

**Executive Council  
Minutes  
April 26, 2013**

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

Members Absent: Dr. Francis Battisti, Rich David

1. Student Success

- Ms. Morello reported that we are down 4.47% in students and 2.54% in FTE's
- Ms. Morello stated that 73 students have registered with the Binghamton Advantage Program
- Mr. Zbock stated that 50 courses will be offered for Winter term and enrollment begins on May 20<sup>th</sup>
- Ms. Morello discussed that there are students who drop out in the spring but are registered for summer and fall. There are approximately 50 students
  - Dr. Drumm stated that these students need to be tracked
  - Mr. Zbock and Ms. Morello will meet to discuss this. Ms. Morello offered to schedule a meeting with Marty Guzzi, JoEllen Hartman, Jenae Norris, Mr. Zbock and Ms. Morello
- Ms. Williams suggested adding Jesse Wells to the Executive Council agenda once a month to discuss marketing
  - The members of the Council agreed
- Ms. Morello discussed orientation sessions stating that there will be four sessions throughout the summer
  - Mr. Zbock stated that the online orientation modules should take a student 20-25 minutes to view
  - Dr. Drumm stated that any communication that goes out to high school juniors needs to mention residence halls coming in fall 2014.
    - Ms. Williams suggested creating an electronic page with information concerning housing to view after the online module. Ms. Morello and Ms. Williams will meet to discuss marketing for the residence halls
- Dr. Drumm asked Mr. Zbock to provide him with a weekly tracking report of new and returning students
- Ms. Williams discussed holding the Presidents Roundtable on campus
  - Dr. Drumm suggested that it might possibly be held in the new residence hall in Siggins Lounge which is being designed to hold receptions

2. Communication

- Mr. Zbock reported that members of the BCC Student Assembly won the SUNY System wide Advocacy Award. Discussion was held concerning sending out a press release announcing the award

## Action Items

### 1. Personnel Planning

- Ms. Morello discussed the Staff Associate position in the Division of Student & Community Engagement
  - Ms. Morello discussed having a similar model for International Education that she has for Excelsior

### 2. Renewal Day Proposal

- Mr. Zbock submitted a request from Lisa Strahley, Chair of the Professional Development Steering Committee asking to subsidize the Renewal Day employee lunch for \$800
  - Approved
- Dr. Drumm discussed the need for an FSA and Foundation budget for annual campus events
  - Ms. Williams discussed Foundation budgeted amounts for annual events
- Dr. Drumm also discussed the need for a line in the marketing budget for campus fundraising events such as the Mount Marcy event

### 3. BCC Student Communication Policy

- Mr. Zbock submitted the formal recommendation from College Assembly to approve the BCC Student Communication Policy
  - Approved. This will be sent to the Board of Trustees for approval at the May meeting

## Updates/Information Items

### 1. Reorganization

- Dr. Drumm is planning to fill the acting positions and discussed when the announcement will be made to the campus

### 2. Budget

- Ms. Losinger discussed the 2013-14 proposed operating budget she distributed stating that the budget is balanced
- Ms. Losinger stated that the vice presidents will meet to discuss discernment of what positions are critical and what positions are desired
- Ms. Losinger discussed a cost saving measure of using toilet paper which is printed with coupons. This will save \$40,000 per year
  - Approved for a trial in one of the buildings on campus
- Dr. Drumm suggested that SUNY IT sponsor our electronic sign purchase
  - Ms. Williams stated that she will find the funding for the sign through the Foundation

### **Updates/Information Items Continued**

3. Maintenance and Facilities

- No new issues were discussed

4. Campus Safety Building Funding

- This was removed from the agenda

5. Digitizing Records Update

- Ms. Losinger discussed the cost of digitizing records. The cost is \$350.00 per box to digitize and it will cost \$35.00 to pull a record each time you want to view it. Ms. Losinger stated that the cost to digitize is too high at this time.
  - Space is freed up for Music and Gaming in the Science Building and some financial aid records will be stored in the basement of the Arts Annex

6. FA Non-Instruct Added Comp. Process Form

- This was removed from the agenda

7. Student Housing Software

- Ms. Losinger asked for approval to choose and implement student housing software. The cost of \$30,000 to implement and the cost has been built into the budget
  - Approved
    - Ms. Losinger, Mr. Zbock and Ms. Morello will meet concerning who should be on the implementation team

8. Assessment/Institutional Effectiveness – Jason Zbock

- Mr. Zbock distributed and discussed the transfer rate after graduation sheet stating that 3/5 of our students transfer. He will send the Council members the report of what schools students transfer to
- College Assembly is reviewing the draft Strategic Directions

9. Branding

- Dr. Drumm stated that the Board of Trustees discussed the College's name change at the April meeting and will revisit this at the May meeting

10. Housing Update

- Ms. Morello reported that the new Housing manager will be Pat Rogan an adjunct instructor in economics

### **Updates/Information Items Continued**

#### **11. Grievances**

- No new issues were discussed

#### **12. Academic Affairs Update – Dr. Battisti**

- No new issues were discussed

#### **13. Foundation Update – Cathy Williams**

- Ms. Williams discussed and asked for approval of the art collection database to be taken over by the Library. The Foundation will transfer the license for the software to the Library. Robin Petrus will oversee the art collection
  - Approved
- Ms. Williams discussed a new Foundation focused program to increase young alumni support, the “Student Philanthropy Program”. This program would ask the current students at BCC to donate to the Foundation by, for example, contributing 50 cents each toward a project on campus. Ms. Losinger will be asked to identify through facilities three projects or what is needed on campus that the program could support
  - Approved

#### **14. Other**

- Mr. Zbock distributed to the Council the Weather Related Closure and Cancellation Policy which is on the College Assembly agenda for approval at Monday’s meeting
- Mr. Zbock stated that Bill Altman will be presenting on the Early Alert Study on May 9<sup>th</sup> from 2 to 3 p.m.
- Ms. Morello discussed the BCC Office in Bogota and asked Ms. Williams if there is a possible donor who would be interested in scholarships to support International programs

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