

**Executive Council
Minutes
April 9, 2013**

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

Members Absent: None

1. Student Success

- Ms. Morello mentioned that there is a gap between inquiries and those applying to the college. Currently down about 4%. Binghamton Advantage has 12 students so far
- Dr. Battisti shared a new Advising poster with a scan code to allow easier access for registering and directs the student to the site on the BCC website
- Ms. Williams suggested using incentives for students to register for classes
- Dr. Drumm stated that an efficient system is the Key

2. Communication

- The Council congratulated Mr. David on his announcement to run for Mayor.
 - His leave will take place after graduation

Action Items

1. Personnel Planning

- One PAR was approved by the Council
 - Staff Assistant in Admissions
- Ms. Williams informed the Council that Ms. Andrea Roma will be the Development Director in the Foundation starting April 22, 2013.
 - She will also help with the transition in Admissions
- The Council discussed the wording for the new employee to read, "Ability to recruit with diverse population."
- Ms. Morello will be meeting with someone for the Director of Sponsored Programs position.
 - Ms. Williams also recommended someone to Ms. Morello.
 - Ms. Wood suggested that an application be filled out with an attached resume
- Ms. Losinger mentioned that a team is forming for personnel discussions for Peace Officers and Director of Resident Life

2. Executive Budget and Next Steps for Community Colleges

- Dr. Drumm stated that he will be attending a President's meeting with SUNY on Wednesday, April 10, 2013

3. Reorganization

- Dr. Battisti stated that he will be meeting with Mr. Guzzi today, April 9 and with Mr. Petkash on Wednesday, April 10, 2013
- Dr. Drumm mentioned that Mr. David's leave of absence would have to go to the Board of Trustees in April or May

4. Centralizing Campus Forms in One Place in Portal

- Ms. Losinger stated that the ESPA Labor Management group has requested campus forms be put in one centralized location
- Ms. Losinger will reach out to Mr. Loren Leonard and Mr. Jesse Wells for a portal location

5. Employee and Visitor Badges

- Ms. Losinger brought up a request for employee and visitor badges.
 - The Council decided that the cost was too high and there are other higher priorities
- Dr. Drumm supported the idea of name plates for people receiving student or customers

Updates/Information Items

1. Budget

- No further discussion

2. Maintenance and Facilities

- No further discussion

3. Communication on Canceling or Closing Flowchart

- Mr. Zbock distributed a chart to the Council members
- No further discussion

4. Campus Safety Building Funding

- No further discussion

5. Digitizing Records

- No further discussion

6. FA Non-instruct Added Comp Process

- No further discussion

7. Assessment/Institutional Effectiveness

- No further discussion

8. Branding

- No further discussion

9. Housing Update

- Ms. Williams informed the Council that everything is in place to pay but waiting for a contract to be signed

10. Grievances

- No further discussion

11. Academic Affairs Update

- No further discussion

12. Foundation Update

- No discussion at this time

13. Other

- Dr. Battisti informed the Council that the Ethics Conference is this Friday evening and Saturday here at BCC
- Ms. Morello informed the Council that she will be traveling to Columbia next week to the Bogota Chamber of Commerce

The Next Executive Council meeting will be held Monday, April 15, 2013 in the Wales 107 Conference Room at 1 p.m.