

**Executive Council
Minutes
May 3, 2018**

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

Members Absent: None

Others in Attendance: None

1. Student Success

- The Enrollment Planning Weekly Newsletter was distributed and discussed
 - Mr. Wells discussed the different categories of inquires we receive; the ones that are in the report are financial aid inquires
- Mr. Wells would like to use part of the Perkins Grant funds for an on-campus marketing and student profiles campaign for non-traditional bi-gender programs
- Discussion was held concerning billboards and their locations. Also discussed an electronic billboard on the highway adjacent to campus
- Discussion was held concerning articulation agreements with PA Community Colleges

2. Middle States Update

- Dr. Adanu distributed and discussed the timeline for the Middle States reporting. He will update timeline as more information becomes available from Middle States
- Dr. Drumm would like a list of the steering committee members by the end of May. The Committee needs to be in place before break. He will send an email to campus concerning the process before break
- Dr. Drumm stated that when the Committee is announced he wants the draft timeline to be shared at the same time

3. Communication

- Dr. Drumm will send the campus wide email regarding the Carnegie Tax Credit Closing
 - Mr. Sullivan reported that construction should begin next week
 - Dr. Battisti suggested putting a camera in Carnegie with live video feed so people can log in to watch the progress of the project. Mr. Wells explained that it would be too difficult to do that with an interior project

4. Housing Update – Dr. Ross

- Dr. Ross reported that we are now live with positive pay with Key Bank
- She will be meeting with Mr. Wells concerning deposits and applying for housing

5. Assessment/Institutional Effectiveness– Dr. Adanu

- Dr. Adanu distributed and discussed the Spring 2015 College Employee Satisfaction Survey (CESS). He stated that this same report has been to Executive Council 5 times, as well as being presented to the Board of Trustees and Shared Governance
- Dr. Drumm stated that the report needs to be gone over and identify areas that need to be addressed.
 - Dr. Adanu stated that information needs to come from each area where a weakness is reported and what has been done to address the issue
 - Dr. Drumm asked that each area review the report and make a list of what we've worked on and once it is compiled it needs to be sent out to campus

- Dr. Adanu stated that he should have the results from the current CESS Report by September
- a. Performance Improvement Plan (PIP)
 - No new issues were discussed

Action Items

1. Personnel Planning

- PAR 2018-32 – PT Reg. Staff Associate (H), Bachelor Partnership
 - Approved

Updates/Information Items

1. Budget – Mr. Sullivan

- Mr. Sullivan reported that we are still forecasting a balanced budget for this year
- The County Executive is putting in his budget a 1% increase for our next year's budget. This is going to the Legislature next week
- Dr. Drumm asked Mr. Sullivan to compile statistics for the next Board of Trustees meeting concerning Trustee Barbers resolution on credits

2. Maintenance and Facilities – Mr. Sullivan

- Mr. Sullivan stated that we will have significant scrutiny and oversight surrounding the Carnegie Project. The project is funded by the County, SUNY and Credit Investors via US Bank and they will be monitoring the project closely
 - Dr. Battisti stated that the process for this project needs to be sent and explained to the campus community
 - Discussion was held concerning people's perceptions of the project and the culinary program

a. CPAC

- No new issues were discussed

3. Academic Affairs Update – Dr. Battisti

- Dr. Battisti will be meeting with Beth Mollen, Rey Wodjat, Dave Ligeikis and Mr. Sullivan concerning the Culinary Program
- The Professional Development Plan was rolled out to CAI and was tied into Middle States and diversity
- Dr. Snyder was on campus and met with staff
- One advisor will be embedded in the STEM Division
- Are still looking at space at Cooperative Extension to use for Health Sciences for testing purposes
- Are receiving input for Perkins grant; would like to hire professional tutors

4. Student Development and Diversity Update – Dr. Ross
 - Dr. Ross would like to invite Dave Ligeikis to Executive Council to talk about space
 - College for Kids begins on Monday
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5. Human Resources Update – Ms. Fedorchak
 - No new issues were discussed
6. Other
 - None

The Next Executive Council meeting will be held Thursday, May 10, 2018 in the Wales 107 Conference at 9:30 a.m.