

**Executive Council
Minutes
March 20, 2018**

Members Present: Dr. Kevin E. Drumm, Dr. Francis Battisti, Michael Sullivan, Dr. Sesime Adanu, Dr. Carol Ross Lynn Fedorchak, Jesse Wells

Members Absent: None

Others in Attendance: None

1. Student Success

- The Enrollment Planning Weekly Newsletter was distributed and discussed

2. Communication

- Discussion was held concerning ants found in the Titchener building
- Dr. Adanu received an email from a faculty member regarding the CESS Survey. The faculty members stated that many of the faculty will not fill out the survey because the results are not sent out. Dr. Adanu did respond to the faculty member. So far 124 people have completed the survey; Dr. Adanu will extend the survey deadline to give more people the opportunity to complete it
- Dr. Battisti discussed getting the bullying policy in place
 - Dr. Drumm asked that this be placed on the CA agenda to discuss next steps
 - Ms. Fedorchak commented that our Workplace Violence policy does address bullying but it is too wide of an umbrella

3. Housing Update – Dr. Ross

- Dr. Ross reported that there are 322 students in housing and 2 students will be staying in housing during spring break
- The forensic engineer is scheduled to inspect housing
- Fall housing applications are online

4. Assessment/Institutional Effectiveness– Dr. Adanu

- Dr. Adanu provided updates from the Middle States Town Hall he attended in Albany on 3/19. The Annual Institutional Update (AIU) process begins in August and data report is done each year. They are requiring a 5-year trend data on (i) institutional context dealing with location information, enrollment data, student demographics etc. (ii) student success-graduation rates, loan repayment and default rates, (iii) financial health of the institution-financial ratios, component ratios and (iv) optional data deemed appropriate by the college. Also to be reported are data on % developmental students, catalog information, dual enrollment headcount and recent audited financial report. The mid-year (4 year) review will be based on 4 years of trend data. Middle States will let us know if there are any issues that need to be addressed after mid-year review of data are done. Those who will have access to the Middle States annual data portal are the President, Dr. Battisti, the CFO and one other person chosen by the College.
 - a. Performance Improvement Plan (PIP)
 - No new issues were discussed

Action Items

1. Personnel Planning
 - No new issues were discussed

Updates/Information Items

1. Budget – Mr. Sullivan
 - Mr. Sullivan submitted the CIP to the County
2. Maintenance and Facilities – Mr. Sullivan
 - Carnegie:
 - Mr. Sullivan reported that the FSA Special Board meeting is scheduled for 3 p.m. to consider FSA as the sole member of the LLC and Master Tenant to have tax credits flowing through it for the Carnegie Project
 - Working with DOB, legislature, SUNY Capital regarding eligible match and supplemental funding
 - A conference call with the new market tax credit people is scheduled for Thursday at Noon
 - Mr. Sullivan will request an extension of 30 days for the 4 prime contracts bids
 - a. CPAC
 - No new issues were discussed
3. Academic Affairs Update – Dr. Battisti
 - Dr. Battisti reported that the Taste of Success Breakfast he had with students went well
 - He is working with the deans on the budget
 - He will send an updated Academic Affairs report to the campus
 - Are moving forward with the PIF grants
 - Had a meeting with George Slialty who will be a resident at the Incubator
 - A deliberation is being held in Chenango Bridge High School. Civic Engagement will be the next guest viewpoint
 - Dr. Battisti discussed partnering with Windsor School district and UHS
 - Grants Planning is working on a grant for nursing simulation and suicide protocol grant
 - Dr. Battisti met with Beth Roberts of Cooperative Extension regarding space they have to rent

Updates/Information Items Continued

4. Student Development and Diversity Update – Dr. Ross

- Dr. Ross attended the NADOHE and ACE Conference as well as a Guided Pathways Conference. She will share notes from the conferences. There are some approaches that Guided Pathways uses that we can use here such as how we onboard students
- The Digital Lounge will reopen tomorrow and once the Calice Building is complete it will move into that building
- Dr. Ross is working with Amy Brandt on finding a diverse applicant pool for Nursing; salary is an issue
- Volunteer support for the April Career Fair was discussed
- Dr. Ross discussed holding a College Academy for high school students in 11th and 12th grade that would have them attend the College half days
 - Dr. Drumm stated that we can do early college but can't do concurrent enrollment

5. Human Resources Update – Ms. Fedorchak

- The Wellness Challenge is being held from March 19 to May 13. We have 49 people signed up for it
- Yoga is being held March 13 – April 26 Tuesdays and Thursdays at Noon
- Fitness Fusion is running until May 7th

6. Other

- Dr. Battisti is the guest speaker for the first P-Tech class to graduate
- The Student vs Faculty and Staff basketball game went well. The students won
- Dr. Drumm discussed the change in the agreed upon FA negotiations process

The Next Executive Council meeting will be held Tuesday, March 27, 2018, in the Wales 107 Conference at 9:30 a.m.