

**Executive Council
Minutes
March 19, 2013**

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

Members Absent: Jason Zbock

1. Student Success

- Ms. Morello reported that we are up 2.4% in students and down 2% in FTE's. Applicants are up 1% and we are up 21% in inquiries and up 7.5% in accepts
- Ms. Morello reported that Corning Community College is advertising in our local movie theaters
 - Dr. Drumm stated that they should be pulling their ads by the end of the month
- Ms. Williams and Dr. Battisti will meet to discuss if the \$50,000 Truman funds will be used for the Waverly Project or elsewhere
- Ms. Morello and Dr. Battisti discussed that the College is moving back to the math Accuplacer testing and how it could expand enrollments
- Ms. Morello stated that Orientation is coming together and that Ann Czernecki is coordinating it and that it is being designed for people coming in and will be doing a social media follow-up. The Family Day budget is being transferred to the Orientation budget
 - Ms. Williams asked to be put on the Orientation agenda to introduce students to scholarships
- Ms. Williams discussed scholarships
 - People are not applying for scholarships and asked for help from the College to get the word out to students
 - There is a specific problem of students not applying in the Business Division
 - Dr. Drumm stated that the scholarship information needs to get out to the High School Guidance Counselors
 - Ms. Williams and Dr. Siggins stated that the problem is not with the high schools but with on campus interest in scholarships
 - Dr. Drumm suggested sending a letter to STEM students to advise them that there is scholarship money available
 - Mr. David and Ms. Williams will meet to discuss the Gannett scholarship for journalism students
 - Ms. Morello suggested that College 105 and BUS 107 include a session concerning filling out scholarship applications
 - Ms. Williams suggested that the Foundation provide a Common Hour Program concerning scholarships and distribute the appropriate applications to match a student's program as well as offering assistance in filling them out
 - Ms. Williams reported that Jesse Wells and Ciara Cable are working on a poster for the Foundation
 - Discussion was held concerning the Baldwin Scholarship. Dr. Drumm suggested that the scholarship be turned into a Presidential Scholarship and present the award to a high school athlete student before they come to BCC
 - Ms. Williams will ask the NJCAA if this would be acceptable and will report back to Executive Council

2. Communication

- Ms. Losinger stated that Focus on Facilities has received positive feedback and she will be expanding this to include Focus on Finances. She also stated that people seem to read the email and not the Focus
 - Ms. Williams suggested advertising to the campus that the Focus is in real time now
- Dr. Battisti discussed holding retirement planning sessions for BCC employees

Action Items

1. Personnel Planning

- PAR 2013-7 Staff Assistant, SEED Program – move position from part-time to full-time as a temporary position to renew annually
 - Approved
- Ms. Morello discussed the Director of Sponsored Programs Position and creating a Staff Assistant Position for Sponsored Programs
 - Dr. Drumm stated that he wants a grant writer in the Director of Sponsored Programs Position
 - Ms. Morello would like to see a part-time Grants Manager position located in Finance
 - Ms. Morello and Dr. Battisti Discussed people who would be a good fit for the Director position
- Ms. Morello discussed a move of the Senior Clerk position, part-time to a Student Records Specialist in the Registrar's Office, full-time permanent position
 - Executive Council supports making the part-time position a full-time position to fill critical needs and to make it a permanent position
 - This will be revisited in a week

2. Grants Concept Approval

- Field Experiences in Environmental Science, Environmental Science/STEM Division
 - Approved

Updates/Information Items

1. Reorganization

- The vice presidents will be meeting with key personnel in areas concerning the reorganization

2. Budget

- Ms. Losinger stated that they are beginning to implement the Top 4 Strategies to Reduce Debt. The second attendance taking will be implemented this semester. Meetings have been held with Doug Lukasik and Marty Guzzi to discuss implementation of second attendance taking
 - Dr. Battisti will speak to the College Assembly concerning attendance
 - Dr. Drumm stated that students need to be notified that attendance affects their TAP

Updates/Information Items Continued

3. Maintenance and Facilities

- No new issues were discussed

4. Communication on Cancelling or Closing Flowchart

- This will be revisited at the next meeting

5. Campus Safety Building Funding

- This will be revisited at the next meeting

6. FA Non-Instruct Added Comp. Process Form

- Changes are being incorporated to the form. This will be revisited at the next meeting

7. Purchasing Refreshers

- Ms. Losinger discussed the problem of purchasing guidelines not always being followed
 - It was suggested that all employees who purchase for the College sign a "Purchasing Responsibility Statement"
 - Not Approved
 - It was suggested that purchasers be trained by Randy Campbell concerning College purchasing guidelines with required attendance at training sessions
 - Approved

8. Employee Google Email Conversion Update

- Ms. Losinger stated that the Implementation Team reported that the conversion is going well but is concerned that half the people are not attending the training sessions. Ms. Losinger would like a message from Executive Council be sent campus wide to encourage participation in the training
 - Ms. Williams suggested that an updated notice be sent to campus which outlines employees responsibility regarding the conversion
 - Ms. Losinger stated that the implementation should be completed by mid-April

Updates/Information Items Continued

9. Veteran's Resource Center

- Ms. Losinger discussed and asked for concept approval of a proposal from Joe Drotar to create a Veteran's Resource Center in the Public Safety Office area once they are relocated to the Arts Annex. Mr. Drotar's office will also be moved to new area as well
 - Ms. Losinger stated that Mr. Drotar spoke with Bijoy Data who indicated that there is money available for Veteran's projects
 - Dr. Siggins stated that the Foundation discussed this project approximately a year ago with Mr. Drotar
 - Ms. Williams asked that she be involved in any discussion regarding this project
 - Executive Council approved the concept to use the space if money is available for the project
- Discussion was held concerning repurposing Mr. Drotar's office, once he is moved to a new location, for the Payroll area.
 - Approved

10. Assessment/Institutional Effectiveness – Jason Zbock

- No new issues were discussed

11. Branding

- Dr. Drumm stated that an answer is needed by May 1st concerning a font and name for the Natural Sciences Center monument sign
 - Mr. David stated that they are waiting for input from the committees concerning the name

12. Housing Update

- Dr. Siggins and Ms. Williams discussed the denial by the IRS of the expedited 5013C

13. Grievances

- No new issues were discussed

14. Academic Affairs Update – Dr. Battisti

- Dr. Battisti reminded the Council that Convocation is Thursday, March 21st
- Carla Michalak and three others attended an Advisement Conference. Ms. Michalak is winning a national advisement award at the conference
 - Dr. Drumm suggested that a position in the STEM division be converted to a staff associate. Ms. Losinger stated that the money is not budgeted for it
 - Dr. Battisti spoke to the need of a staff associate for the Business division
 - Dr. Drumm stated that advising needs to be a priority

Updates/Information Items Continued

15. Foundation Update – Dr. Siggins

- Dr. Siggins reported that investments are up and they are ahead of last year by 9% in donations
- Ms. Williams has promoted Amy Englehart to Executive Assistant
- Ms. Williams asked that all be patient while the Foundation rebuilds their office staff

16. Other

- No new issues were discussed

The Next Executive Council meeting will be held Tuesday, March 26, 2013 in the Wales 107 Conference Room at 9 a.m.