

**Executive Council
Minutes
April 24, 2018**

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

Members Absent: Michael Sullivan

Others in Attendance: None

1. Student Success

- The Enrollment Planning Weekly Newsletter was distributed and discussed

2. Middle States Update

- Dr. Drumm asked that a draft detailed timeline for Middle States (beginning with self-assessment due date) be created and ready to review at the next meeting
 - Dr. Adanu stated that he will have more details once he attends the self-study institute in November. He has been reviewing all standards and assessing what we are already doing and what we still need to do.
 - Each academic program and administrative unit needs to have a mission statement per Middle States requirement
 - Dr. Drumm stated that the Steering Committee needs to be in place. Working groups will be put in place to work on each standard with the Steering Committee overseeing them
 - Dr. Drumm stated that we will have a weekly assessment update beginning in the fall
 - Dr. Battisti will be meeting with Dr. Brandt and Dr. Adanu concerning the timeline
 - Discussion was held concerning asking Deb Moeckle to speak at Faculty Staff Assembly on assessment

3. Communication

- Dr. Ross discussed that when the approver for requisitions is out there needs to be a second approver identified

4. Housing Update – Dr. Ross

- Spectrum will not release us from the contract
- Dr. Schuhert will take leadership at the Residence Hall while Amy is out. The RD and RA's are all in place as well
- The online rooms are moving along
- The crawl space review is tomorrow

5. Assessment/Institutional Effectiveness– Dr. Adanu

- Dr. Adanu reported that he attended a Middle States organized Strategic Planning Score Card Workshop yesterday. He discussed with the attendees what the College's process is and they were very receptive to our process
- CESS Survey – we had 192 responses; last time we had 238. The reason why some people did not fill out the survey is that they did not know what was done with the issues raised in the 2015 survey
 - Dr. Drumm asked that the results from the last survey be shared at the next Council meeting and what we've done with it
- a. Performance Improvement Plan (PIP)
 - No new issues were discussed

Action Items

1. Personnel Planning

- PAR 2018-30 – FT Reg. Applied Learning & Career Specialist, AL & CC
 - Approved
- PAR 2018-31 – FT Temp. FT Adjunct (2 positions), Communications, Media Arts
 - Approved

2. CAI Memo of Transmittal – Hiring Individuals Under Administrative Confidential, At-will Employee Positions

- Dr. Drumm will give a formal response to Shared Governance. Dr. Battisti will notify CAI of the impending decision

Updates/Information Items

1. Budget – Mr. Sullivan

- No New Issues were discussed

2. Maintenance and Facilities – Mr. Sullivan

- No New Issues were discussed
- a. CPAC
 - No new issues were discussed

3. Academic Affairs Update – Dr. Battisti

- Dr. Battisti asked the Council members to send him Faculty Staff theme ideas and what format we want to use for the Assembly. Assessment will be one topic
 - Mr. Wells suggested that the Spring Assembly be the Info Fair and the Fall Assembly be the traditional format

Updates/Information Items Continued

3. Academic Affairs Update – Dr. Battisti Continued

- Dr. Adanu stated that Middle States uses the Assessment Loop Graphic to help people understand it. He does have a draft of this
- Open House is this Saturday. Mr. Wells stated that we have a record number of people registered this year
- Interviews will begin for the RN search
 - Dr. Drumm stated that the 10 year BSN was signed by the Governor and that this needs to be covered during recruitment or orientation for students
- BAP open house is this weekend
- Dr. Battisti distributed a brochure for the Incubator
- Registration is good for Summer
- We had teams at the Research Conference in Oneonta
- We won one of the categories in the electric car competition
 - Dr. Drumm asked that when we receive information like this to let him know so he can Tweet it out

4. Student Development and Diversity Update – Dr. Ross

- Dr. Ross reported that tomorrow at 2 p.m. she will be meeting with black faculty and students. A representative from the Governor's office was to attend this meeting but canceled
- 16 staff members are volunteering at the Career Fair; this is the same day as Spring Fling
- We have a decrease in student conduct issues but are up in Title IX issues
 - Dr. Adanu suggested putting top issues together and distribute it to students regarding what the consequences are for infractions
- Student Assembly voted to postpone elections until fall; late September, early October

5. Human Resources Update – Ms. Fedorchak

- H.R. is tabling at the Job Fair
- Ms. Fedorchak would like to do a summer training for employees on stress
 - Dr. Battisti suggested combining one for stress and customer service
- Ms. Fedorchak reported that she spoke with Bob Behnke once again concerning sending cards to employees out on leave. Mr. Behnke stated that if you receive information about an employee one on one by an independent relationship then it is okay to send a card. But to refrain from sending a card if you received the information through your confidential duties

6. Other

- No new issues were discussed

The Next Executive Council meeting will be held Thursday, May 3, 2018, in the Wales 107 Conference at 9:30 a.m.