

**Executive Council
Minutes
August 9, 2013**

Members Present: Dr. Kevin E. Drumm, Dr. Francis Battisti, Regina Losinger, Lynn Fedorchak, Jesse Wells

Members Absent: Debbie Morello, Cathy Williams, Jason Zbock

1. Student Success

- Dr. Drumm voiced concern that inquiries are up but applications are down
 - Mr. Zbock suggested that the application process be reevaluated and will meet with Ms. Morello and Jenae Norris to discuss the process
- Ms. Losinger stated that she is forwarding marketing literature from other colleges to Mr. Wells

2. Communication

- No new issues were discussed

3. Branding

- Mr. Wells reported that the local areas where BCC signs are located are poised to change the signage from BCC to SUNY Broome during the week of the Natural Science Center Grand Opening
- The light pole signs will be going up and Phil Testa is looking into the cost of changing the highway signs
- Dr. Drumm stated that the veils can be removed from the signage at dawn on September 26th
- Mr. Wells is working on the speech for the Natural Science Center Grand Opening and will be meeting Monday to finalize details for the event
 - Ms. Losinger asked that Dr. Ligeikis and Mr. Testa be thanked during the speech and to also ask them who in their areas should be thanked
- Mr. Wells stated that the media has contacted him and wants to begin talking about the new Sports Management degree. He asked if he can begin to send information to the media concerning the degree
 - Dr. Drumm stated that it is fine to send the media information
 - Mr. Wells stated that Megan Delaney of the Press & Sun Bulletin has talked to him concerning three to four stories that she would like to work on
- Mr. Wells presented to the Council an alternate business card for their review

4. Housing Update

- Mr. Wells reported that an 8 x 10 foot housing poster will be placed in the front of the campus
- Mr. Wells distributed an updated housing brochure to the Council
 - Dr. Battisti asked if the area businesses have been notified that they are being highlighted in the brochure
 - Mr. Wells replied that they will be notified once the brochure is printed

Action Items

1. Personnel Planning

- PAR 2013-78 part-time Clerk, Admissions
 - Approved
- Ms. Losinger will speak to the vice presidents and bring the Budget Support position back to Executive Council for approval
- Ms. Losinger discussed four maintenance staff positions and asked for approval to reclassify the following;
 - Two Maintenance Worker Positions to Maintenance Mechanic Positions
 - Approved
 - One Maintenance Worker Position to a Landscaping and Grounds Keeping Position
 - Approved
 - Reclassify one Maintenance Mechanic Position to place it as a second line supervisor position in Maintenance Department
 - Approved
- Ms. Losinger asked for approval to conduct an internal search for a maintenance worker position
 - Approved

Updates/Information Items

1. Budget

- Ms. Losinger reported that the approved departmental 13-14 operating budgets are being loaded into Banner and will be sent to department heads by the end of next week. It will also be in the Focus
 - A campus-wide email will be sent with the approved campus budget summary and highlights

2. Maintenance and Facilities

- Ms. Losinger attended a Capital Projects Advisory Committee meeting yesterday at the County where tentative recommendations were presented. Ms. Losinger received revised recommendations where some of the Colleges items were removed. The core critical rehab of buildings \$8.6 million is being deferred until next year and the \$250,000 for the library is being pushed out to 2015. The \$300,000 for the Master Capital Plan has been moved back into the Capital Projects and the HVAC and critical roof replacement was not removed

3. Core Building Rehab priority Shifting from Science to Mechanical

- Ms. Losinger discussed shifting the rehabilitation priority of the Mechanical Building to the top of the list. With the new Natural Science Building next to the Mechanical Building it should be the next building to be done plus there is a greater possibility for fundraising for the Mechanical Building. Plus we were recently awarded \$2.7 million SUNY2020 grant to make improvements to the Mechanical building
 - Approved
- Dr. Battisti suggested that the Library be redone and place student services within it
 - Dr. Drumm stated that this is something that would be included in the Master Plan
- Four programs will be moving into the downtown library
 - Dr. Drumm stated that an RFP needs to be done as soon as the County money is firm
 - Ms. Losinger stated that she plans to convene the team for it in January

