and digitizing permanent records and storing them
- Ms. Losinger has met with a vendor, Mike Copolla who digitizes records and received an estimate of \$350 a box
- Suggested steps are; Identify permanent records, including Financial aid records, dispose and shred, store records with disposition dates, choose a lead to coordinate the effort

7. FA Non-Instruct Added Comp. Process Form

- This will be revisited at the next meeting

8. Assessment/Institutional Effectiveness – Jason Zbock

- Mr. Zbock reported that the Board of Trustees self-assessment survey has been sent out to each Board member. The two newly appointed members will not be completing the survey
- The Strategic Plan meetings are complete and he will be meeting with the CA on April 15th concerning this
- The Student Opinion Survey was completed by 400 students
- Two IRB Projects were submitted to him, one from Excelsior College and the other by one of our adjuncts
- The Wales Renovation Project Committee meets every other week and are working on the relocation. He will have more of a timeline next week

9. Branding

- Mr. David spoke with KOR and would like to do some work internally with BCC staff with KOR consulting. His area would produce the work and work collectively with KOR who will be billed on an hourly basis
- Mr. David discussed the logo and name change with the Council
 - Ms. Williams asked that the logo and name change be tested with a focus group which would include alumni and suggested that “Community College” be left in the name so as not to alienate alumni donors
 - The name change of either SUNY Broome Community College or SUNY Broome will be voted on at the next meeting and brought to the Board of Trustees for a vote in April

10. Housing Update

- No new issues were discussed

11. Grievances

- No new issues were discussed

Updates/Information Items Continued

12. Academic Affairs Update – Dr. Battisti

- Katherine Bacon will be participating in the Oxford Roundtable in England
- Michael Kinney and Tracey Curtis are attending the National CURY in Washington
- Dr. Battisti distributed and discussed the SUNY Seamless Transfer handout
 - There will be 95 total pathways. All new and existing programs need to be a total of 64 credits by next fall

13. Foundation Update – Cathy Williams

- Ms. Williams reported that the Foundation has hired JoAnn Barton as their Office Assistant and Valerie Squire as their Fiscal Assistant
- The Richard Baldwin Scholarship has been resolved. Each year an athlete will be named the Dick Baldwin Athlete of the year and some of the money from the scholarship will be used each year to underwrite a need for the team
- The Hoyt proposal for the wales renovation has been submitted for \$250,000
 - Ms. Williams also stated that the Hoyt Foundation is interested in discussing the Carnegie Library Project as well
- The Foundation Board meeting will be held at the end of the month
- The Foundation is preparing to do their spring direct mailing

14. Other

- Mr. Zbock reported that the Town Hall had a total of 34 attend, 14 of which were students and there were also 10 virtual questions submitted as well

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