

**Executive Council
Minutes
January 16, 2018**

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

Members Absent: Dr. Sesime Adanu

Others in Attendance: None

1. Student Success

- The Enrollment Planning Weekly Newsletter was distributed and discussed
- Dr. Drumm discussed hiring a marketing firm to conduct adult market research; the cost will likely be around \$75,000. He would like this added to next year's budget
 - Mr. Sullivan would like to hire a firm with this year's budget. He stated that it would be cost effective to do adult market research, smart greenhouse, culinary and CEA at the same time
 - Dr. Drumm asked that price quotes be gathered from firms that understand the adult market and stated that if we have the money in this year's then we will have this done this year
 - Dr. Battisti mentioned that the Culinary Study has been discussed during this year and that we have been waiting until the building proposals are complete

2. Communication

- No new issues were discussed

3. Housing Update – Dr. Ross

- No new issues were discussed

4. Assessment/Institutional Effectiveness– Dr. Adanu

- Dr. Adanu will update the Council at the next meeting
 - a. Performance Improvement Plan (PIP)
 - No new issues were discussed

Action Items

1. Personnel Planning

- PAR 2018-01 – FT, Reg. Assistant Professor from Computer Sciences to EET/MET
 - Approved

2. Proposed College Process for Retroactive Course Withdrawal

- Dr. Ross stated that there should be a timeline added to the process. Dr. Battisti will check on this
 - Approved

3. Prior Learning Assessment (PLA), Credit by Examination (CBE) and Portfolio Review (PORT)

- Dr. Battisti presented this to the Council for their review. He asked that the Council review the process and he will ask Donna Rehak and Kerry Weber to attend the next meeting to discuss this

Updates/Information Items

1. Ban the Box – Mr. Wells

- Mr. Wells discussed Phase 2 of the SUNY mandate for ban the box; colleges cannot deny ex-felony offenders admission to a program, but must warn them that they may not be able to complete the field work due to their felony conviction. As part of Phase 1 of the state mandate, the felony question was removed from the SUNY Broome application and replaced with a disclaimer. As part of Phase 2, students who have been convicted of a felony need to be identified so the College can inform them of the possibility that they may not be able to fill all the requirements of specific courses (such as community based internships) due to their ex-offender status.

Many campuses are currently doing nothing and are waiting to see what other campuses do. Mr. Wells presented some options to consider. With the help of IT, a college workgroup has developed a pop up that could be used at the registration phase. In this scenario, each student is asked if they have been convicted of a felony just before registration. The college could activate this pop up for upcoming semesters (summer, fall) and send letters to students who registered for the spring semester. Letters to spring registrants would ask students to self-identify that they have a felony conviction. The Felony review committee would then reach out to these students to collect documentation, advise the students regarding any restricted coursework, and connect them with an advisor.

- Dr. Ross and Dr. Battisti will ask their listservs what their colleges are doing for this
- Mr. Wells also discussed having a felony “generalist” advisor in place to advise felons

2. Budget – Mr. Sullivan

- The SUNY Budget is being presented today in Albany

3. Maintenance and Facilities – Mr. Sullivan

- Thursday we will be issuing bids for Carnegie. The bids will be back in February and will be on the February Board agenda

a. CPAC

- No new issues were discussed

4. Academic Affairs Update – Dr. Battisti

- We now have a part-time person working in the Fast Forward Office and Gina Chase may be able to help in that office while the search for the vacant position is done
- Dr. Battisti discussed our Casino Program and also reported that Schenectady has a Casino Program and their program has declined as well
- Dr. Battisti has seven months left as the Executive Vice President and Chief Academic Officer and is working on his list of projects he wants to complete before he leaves this position

5. Student Development and Diversity Update – Dr. Ross

- Follett will be here tomorrow to present to the deans and professional development to the campus and community regarding their programs

Updates/Information Items Continued

6. Human Resources Update – Ms. Fedorchak

- No new issues were discussed

7. Other

- Mr. Wells reported that the MARCOM Staff Associate/graphic designer resigned today and he will be looking to replace her

The Next Executive Council meeting will be held Tuesday, January 23, 2018, in the Wales 107 Conference at 9:30 a.m.