

**Executive Council  
Minutes  
April 30, 2013**

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

Members Absent: None

**1. Student Success**

- Ms. Morello reported that we are down 2.5% in FTE's for fall
- Ms. Morello reported that 700 students registered at Open House
- Mr. Zbock will run a statistic/projection report for Council members
- Statistics/projections will be added as a permanent agenda item for EMAT
- Ms. Morello stated that 73 students have registered for the Binghamton Advantage Program
- Dr. Battisti reported that Kelli Ligeikis and Anne Czernecki are working on the Binghamton Advantage Program STEM Initiative
- Discussion was held concerning orientation sessions
  - Dr. Drumm stated that Dave Maslar should be a lead person working on orientation
    - Ms. Morello will speak with Mr. Maslar concerning becoming more involved in orientation
- Dr. Drumm Discussed Summer Bridge Programs stating that they are hugely successful. CUNY has become a model for Summer Bridge Programs
- Dr. Battisti stated that he and Sandy Wright will be meeting with the President concerning COC.
- Dr. Drumm stated that outreach needs to be made to everyone who is attending college. Discussion followed
  - Dr. Drumm suggested partnering with the Urban League and the Boys and Girls Club

**2. Communication**

- Dr. Battisti reported that we received a \$63,000 grant for SUNY High Needs to increase sites for BCC to expand the CLT HT program

**Action Items**

**1. Personnel Planning**

- Ms. Morello discussed the Staff Associate position in the Division of Student & Community Engagement and would like to transition outreach of the Owego site to Annie Czernecki or Katie Bucci
  - Dr. Drumm asked that Ms. Morello meet with Dr. Battisti to discuss this
- Ms. Morello stated that the Residence Hall Director search is delayed since the closing has been moved to May 16<sup>th</sup>. Joe O'Connor will chair the search
  - Dr. Drumm stated that he wants to be involved in the search process

## Action Items Continued

### 2. New Program Proposal

- a. Manufacturing Tech Program
  - This item was held over and will be revisited at a future meeting
- Discussion was held concerning a procedure and creating a rubric for new program proposals and closure of programs
  - Mr. Zbock will research possible rubrics
  - Ms. Wood stated that the Grants Planning Team has a similar process in place and Robin Petrus would be the person to contact to discuss that process
- Discussion was held concerning performance based funding and how it may effect sustaining programs, closing programs and accreditation of programs
- Ms. Morello suggested that alumni be contacted for support of the program that they graduated from
  - Ms. Williams stated that 80% of alumni donate unrestricted funds and not to specific programs

## Updates/Information Items

### 1. Reorganization

- Dr. Drumm asked that the organization chart be solidified by next week
  - Details need to be worked out concerning job descriptions and supervisory roles
- Mr. David discussed the Director of Marketing & Communications position and the new duties for the position. He suggested that this position report to the President and Mr. Wells should attend Executive Council every week
- Mr. David also discussed the two Technical Assistant IIA positions
  - The vice president will meet to discuss the Technical Assistant IIA and the Director of Marketing & Communications positions

### 2. Budget

- Ms. Losinger stated that the 2013-14 proposed operating budget is finished and being printed. She plans to deliver the budget to the County Executive today and will also share a pdf of the budget with the campus
- Ms. Losinger discussed a cost saving measure of using toilet paper which is printed with coupons
  - It was decided that Ms. Losinger will have Phil Testa research how hygienic the toilet paper is
  - Mr. Zbock will add this to the COI agenda for discussion
  - Ms. Williams suggested that input from campus be sought and have people's ideas incentivized for cost savings
- Ms. Losinger stated that \$593,000 is needed for VSIP, adjunct instruction and faculty contract and suggested it be taken out of the budgets contractual expenses
  - Discussion followed
  - Dr. Drumm suggested freezing spending at a certain date

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**Updates/Information Items Continued**

3. Maintenance and Facilities

- No new issues were discussed

4. Assessment/Institutional Effectiveness – Jason Zbock

- Strategic Direction will be ready for the Institutional Assessment Forum on May 24<sup>th</sup>
  - Dr. Drumm asked that we share our student body demographic information for first time students out of high school
    - Mr. Zbock will have the socio economic demographic profile and pass it out at the Fall Assembly

5. Branding

- Dr. Drumm stated that the Board of Trustees tabled the College's name change at the April meeting and will revisit this at the May meeting
- Mr. David will send the KOR information to all of the Board of Trustee members to review
- Ms. Losinger stated that Mr. Testa has a timeline for the new campus signs and a discussion is needed for the font for the signs

6. Housing Update

- Ms. Morello reported that the new closing date is May 16<sup>th</sup>
- Ms. Morello stated that the actual groundbreaking will take place on July 8<sup>th</sup>
- A date was set for the ceremonial groundbreaking; June 25<sup>th</sup> at 10 a.m.
  - Mr. David discussed the Foundation taking the lead on the groundbreaking ceremony
  - Ms. Morello, Ms. Williams, Mr. David and Jesse Wells will meet to discuss the groundbreaking ceremony

7. Grievances

- No new issues were discussed

8. Academic Affairs Update – Dr. Battisti

- Two graduate students did a study concerning digitizing and marketing the Aswad collection. The Committee is meeting tomorrow to discuss what can be done logistically with the collection
  - Ms. Williams stated that the Collectify software can be used to maintain the Aswad Collection as well as the BCC Art Collection. Robin Petrus has agreed to oversee the BCC Art Collection
- There are only 16 faculty members that have not reported the second attendance
- CCURI (Community College Undergraduate Research Initiative) funding deadline is May 15<sup>th</sup>. Dr. Battisti will speak to Ms. Losinger concerning funding

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**Updates/Information Items Continued**

9. Foundation Update – Cathy Williams

- Ms. Williams discussed the Alumni Spiedie Picnic stating the more people than anticipated came to the picnic
- The Foundation Presidential Scholarship Award Ceremony is scheduled for Thursday, May 2<sup>nd</sup> at 5:30 p.m. in the BCC Cafeteria
- The Frank Paul Awards Ceremony will be held on Wednesday, May 1<sup>st</sup> at 3:30 p.m.
- The Foundation is wrapping up solicitations and their fiscal year
- September 20<sup>th</sup> is the date for the Presidents Foundation Lawn Party
- Dr. Battisti invited Ms. Williams to speak at the next Chairs meeting concerning alumni

10. Other

- Dr. Drumm asked Dr. Battisti to attend the Binghamton Forum event on June 8<sup>th</sup>
- Ms. Williams reported that the Foundation received two SUNY CUAD Awards
- Mr. Zbock stated that the Wales Renovation Team toured the Science Building

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