

**Executive Council
Minutes
May 22, 2013**

Members Present: Dr. Kevin E. Drumm, Debbie Morello, Dr. Francis Battisti, Rich David, Elizabeth Wood, Cathy Williams, Jason Zbock, Jesse Wells

Members Absent: Regina Losinger

1. Update on Grants Planning Committee – Report on Potential Binghamton Educational Opportunity Center – Sandy Wright
 - Sandy Wright presented and discussed recommendations for a Binghamton EOC Pilot Program
 - Ms. Wright discussed funding for the program
 - Syracuse EOC wants a satellite operation in Binghamton. Morrisville Community College is Syracuse's sponsor and Syracuse would sponsor BCC
 - Dr. Battisti, Ms. Morello and Ms. Wright will meet to discuss the possibility of creating a pilot program similar to the EOC program for BCC
2. Student Success
 - Mr. Zbock distributed the Enrollment Planning Weekly Newsletter and stated that we are down 1.9% in students and 0.25% in FTE's for fall
 - Ms. Morello stated that we are down slightly in accepts
 - Ms. Zbock reported that we have 70 online courses and 120 sections for the summer
 - Dr. Drumm discussed the importance of innovation to keep enrollments up as well as growth through collaborations
3. Communication
 - No new issues were discussed

Action Items

1. Personnel Planning
 - Dr. Battisti discussed and asked for approval for a full-time Professor in Business BIT PAR 2013-34
 - Approved
2. Grant Concept Approvals
 - a. Casino Laboratory
 - Approved
 - b. DH Web Based Clinical Assessment Tool
 - Approved
 - c. EMS Paramedic Mannequins
 - Approved
 - d. Criminal Justice/HLS/FS Six Camera Digital Recording System
 - Approved
 - e. Criminal Justice HLS/FS New Computers and House Props
 - Approved

Updates/Information Items

1. Reorganization

- Dr. Drumm discussed firming up the reorganization and rolling it out to campus
 - Announce the vice presidents and deans by July 1 and the remainder to be announced throughout the summer
 - Ms. Wood stated that the new position descriptions will be done which must go through F & F, the Board of Trustees and SUNY for approval

2. Budget

- No new issues were discussed

3. Maintenance and Facilities

- No new issues were discussed

4. Assessment/Institutional Effectiveness – Jason Zbock

- Mr. Zbock distributed the agenda and reminded the Council members that the Institutional Assessment Forum will be held on May 24th from 9 a.m. to 11 a.m.
- Mr. Zbock distributed the Strategic Plan to Council members stating that he is receiving feedback and will bring the plan back to Executive Council for final review
- Mr. Zbock stated that the four orientation dates will be advertised in the Focus

5. Branding

- Mr. Wells will contact Dr. Ligeikis for the name of a faculty member to serve as co-chair of the NSC Grand Opening Committee
- Mr. Wells discussed the College name change and changing the monolith in front of campus
- Discussion was held concerning an electronic sign for campus. Mr. Wells will pursue information concerning this
- Ms. Morello discussed a 4 X 8 sign for student housing which will read: "Future Home of SUNY Broome Student Housing"
 - Dr. Battisti suggested asking Delta Engineers to sponsor the sign
- Mr. Wells discussed tying in the NSC Grand Opening with events on campus to be held weeks in advance of the opening
 - Mr. Zbock suggested holding tours of the NSC for guidance counselors and regional high school science teachers

Updates/Information Items Continued

6. Housing Update

- Ms. Morello stated that the pre-closing is scheduled for May 30th at Noon and the closing is scheduled for May 31st
- Dr. Drumm stated that the June 25th ceremonial groundbreaking should include; Debbie Preston, Jerry Marinich, Michael Marinaccio, and Barbara Fiala
- Ms. Morello discussed the issue of debt collection. Jeanette Tillotson doesn't want it through the College and prefers it go through the FSA. Ms. Morello stated that that she is fine with it going through the FSA and the contract would have to be changed to reflect that or could be changed at a later time.
 - Dr. Drumm stated to leave the contract as it is at this time

7. Grievances

- No new issues were discussed

8. Academic Affairs Update – Dr. Battisti

- No new issues were discussed

9. Foundation Update – Cathy Williams

- Ms. Williams reported that she met with the MEE Foundation today to discuss funding opportunities
- Dr. Drumm asked Ms. Williams to look into a possible endowment to support parking in downtown Binghamton for the Carnegie Library project

10. Other

- NYS Destination Imagination - April 4 & 5, 2014
 - Ms. Morello discussed holding NYS Destination Imagination at the College on April 4 & 5, 2014
 - Approved
- Wales Building Re-Opening
 - Dr. Drumm stated that a ribbon cutting needs to be planned when the Wales building renovations are completed
 - Invited guests include; Debbie Preston, Donna Lupardo and Barbara Fiala

Updates/Information Items Continued

10. Other Continued

- Carnegie Library
 - Dr. Drumm reported that the IDA Board passed the \$35,000 contract for Delta Engineers to do the Education Use Study for the Carnegie Library
- Natural Science Center – Grand Opening Date
 - Dr. Drumm stated that the NSC Grand Opening date will be September 26th at 10 a.m.
- President's Foundation Lawn Party Date
 - Dr. Drumm stated that the Lawn Party date is changed to September 20th

The Next Executive Council meeting will be held Thursday, May 30, 2013 in the Wales 107 Conference Room at 9 a.m.