

**Executive Council
Minutes
June 28, 2013**

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

Members Absent:

1. Student Success

- Mr. Zbock distributed the Enrollment Planning Weekly Newsletter stating that we are up in full-time headcount and up 3% in FTE's
 - Mr. Zbock reported that there were 59 students at orientation and they plan to make the orientation more interactive for the parents
 - Mr. Zbock stated that there are 6 more enrollment activities planned
- Mr. Zbock distributed the EMAT Spring & Fall 2013 Calendar for the Council's review
 - It was decided that Central Registration hours for August 29th will be from 9 am to 7 pm. The following Central Registration days and times were approved for each semester; Monday through Thursday, 9 am to 7 pm and Friday, 9 am to 4 pm
 - Approved
- Discussion was held concerning office coverage for the Spring and Fall Faculty Staff Assemblies
 - The following offices will remain open; Admissions, Advising, Registrar, Student Accounts, Financial Aid, Academic Advising and other offices
 - The Assemblies will be live streamed and can be viewed
 - Mr. Zbock stated that EMAT will continue the discussion on office coverage at their next meeting

2. Communication

- Dr. Drumm will send the campus a memo concerning the reorganization

3. Branding

- Discussion was held concerning the new logo
 - Mr. Wells asked what logo will be on the Natural Science Center sign
 - Dr. Drumm stated that the hornet with the mortar board will always be used when representing the College
 - Mr. Wells stated that the logo needs to be at our off campus locations as well
 - Ms. Williams suggested that the Hornet Mascot be in attendance at all events such as the NSC Grand Opening, orientation, etc.
 - Ms. Morello will contact the Dick's Open and Spiedie Fest Organizers to ask if the Hornet can be at these events
 - Ms. Morello and Mr. Wells will look into purchasing a new Hornet costume
 - Dr. Drumm stated that we need a protocol of how we use the logos
 - Mr. Wells agreed stating that we need to provide a style guide and he will put together something for Executive Council to review

3. Branding Continued

- Discussion was held concerning the new logo...Continued
 - Mr. Wells asked if the new logo can be distributed to the Book Store
 - Dr. Drumm stated that for a shirt only with the hornet and Broome on it and do not put community college on anything
- Mr. Wells discussed digital signage
 - Mrs. Wells discussed one LED sign at the second sign at the south entrance and a larger one midway between 901 Front Street and the monolith
 - Ms. Williams voiced concerns about having the signage to close together on the front of campus
 - Ms. Losinger stated that a funding plan for signage needs to be established for the two entrance signs, monolith, digital sign and LED signs
 - Ms. Williams stated that a private donor should be approached for the signage and that a corporate name should not be on the College signs
 - Ms. Williams asked where the main entrance to the College will be located
 - Ms. Losinger replied that the Master Plan shows the South entrance as the main entrance to the College
- Ms. Williams discussed the need for a comprehensive funding plan for campus needs
 - We need to do a campaign with a capital piece as part of the list, student support and faculty development and unrestricted funds which needs to tie into the Master Plan and Strategic Plan
 - Dr. Battisti stated that we need a short term and long term plan

4. Housing

- Ms. Morello stated that the physical groundbreaking for the project is scheduled for July 15
 - Mr. Wells will set up a time lapse camera to capture the progress of the project
- Dr. Drumm asked that Mr. Wells work with Jenae Norris to ensure that all admissions materials are updated with "Housing in Fall of 2014" and to get the QR code on everything
- Ms. Morello asked that the inquiry form be added to the website immediately
 - Mr. Wells will add this to the web
- Dr. Drumm stated that we need to pay attention to transfer students as potential RA's for the residence halls

Action Items

1. Personnel Planning

- Clerk, LRC Part-time PAR 2013-59
 - Approved
- Campus Peace Officer, Campus Safety Part-time
 - Approved
- Staff Assistance-H, Athletics Part-time
 - Approved

1a. Affirmative Action Representatives for Search Committees

- Ms. Losinger suggested and asked for approval to train more staff to serve as affirmative action representatives on search committees and to have the training in place by the spring
 - It was decided that this will be revisited when the new Human Resources Officer is on staff

Updates/Information Items

1. Reorganization

- No new issues were discussed

2. FA/MOU

- Discussion was held concerning a recent MOU and Dr. Battisti will work with the Faculty Association representatives concerning the language

3. Budget

- Ms. Losinger reported that there is \$558,000 remaining in the 2012-13 budget. \$40,000 is needed for Public Affairs, \$30,000 is needed for maintenance and \$10,000 for KOR
 - The vice presidents will discuss this further at the VP's meeting
- Ms. Losinger discussed the cut-off date for spending
 - It was decided that the cut-off date will be July 3
 - Ms. Losinger will send the notice to campus

4. Maintenance and Facilities

- No new issues were discussed

5. Color Run

- Ms. Losinger asked permission for the College to sponsor the Color Run next year. The Vice President's will discuss this further
 - Approved

Updates/Information Items Continued

6. Affordable Health Care Act

- Ms. Losinger discussed the Affordable Health Care Act stating that we are in the process of assessing who qualifies for health care coverage. The College needs to decide if we want to make our decision as a college or decide to abide by what the SUNY schools are doing
 - Dr. Drumm stated that it would be good to have a policy from SUNY and that $\frac{3}{4}$ of the schools are capping at 9 credits

7. Assessment/Institutional Effectiveness – Jason Zbock

- Mr. Zbock will be meeting with Rogers Trucking to do a walk through concerning the move to new locations while the Wales renovation is underway
 - Ms. Losinger stated that July 11th is the bid opening and we will have a firm cost for the project then
- Mr. Zbock sent the Student Communication Policy to the campus
 - The College Assembly will take a communication audit next fall

8. Results of SUNY Student Opinion Survey

- Mr. Zbock distributed the results of the Student Opinion Survey stating that in general the results were very positive. Mr. Zbock will bring the SUNY Community College Comparison to Executive Council

9. Strategic Plan

- Mr. Zbock reminded the Council members to provide to him any feedback concerning the language in the plan
 - Mr. Zbock will bring the plan back to Executive Council for final approval on July 9th

10. Grievances

- No new issues were discussed

11. Academic Affairs Update – Dr. Battisti

- The Carnegie Certification for Civic Engagement application will be submitted today
- Dr. Battisti is discussing student mobility with faculty

12. College-Wide Assembly Activities

- The Fall Faculty Staff Assembly theme will be Teaching Learning Relationship
 - Need to have every aspect of the assembly in place a week before the event
 - There will be a faculty gathering with wine and cheese from 2pm-4pm to discuss student mobility

Updates/Information Items Continued

13. Foundation Update – Cathy Williams

- Ms. Williams reported that the Alumni Association dissolution is proceeding and an endowment of \$130,000 will be made to the Foundation
- Ms. Williams will be meeting with the student leadership to discuss the Student Philanthropy Project for the fall. She will speak with Phil Testa to ask for a suggestion of a tangible gift that can be presented to the President at graduation
- Ms. Williams discussed the SUNY System wide Campaign meeting that she attended on June 27 - for every dollar made investment in system to give support back to campuses for professional development for training for administrative staff, etc.

14. Other

- Dr. Drumm stated that he will be out of the office the week of July 1st
 - Dr. Drumm named Ms. Losinger as Chief Administrator from July 1st to July 4th and Mr. Zbock as Chief Administrator on July 5th
- Mr. Zbock discussed holding Town Halls for students only
 - Dr. Drumm asked that Mr. Zbock and Ms. Morello work together on this

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