Updates/Information Items Continued

4. QuScient Technologies

- Dr. Battisti stated that Mr. Zbock will look into the QuScient Student Support Service which is similar to Ellucian's 24/7 support service. John Petkash is also looking into this service
 - Ms. Losinger asked that the financial people be brought in on the discussion concerning the service
 - Dr. Battisti discussed Fire Engine Red and Call-Em-All automated messaging services which allows you to automatically call or text every phone number on a list
 - Mr. Wells stated that only the Admissions office has used Fire Engine Red and before it is opened up to others a vetting process should be established
 - Dr. Battisti stated that Vetting should go through MARCOM and that the Style Book needs to be sent out ASAP to the campus
 - Instead of naming the service a "24/7 Service" it was suggested that it be named "Off Hours Service"
 - Dr. Battisti stated that a complete plan needs to be in place before it is rolled out to the campus
 - Dr. Drumm stated that this should be in EMAT and Shared Governance should be updated as to what the plan is
 - Dr. Drumm stated that Rey Wojdat is interested in doing a brown bag on 24/7 service

5. Assessment/Institutional Effectiveness – Jason Zbock

- No new issues were discussed

6. Human Resources Update – Lynn Fedorchak

- No new issues were discussed

7. Faculty Staff Assembly – August 29th

- Dr. Battisti stated that the deadline for PowerPoint information is August 22nd
- The theme for the Assembly is The Teaching Learning Environment
- The Academic Forum will be held from 2-4 pm

8. Campus Picnic – August 21st

- Dr. Battisti reminded the Council that the Campus Picnic will be held on August 21st from 11 am to 1 pm on the Decker Patio

9. Academic Affairs Update – Dr. Battisti

- The Academic Affairs Retreat was held on Wednesday which included planning and goals and EAGALA training
- Deb Deborah Moeckel of SUNY Academic Programs and Planning will be on campus August 21st to meet with Deans and the Academic Affairs staff concerning Student Mobility Initiatives to make sure our programs are 64 credits or under
 - This needs to be in place by this time next year and a timeline will be created for implementation
 - The FCCC is disputing that the AAS and AOS programs have to follow this initiative due to the fact that these are not transfer programs

Updates/Information Items Continued

9. Academic Affairs Update – Dr. Battisti Continued

- Ms. Losinger stated that she will work with Mr. Zbock to crunch the numbers regarding the 24 affected programs and how it will impact enrollments
- Dr. Battisti will be sending an electronic Academic Affairs News Magazine to area superintendents and counselors every two weeks
- Dr. Battisti discussed how to set up an Aswad Collection business. He stated that Ms. Morello has a proposal to present to the Foundation concerning this
 - The Library would like to have an opening of the Aswad Collection

10. Foundation Update – Cathy Williams

- No new issues were discussed

11. Other

- Dr. Drumm reminded the Council that the President's Foundation Lawn Party is scheduled for September 20th
- Dr. Battisti reported that he has asked Michelle Perricone to collect information on whether or not established campus committees are actively meeting and what the purpose of the committee is
 - He will be working on establishing a committee to review establishment of committees and committee structures
- Dr. Battisti discussed Michelle Perricone's work on the creation of a central calendar for campus events stating that she did an outstanding job
 - Mr. Wells stated that this should be finalized by the first day of classes and would like to launch it at the Assembly
- Mr. Wells discussed that the student handbook will be able to be viewed through a mobile app
- Mr. Wells discussed the ability to "reskin Banner" which enables you to pull information out and present it any way you like

The Next Executive Council meeting will be held Thursday, August 22, 2013 in the Wales 107 Conference Room at 9 a.m.