

**Executive Council
Minutes
September 17, 2013**

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

Members Absent: None

1. Student Success

- Mr. Zbock reported that we are up 1.49% in students and up 1.77% in FTE's compared to last year at this time for the fall semester, after the 2nd week of classes
- Dr. Battisti distributed a copy of the handout with responses that Mr. John Pierog passes out to his class to do journal entries on their first 2 week experience at SUNY Broome Community College

2. Communication

- No discussion

3. Branding

- Mr. Wells announced that the new logo went live
- Mr. Wells shared a couple of different inexpensive ways to advertise the College
 - using SNIPE, he showed the Council how the logo would come in at the bottom of a television screen during a show. This will be a \$1,500 expense opposed to \$5,000 for a commercial
 - in late October they hope to launch a pencil pull-down to advertise on the web page of Press Connects
- Ms. Fedorchak recommended doing a contest for renaming the new Hornet

4. Housing Update

- Ms. Morello announced that they had a great interview with the candidate for the Director of Student Housing position. The candidate has great references and comes from Binghamton University
- Ms. Losinger commented that she has heard all positive comments despite all of the work going on around campus

Action Items

1. Personnel Planning

- The following PARs were approved by the Council
 - PAR 2013-96 PT Clerk – Learning Resources Center
- The Council verbally approved the following positions
 - Facilities – 2 Maintenance, 1 Electrician
 - Sarah Stevenson – title change to Landscape Design and Management
 - PT Staff Assistant – Ice Center
 - PT Mail Courier – 20 hrs per week
- Ms. Morello mentioned that she will be meeting with UHS for options in Student Health Services. She will also talk with the Department of Health as there are currently no flu shots in the community

Updates/Information Items

1. Budget

- Ms. Losinger informed the Council that she will be going over the top items of Tech Fees for Mr. Petkash's area and will get a draft to the them next week

2. Maintenance and Facilities

- No discussion

3. Academic Affairs Update

- Dr. Battisti announced the following:
 - there are 3 people in place following up on the Early Alert System
 - Mr. Larry Truillo is working with SUNY Work Co-Ops. His goal is to have 5 paid Co-Op positions
 - CAI is working with Student Mobility
 - Fast Forward History – working things out for the first semester and high school
 - Open SUNY – met with Deans. SUNY is impressed
 - Grading Policy is being reviewed
 - College Assembly is already looking at the 2014-15 calendar

4. Foundation Update

- Ms. Williams stated that they will need 6 phone lines to be able to do the Phone-A-Thon
 - She will ask Ms. Jenae Norris about using Admission's space
- Ms. Williams met with Mr. Doug Lukasik and Ms. Sally Tripp on how scholarships are awarded
 - They will meet quarterly
- Ms. Williams reported that the nominating committee is almost finalized for new Board members
- Ms. Williams reported that they are going to have a kick-off with campus clubs and will be raffling off a Samsung tablet

5. Assessment/Institutional Effectiveness

- Mr. Zbock mentioned that he will be meeting with the academic divisions on assessment

6. Wales Renovation Update

- No discussion

7. Human Resources Update

- Ms. Fedorchak informed the Council that they will have a market place letter by October 1, 2013 with the ongoing ACA timeline
- Ms. Losinger suggested doing a survey rubric to see what other colleges are doing and meet again in November

8. Other

- Dr. Drumm informed the Council that the holiday party for Executive Council will be at his home this year
 - The holiday party will be Saturday, December 14, 2013
- Dr. Battisti mentioned that he will meet this afternoon regarding the EOC planning
- Ms. Morello mentioned that Completion Week is September 30, 2013
 - Press release is already out
 - Support Services and Disability Services will be present like last year

The Next Executive Council meeting will be held Tuesday, September 24, 2013 in the Wales 107 Conference Room at 9:30 a.m.