

**Executive Council
Minutes
March 12, 2013**

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

Members Absent: Elizabeth Wood

1. Student Success

- Ms. Morello reported that applicants are up 1% and we are up 17% in inquiries and up 7% in accepts
 - Dr. Drumm discussed the need of converting inquiries into applications
- Discussion was held concerning Admissions and the importance of that office making a connection with potential students
- Discussion was held regarding access
 - Mr. Zbock stated that the SUNY Remediation Taskforce has been in existence for one and a half years and the report from the taskforce should be coming to the President soon. He will contact SUNY to ask for a draft of the report
- Dr. Battisti discussed, in relation to Open SUNY, where the tuition is applied if a course is taken at another community college for a program

2. Communication

- Dr. Drumm will send out a notice to campus announcing the change in the Board of Trustees membership
- Ms. Morello reported that she received an email from ESPA and Guild employees concerning ESPA and Guild contracts and replied to the email that union representatives should be contacted for updated information

Action Items

1. Personnel Planning

- No new issues were discussed

2. New Undergraduate Program & Certificate Approvals

- Health Studies A.S.
 - Approved
- Health Studies A.A.S.
 - Approved
- Events Management A.O.S.
 - Approved
- Casino Management A. A.S.
 - Approved
- Events Management Certificate
 - Approved
- Casino Management Certificate
 - Approved

Action Items Continued

- Discussion was held concerning events planning on campus. Ms. Morello reported that FSA will be taking over the facilities rentals on campus. Ms. Losinger voiced concerns that the money received from facilities rentals is a line item in the budget at this time and asked if the funds would be deposited in the FSA or to the College account
 - The vice presidents will meet to discuss this further

Updates/Information Items

1. Reorganization

- Dr. Battisti met with the Business and Public Services Division and with Liberal Arts concerning the Deans positions. He received good comments concerning both acting deans in their respective areas and will keep the Council informed as to progress concerning the deans positions

2. Budget

- Ms. Losinger asked that each department be encouraged to look to their own contractual expense resources before they approach the administration for funds
- Ms. Losinger discussed rehabilitation of the Arts Annex to house Public Safety. The work would be done this summer for a cost of \$105,000
 - This will be revisited at the next meeting

a. 10 Year Facilities Plan

- Ms. Losinger reviewed the BCC 10 Year Comprehensive Facilities Improvement Financial Plan with the Council
- The following will be added to the Plan
 - Raise the Carnegie Library rehab to \$10 million total
 - Add the Arts Annex rehab for Public Safety to the Plan
 - Add to the Athletic Fields (soccer/lacrosse fields) turf, bleachers, lights and track around the field for completion in 2014 for a total of \$2.5 million
 - Campus Gateway increase to \$300,000 and include a digital sign
- Dr. Drumm discussed updating the Master Plan or redoing it and estimated the cost to be \$300,000 to redo the plan

3. Maintenance and Facilities

- Ms. Losinger discussed establishing a Space Use and Management Committee to look into space use on campus
 - Dr. Battisti suggested that the COI be involved in the Committee
- Mr. Zbock reminded the Council that the Wales Building meeting will be held on March 15th. Mr. Zbock has sent an equipment needs form to all the offices to establish what the needs are of each office.
 - Dr. Battisti suggested that the College hire a civil engineering student for a summer internship to map out the arrangement for moving offices

Updates/Information Items Continued

4. FA Non-Instruct Added Comp. Process Form

- This will be revisited at the next meeting

5. Purchasing Refreshers

- This will be revisited at the next meeting

6. Renaming Buildings

- Ms. Losinger will be going to College Assembly to establish a Naming Committee for a naming convention
- Dr. Siggins suggested that the College wait for naming opportunities to develop and not rush into renaming the campus buildings
- Dr. Drumm agreed that the Naming Committee should develop a strategic naming rubric for campus buildings as part of the College branding. The Council agreed to have a rubric in place and to wait for possible naming opportunities

7. Communication on Cancelling or Closing Flowchart

- This will be revisited at the next meeting

8. Assessment/Institutional Effectiveness – Jason Zbock

- No new issues were discussed

9. Branding

- No new issues were discussed

10. Housing Update

- Dr. Siggins stated that the College still does not have a contract with Ciminelli. The money that the Foundation agreed to pay in advance cannot be paid without a contract.
- Discussion was held concerning attorney bills. Dr. Siggins stated that the money the Foundation has is earmarked to pay the architect not the lawyer

11. Grievances

- No new issues were discussed

12. Academic Affairs Update – Dr. Battisti

- Dr. Battisti reminded the Council that Convocation Day is March 21st and he encouraged all to attend
- The Ethics Conference is scheduled for April 12th & 13th and he urged all to attend
- An articulation agreement has been signed with Daemen College for Graphic Design

13. Foundation Update – Dr. Siggins

- Dr. Siggins reported that the way the Dick Baldwin Scholarship was set up does not allow the Foundation to award the scholarship to Division 3 athletes. The Foundation is looking into possibly being able to award the scholarship to graduating transfer athletes
- Dr. Siggins is scheduled to meet with Jerry Putnam tomorrow concerning a gift he made to BCC but hasn't decided what he would like it to be used for
- Dr. Siggins discussed the Decker Foundation funds and the possibility of asking for a continuance of \$50,000 per year. She will also discuss with them the possibility of funding for the LAC elevator

14. Other

- No new issues were discussed

The Next Executive Council meeting will be held Tuesday, March 19, 2013 in the Wales 107 Conference Room at 9 a.m.