

**Executive Council
Minutes
February 26, 2019**

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

Members Absent: None

Others in Attendance: None

1. Student Success

- The Enrollment Planning weekly newsletter was distributed and discussed. Enrollment is flat. Mr. Wells will find out when Fall 2019 tracking is starting. There are now 40 students enrolled in the Culinary Program. Marketing will be more pro-active than normal on encouraging students to get advised and engaged early than previously done. MARCOM is in first phase of the marketing campaign for the Culinary Program.
- Talks continue with Union Endicott about the “College Bound Partnerships” (suggested program title) and would really to integrate our readiness services with theirs.

2. Communication

- Mr. Sullivan will work with Dave and notify the campus of the preliminary vision of the One-Stop. Key stake holders will be invited for discussion as the plans progress.

3. Assessment/Institutional Effectiveness– Dr. Adanu

- Dr. Adanu presented a draft copy of the Middle States self-study design. This will go to the steering committee this week and then presented to Middle States. The Draft Agenda for the Liaison visit was reviewed and edited.

Action Items

1. Personnel Planning

- PAR 2019-27 Student Records Specialist
 - Approved
- PAR 2019-28 Accountant
 - Approved

2. Allocation of Tech Fees – Dr. Ross would like understanding of how tech fees are allocated and if the Deans review the requests, the Dean of Students should also be in attendance. Dr. Battisti explained the differences between the Tech Fee funds and the funds available for classroom upgrades. Dr. Battisti stated that any classroom upgrades like the Multicultural room, should be submitted when the college-wide call for classroom upgrades is made by the IT department. Upgrades to Student Village should be handled by the Housing board. Dr. Ross will put that on the Housing agenda. Dr. Battisti will look into the membership of the Technology Committee. The tech fee is primarily for student academic needs. Some funds have been allotted to Student Affairs, in the past.

3.

Updates/Information Items

1. Budget – Mr. Sullivan

- Finance department is finalizing the 2017-2018 Audit which will come to the BoT in March. They are still projecting a balanced 2018-2019 budget.

- Mr. Sullivan is working on next year's budget. He is targeting presentation to the BoT in April and approval from the county legislature at their June meeting.
2. Maintenance and Facilities – Mr. Sullivan
- Mr. Sullivan is working with ESPA on whether some of the capital projects will be done in-house or through a 3rd party vendor. The Executive Council capital projects list is going to COI and CPAC and the sustainability committee in the spirit of shared governance and Middle States assessment.
3. Student Development and Diversity Update – Dr. Ross-Scott
- The electricity is back on in the village after a power outage caused by a downed trip
 - There was a comment at the CA meeting about the personal care rooms by Faculty. Dr. Battisti stated he has had no one comment to him about the personal care rooms and no one has had an issue that has not been addressed.
 - Dr. Ross wanted to know if a MOU was necessary for student internships. It was discussed that they have been done before with Faculty approval and it is treated like an independent study.
 - Today is the Black History lunch and learn event at 1 pm in Decker. The meeting today with nursing students was very well attended.
4. Academic Affairs Update – Dr. Battisti
- The Reading group had their first meeting with 15-20 people in attendance. High level conversation.
 - There will be a Culinary Program meeting on Friday, March 1st.
 - CEA discussion is moving along.
5. Human Resources Update – Ms. Fedorchak
- Ms. Fedorchak submitted an updated draft of the Amorous Relationship policy that the BoT approved last year. It now includes mandated State Language. Legal counsel strongly recommends accepting and incorporating this language in our policy. Ms. Fedorchak will send out the new draft to Shared Governance for information. It will go to the BoT for approval.
6. Other
- Continuing Education will move to Academic Affairs as of March 18, 2019. Dean Synder will be overseeing Continuing Education.

The Next Executive Council meeting will be held Monday, March 4, 2019 in the Wales 107 Conference at 1:00 p.m.