

**Executive Council  
Minutes  
August 16, 2013**

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

Members Absent: Jesse Wells

1. Student Success

- Mr. Zbock distributed the Enrollment Planning Weekly Newsletter
  - Dr. Drumm stated the we are still behind in applications
    - Ms. Morello stated that this is due to Health Sciences. Dr. Drumm wants Health Sciences broken out from the rest of the programs
- Ms. Losinger stated that if Fast Forward grows by 10 to 15% we may be up by 1% in enrollments
- Mr. Zbock reported that we had approximately 200 students and 130 parents total for all summer orientations

2. Communication

- Dr. Drumm asked that a note be sent to the campus concerning an update on the Natural Science Center including when tours are available
- Ms. Williams would like to have the MEE Foundation meeting in the Natural Science Center Conference Room on October 30<sup>th</sup> and offer a tour of the building to the foundation members

3. Branding

- No new issues were discussed

4. Housing Update

- Ms. Morello reported that during the excavation of the site steam pipes were discovered that contain asbestos. It is being looked into as to whether the pipes need to be removed or can be buried
- NYSEG is asking for \$55,000 before they will run the lines for the residence halls. Ms. Morello will contact Bob Pass of NYSEG to discuss this issue

**Action Items**

1. Personnel Planning

- PAR 2013-80 Tech. Assistant II – Learning Assistance Dept.
  - Approved
- PAR 2013-81 Clerk – Perkins Student Success Initiative
  - Approved
- PAR 2013-82 FT Adjunct Psychology & Human Services
  - Approved
- PAR 2013-83 PT Typist Dean Health Sciences
  - Approved
- PAR 2013-77 PT Typist Business and Public Service
  - Approved
- Ms. Morello discussed the Department of Student Health Services area

## Updates/Information Items

### 1. Budget

- Ms. Losinger reported that the approved departmental 13-14 operating budgets have been sent to the departments
- Ms. Losinger discussed with the Council a proposal to offer students with outstanding debts an opportunity to pay off the debt at a discount. The student would be offered a small window of opportunity to settle their debt by paying half of what they owe. Jeanette Tillotson is putting together a proposal and Ms. Losinger would like to have the Council's approval and the Board of Trustees approval of the proposal.
  - Ms. Morello discussed the possibility of turning the debts over to a bank for collection
  - Ms. Williams suggested to offer this one time as a pilot program and see what kind of response we get
    - Ms. Losinger will bring the proposal back to Executive Council once complete
- Ms. Losinger reported that they are ready to once again begin the copier and printer project. The goal of the project is to consolidate printers in an area and have copiers with a printer, scanner function and network the copier to the offices in the area so printing will be able to be done from desktops to the copier. An RFP will need to be done
  - Ms. Losinger, Mr. Zbock and Jeanette Tillotson will meet to discuss forming a committee
  - Discussion was held concerning the environmental impact of networking copiers
    - Ms. Williams suggested that the Environmental Science students become involved and to incorporate this into a project for their program. Ms. Losinger will speak to Kennie Leet concerning this possibility
  - Approved to move forward with the copier and printer project

### 2. Maintenance and Facilities

- Mr. Zbock reported that the asbestos scope of work will be done on the Science Building and hopefully it will not affect the timeline of the move from the Wales Building
- Dr. Drumm stated that we will update our Master Facilities Plan next year and that the Academic Master Plan will also be updated

### 3. Restaurant Campus Deliveries

- Ms. Morello discussed crafting a policy which identifies the process to hire outside food vendors on campus
  - Ms. Morello will bring this to the College Assembly for discussion

### 4. Name Change to SUNY Broome Community College

- Ms. Morello reported that Jeanette Tillotson is beginning to look into a detailed plan to change our name to SUNY Broome Community College on all official documents in her area

### 5. Assessment/Institutional Effectiveness – Jason Zbock

- Ms. Zbock asked if the President would like to send the Strategic Plan to the campus via email
  - Dr. Drumm asked that copies of the one page summary be placed on each table at the Faculty Staff Assembly

## **Updates/Information Items Continued**

### **6. Human Resources Update – Lynn Fedorchak**

- Ms. Fedorchak reported that the state minimum wage is increasing over the next three January's; 2014 increased to \$8.00, 2015 increased to \$8.75 and 2016 increased to \$9.00. The increase will affect our student workers as well as our tutors. The tutor change will require a Board resolution
  - Ms. Losinger stated that we are budgeted for the change
- Ms. Fedorchak discussed the Affordable Care Act and how it affects adjuncts and hours
  - Ms. Losinger discussed creating a rubric of when a combination of adjunct teaching hours and clock hours total more than 9 hours and a rubric of how adjunct teaching hours convert to clock hours
  - A decision was made to cap adjunct instruction hours at 9 hours, with the exception of 2012-13 adjunct instructors who are teaching more than 9 hours and may continue to do so for the present time as we consider the impact of the Affordable Care Act
  - Dr. Drumm stated that the Presidents have asked SUNY to make a ruling on it

### **7. Faculty Staff Assembly – August 29<sup>th</sup>**

- Dr. Battisti stated that the deadline for PowerPoint information is August 22<sup>nd</sup>

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

- Robin Petrus and Robin V. met with Ed Asward's son who presented them with more photos for the collection
  - Bob Behnke has prepared a document for the President's signature for ownership of the Aswad Collection
  - The collection will be displayed in the basement Gallery of the AT Building
  - Dr. Battisti stated that a policy needs to be drafted concerning acceptance of donated art collections
- Deborah Moeckel of SUNY Academic Programs and Planning will be on campus August 21<sup>st</sup> to meet with Deans and the Academic Affairs staff concerning Student Mobility Initiatives to make sure our programs are 64 credits or under
- The Academic Forum will be held from 2-4 pm on August 29<sup>th</sup>
- Dr. Kinney and Robin Petrus will work together to oversee the LAC. Ms. Petrus will do the day to day operational activities in the division and will work with Dr. Kinney in the area. Dr. Kinney plans to meet with the staff in the area to discuss the new process

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

- Ms. Williams reported that she is working on their Annual Report

## **Updates/Information Items Continued**

### **10. Other**

- Completion Day
  - Ms. Morello reported that Completion Day will be the last week of September and will confirm the date once it has been set
- START-UP New York
  - Ms. Morello met with Binghamton University to work in partnership with them to possibly establish a Translation School which would involve corporate translations, verbal, written media
    - Agreed to move forward
  - Discussion was held concerning a craft brewery as a possible business. Dr. Drumm stated that an investor is needed as well as permission from the brewery's that are downtown
  - Ms. Morello stated that Terry Kane of Binghamton University is establishing a committee and asked if the vice presidents will agree to be a part of the committee
    - The vice presidents agreed to be on the committee
- Shared Governance Kick-Off
  - Mr. Zbock reminded the Council that the Shared Governance Kick-off is scheduled for September 5<sup>th</sup> from 7:30 am to 8:30 am in D201. The President will give a welcome to the group
- Auditors
  - Ms. Losinger reported that the auditors will be on campus for two to three weeks beginning October 21<sup>st</sup>. A space is needed for the auditors and Ms. Losinger will contact Beth Mollen to discuss a possible area in Advising and Counseling
- Management Confidential
  - Recommendations are ready for fringe benefits and salary increases for management confidential staff and Ms. Losinger will bring this back to Executive Council for discussion

**The Next Executive Council meeting will be held Thursday, August 22, 2013 in the Wales 107 Conference Room at 9 a.m.**

