

**Executive Council
Minutes
May 9, 2013**

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

Members Absent: Elizabeth Wood

1. Student Success

- Ms. Morello distributed the Enrollment Planning Report stating that we are down 3.4% in students and down 1.96% in FTE's
- Ms. Morello reported that 93 students are enrolled in the Binghamton Advantage Program
- Dr. Battisti reported that Academic Advisement and Liberal Arts have sent 600 students an invitation to come in and enroll in classes
- Dr. Drumm asked what is being done concerning follow-up with students who attended Open House
 - Ms. Morello will check and get back to Dr. Drumm
- Dr. Battisti discussed registration and distributed the continuing and new student handout, color coordination for signage on campus for registration and inviting the faculty and staff to meet the students at registration. He will let the campus know the schedule for registration

2. Communication

- Dr. Drumm stated that there will be a special guest speaker at Commencement as well as Senator Schumer

Action Items

1. Personnel Planning

- Ms. Morello discussed the Staff Associate position in the Division of Student & Community Engagement

2. Summer Hours – 8 a.m. to 4 p.m.

- Discussion was held concerning summer hours
 - Ms. O'Day will send the Council members the closing notice from last year and this will be revisited at the next meeting

3. 2014 Calendar Revision

- Dr. Battisti discussed and asked for approval for a change in the College calendar. The Council for Academic Issues proposed changing the date of spring break to coincide with the local high schools break. The new dates will be from April 14-18
 - Approved

Updates/Information Items

1. Reorganization

- Dr. Battisti, Ms. Morello and Ms. Losinger discussed the reorganization in their areas
 - Discussion was held concerning Mr. Zbock's title to include Enrollment Management
 - Ms. Losinger discussed combining a budget and grants position in her area and a separate position for a grant writer
 - Discussion was held concerning Jesse Wells position
 - Mr. Wells will be attending Executive Council for items one and two on the agenda and will be a direct report to the President
- Dr. Drumm asked that the updated organizational chart be shared with the President's Cabinet

2. Budget

- Ms. Losinger stated that she is working on the \$593,000 needed for VSIP, adjunct instruction and faculty contract
- Ms. Losinger stated that there is \$120,000 in tech fee to upgrade computers on campus and suggested reserving \$30,000 to pay the portal fee and take \$90,000 out of operating budget to upgrade computers
- Reducing write-offs is the next step

3. Maintenance and Facilities

- Ms. Losinger discussed core critical capital projects stating that the County Executive supports the Science, Mechanical and Arts Annex Buildings rehabilitation and has asked for a fine tuned price and local fundraising potential for the Science Building
 - Ms. Williams will check with the MEE Foundation as a possible funding source
 - Ms. Williams asked for a meeting to discuss all project priorities in order to have a comprehensive plan for fundraising efforts
 - Discussion was held concerning special fundraising on campus

4. New College Sign

- Ms. Losinger discussed the timeline for Mr. Testa to be able to have the new signage for the campus by the opening of the Natural Science Center
- Dr. Drumm stated that the opening date for the NSC will be in September
 - Dr. Battisti and Ms. Williams will meet to discuss choosing a date in September for the grand opening

5. Affordable Care Act

- This will be revisited at the next meeting

Updates/Information Items Continued

6. Assessment/Institutional Effectiveness – Jason Zbock

- Mr. Zbock distributed the draft Strategic Direction and stated that the feedback from the campus will be open until May 29th

7. Branding

- No new issues were discussed

8. Housing Update

- Ms. Williams stated that the Bond Council needs time to review the bond swap documents and the new target date for the closing is May 21st. This date could be pushed to May 31st if the swap documents are not resolved

9. Grievances

- No new issues were discussed

10. Academic Affairs Update – Dr. Battisti

- No new issues were discussed

11. Foundation Update – Cathy Williams

- No new issues were discussed

12. Other

- No new issues were discussed

The Next Executive Council meeting will be held Tuesday, May 14, 2013 in the Wales 107 Conference Room at 9 a.m.