

**Executive Council
Minutes
October 31, 2013**

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

Members Absent: None

1. Student Success

- Mr. Zbock reported that we are down 2.45% in students and up 0.24% in FTE's. He will have the full report available for the Council members tomorrow
- Mr. Zbock stated that between Midnight and 8 a.m. 300 students registered
 - Dr. Battisti stated that they are pursuing afterhours activity and that all of these 300 students had seen their advisor
- Ms. Morello suggested that a "reminder to register card" be given to faculty to distribute to students
 - Dr. Battisti stated that table tent cards should be placed on the tables in the student dining hall as well

2. Communication

- Council members discussed the Finance and Facilities meeting which was held with the new chairperson Margaret Coffey
- Ms. Williams discussed a notification process to the campus when a colleague passes away

3. Branding

- Mr. Wells stated that he will contract Phil Testa to see when the new entrance signs will be installed
- Discussion was held concerning the placement of the digital sign on the Front Street side of the campus
 - Dr. Drumm stated that one primary digital sign is needed and not one at each of the entrances
- Discussion was held concerning the main entrance to the campus
 - Dr. Drumm stated that an RFP for the Master Plan needs to be done and the main entrance will be discussed in the Master Plan process
- Dr. Drumm discussed the SUNY Broome branding and the possible creation of new SUNY regulations regarding a College changing its name
- Mr. Wells reported that the first meeting of the Marketing Advisory Group was held
 - Students would like to have t-shirts printed with Hornet Spirit on them
- Mr. Wells stated that the Copy Center is in the process of destroying all envelopes that have the old logo on them and will be printing envelopes with the new logo
- Mr. Wells asked for approval to insert the new logo in to the view book instead of creating it all over again
 - Approved

4. Housing Update

- Ms. Morello stated that Jeff Horowitz begins on Monday. He will be attending the NEACUHO Conference and plans to ask others to attend the next conference
- A Housing Board meeting is scheduled for Monday
- Mr. Zbock stated that the Capital Projects Advisory Committee met and discussed the fire alarm system for the residence halls and would like to keep it consistent with the system that is already on campus
 - Ms. Morello stated that recommendations should be brought to Pat Rogan who will then bring them to her

Action Items

1. Personnel Planning

- Courier Full-Time, Mailroom
 - Approved
- Ms. Losinger discussed conducting a job review for the Senior Clerk position in Maintenance

2. Recommendation for Central Registration Dates and Times

- Mr. Zbock presented for approval and discussed the recommendation of dates and times for Central Registration
 - Approved
- Mr. Zbock reported that on December 5th Elucian will present an informational session concerning 24/7 service

3. Weather Related Closure and Cancellation Policy

- Dr. Drumm stated that the policy should be one paragraph
 - Discussion was held and the policy will be revisited at the next Council meeting

Updates/Information Items

1. Budget

- Ms. Losinger reported that a budget update will be in the Focus on Finance and Facilities this month

2. Maintenance and Facilities

- Ms. Losinger stated that \$212,000 in existing capital money from other projects can be used for the Student center Improvement project and will present this to Board tonight
- Dr. Drumm stated that the RFP for the Master Plan needs to be done
 - Ms. Losinger stated that we cannot go out for the RFP until April 1st

Updates/Information Items Continued

3. Academic Affairs Update

- Dr. Battisti reported that Ann Czernecki will be at Binghamton High School with ten departments and faculty to speak to the students about careers and SUNY Broome Community College
- The AA1 Degree is ready
- Four new articulation agreements were made with SUNY-IT
- Dr. Drumm stated that there is a need for a higher education center on campus
 - Dr. Drumm stated that we need a nurse baccalaureate degree at SUNY Broome and we need a partner who will offer it
- Dr. Battisti stated that Empire College contacted him and wants to set up a meeting
- Dr. Battisti will be travelling to Morrisville College to look at their programs and Business Agriculture
- Rey Wojdat secured a donation of carpeting from Endwell Rug for the Casino Program
- Mr. Wells asked if we can package the Baccalaureate Center to market
 - Ms. Morello replied that we are not ready just yet

4. Foundation Update

- The Foundation Annual meeting was held and five new board members were welcomed
- The Alumni/Foundation Annual Report magazine is ready to be mailed
- The Chancellor's Society Event on October 28th went well
- The phone-a-thon has begun
- Ms. Williams commented that yesterday was a proud moment for her. Kelli Ligeikis arranged for Rick Firenze and Dan Brennan to give a tour of the NSC to the Mee Foundation members. The members were very impressed and appreciated the time spent with them. Ms. Williams would like to have a similar tour when the alumni are on campus

5. Assessment/Institutional Effectiveness

- Mr. Zbock reported that he sent the VFA (Voluntary Framework of Accountability) link to the vice presidents and the President.
- The first CPAC meeting was held and the group is gathering information for the Mechanical Building and will be meeting again on Thursday
- Mr. Zbock asked if someone from facilities can be a permanent member of the COI
 - Robin Petrus is working with Phil on that gap

Updates/Information Items Continued

6. Curtailment Discussion

- Ms. Fedorchak presented and asked for approval of curtailment dates for 2014-2015 and 2015-2016
 - This will be revisited at the next meeting
- Ms. Morello stated that if Admissions office is open during curtailment they can answer questions and distribute financial aid packets
 - Ms. Losinger stated that it needs to be well communicated where people should be directed during curtailment

7. Human Resources Update

- Ms. Fedorchak reported that the Adjunct Fair was held on Tuesday and 75-100 people attended

8. Other

- Mr. Wells stated that winter term ads are running during certain shows to target specific audiences
- Dr. Drumm asked that Mr. Wells show him and Dr. Battisti how to maneuver in Twitter
- Ms. Morello reported that Scott Corley will chair the Student Community Engagement Committee. They will be developing an Engagement Passport which would have students report their community service and once the required amount has been acquired they would receive a stole to wear at graduation
- Ms. Morello discussed students developing our College tour for prospective students and their parents and perhaps develop a self-tour as well
- Mr. Wells will do a test of NY Alert to prepare for the pending inclement weather of the winter season
- Mr. Wells also stated that a table top disaster practice needs to be conducted for the College

The Next Executive Council meeting will be held Monday, November 4, 2013 in the Science Building 205 Conference Room at 9:00 a.m.