

**Executive Council
Minutes
May 14, 2013**

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

Members Absent: None

1. Student Success

- Mr. Zbock distributed the Enrollment Planning Weekly Newsletter and stated that we are down 3% in students and 1% in FTE's for fall
- Ms. Morello reported that they will be promoting the person who won the Book raffle at Open House
- Mr. Zbock stated that SUNY Night is scheduled for May 21st from 6-8 p.m.
 - Ms. Morello will ask Jenae to get information from other schools regarding housing
- The BTCA Counselors meeting is scheduled for May 20th
- Dr. Drumm stated that AA1 is part of P-Tech focused on STEM and asked if Dr. Ligeikis is having a discussion with the high schools concerning AA1
- Discussion was held concerning marketing for the College in the area

2. Communication

- Dr. Battisti asked that an email be sent to the campus concerning the reallocation of funds in the budget
 - Ms. Losinger will draft the email and send it to campus

Action Items

1. Personnel Planning

- Discussion was held concerning the two MARCOM Technical Assistant IIA positions
 - Dr. Battisti and Mr. David stated that the union must sign off on the positions before they can be posted
- Ms. Losinger asked for approval to fill the Student Account Specialist vacancy
 - Approved
- Ms. Morello asked for approval to change the title of the part-time 19 ½ hours, Telephone Operator position to a part-time Senior Clerk position. One of the responsibilities for this position would be student ID's
 - Ms. Wood stated that a new position duty statement needs to be done
 - Approved
- Dr. Battisti asked for a waiver of search for an Academic Advisor position
 - Ms. Wood will speak to David Michalak concerning the position

Action Items Continued

2. Summer Hours – 8 a.m. to 4 p.m.
 - Ms. Morello stated that there were minimal people who came in to register or came in to the Financial Aid or Student Accounts offices last summer after 4 p.m. Ms. Morello suggested that Continuing Education continue to be Evening Hours Central during the summer and keep the Admissions Office open until 6 p.m. on Wednesdays
 - Approved

Updates/Information Items

1. Reorganization
 - Ms. Morello discussed changing the name of Student Activities to Student Leadership & Activities and to no longer call Student Health Services by that name and keep the current name of Health & Wellness Center and her division name will be Student & Economic Development Division
 - Dr. Battisti met with the Guild President and Vice President to discuss the proposed duty changes to the position of Director of Marketing & Communications
 - Ms. Losinger suggested that Mr. Wells be given an Acting Public Affairs Officer position and be given a leave from his position of Director of Marketing & Communications
 - Ms. Losinger stated that if a new position was established for Mr. Wells it will have to go the Board of Trustees for approval
 - Ms. Wood stated that SUNY must approve it as well if it is a professional service title
2. Budget
 - No new issues were discussed
3. Maintenance and Facilities
 - Mr. Zbock gave an update on the Wales Renovation move stating that he met with IT concerning technical needs. He will send the draft of tentative locations of where offices will be moved to the vice presidents
 - The transition is planned to begin August 15th and offices are planned to be out of the Wales Building until February 2014
 - Ciminelli will be housed in 901 Front Street
 - Dr. Battisti asked that an update email be sent to the Wales people
4. Bad Debt-Delaying Release of Semester Start Financial Aid till the First Attendance
 - Ms. Losinger discussed when Financial Aid is released stating that BCC is the only College that releases financial aid before first attendance. The standard is to release it after first attendance. Discussion followed
 - It was decided that the vice presidents will meet to discuss this further and this will be revisited

Updates/Information Items Continued

5. Affordable Care Act

- Ms. Losinger discussed the Affordable Care Act which becomes effective in 2014
 - They are working on identifying employees who are working over the 30 hours per week

6. Assessment/Institutional Effectiveness – Jason Zbock

- Mr. Zbock reminded the Council members that the Institutional Assessment Forum will be held on May 24th from 9 a.m. to 11 a.m.

7. Branding

- Mr. Wells discussed the new College name and new logo and signage on buildings
- Mr. Wells informed the Council that MARCOM is working to resupply department with presentation supplies
- Dr. Drumm stated that the name change will be rolled out at the Natural Science Center Opening in September (third or fourth week of September)
- Discussion was held concerning forming a committee for the Opening of the NSC
 - Mr. Wells stated that he will co-chair the committee
 - Dr. Battisti will speak to Dr. Ligeikis concerning a faculty member to co-chair. Dr. Drumm suggested Tracy Curtis to co-chair
 - Ms. Williams volunteered to be on the committee
 - Dr. Drumm stated that a budget is needed for this. Ms. Losinger stated that money can be moved to the Events Management budget

8. Housing Update

- A date is set for the ceremonial groundbreaking; June 25th at 10 a.m.
- Ms. Morello stated that the actual groundbreaking will take place on July 8th
- Dr. Drumm stated that we are contractually obligated to spend \$100,000 to market housing
 - Dr. Drumm wants it mentioned in every ad that housing is coming next summer
 - Advertise in all housing offices at colleges within 100 miles

9. Grievances

- No new issues were discussed

Updates/Information Items Continued

10. Academic Affairs Update – Dr. Battisti

- A breakfast meeting with Paula Perna from SUNY Works will be held to roll out SUNY Works to the community and Chamber Businesses
- Upgrade IT in the classrooms – looking at having iPads in the classrooms
 - Want to have a users group and an administrative group. The TRC is looking into this
- Carnegie Classification will be pursued and Lisa Strahley and Scott Corley will be heading the application process
- He asked the deans to provide him with two academic successes

11. Foundation Update – Cathy Williams

- The Foundation Spring Appeal has gone out
- Ms. Williams discussed the \$50,000 Truman matching grant for the Waverly site and has asked the Truman Foundation if the money can be moved for use at the Owego site
 - Ms. Williams needs to provide and asked for a letter stating the reason for moving the funding
 - Dr. Battisti will contact Dr. Ligeikis and get back to Ms. Williams

12. Other

- No new issues were discussed

**The Next Executive Council meeting will be held Wednesday, May 22, 2013 in the
Wales 107 Conference Room at 2 p.m.**