

**Executive Council
Minutes
March 16, 2018**

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

Members Absent: Dr. Sesime Adanu, Dr. Carol Ross

Others in Attendance: None

1. Student Success

- The Enrollment Planning Weekly Newsletter was distributed and discussed

2. Communication

- Discussion was held concerning bed bugs. Dr. Drumm asked who confirmed that it was bed bugs
 - Mr. Wells believes that initially Public Safety identified the bug and then the exterminator confirmed it
- Discussion was held regarding notification to Administration when an incident occurs and putting a protocol in place so we are notified immediately
- Dr. Battisti stated that he spoke with John Petkash and he thinks we can create a listserv per building. Further discussion on communicating incidents occurred
- Mr. Wells spoke to the Council concerning Ban the Box Mandate by SUNY. Elisabeth Costanza attended a conference at SUNY and reported that none of the other colleges are doing anything with this and that they are very interested in what we are doing. He also voiced concerns with possible legal issues that may arise from this
 - Dr. Drumm stated that Massachusetts has a centralized system that does an automatic criminal offense and sexual offense check on students who major in at risk populations. Dr. Battisti will look into what they have in Massachusetts

3. Housing Update – Dr. Ross

- Dr. Ross will update the Council at the next meeting

4. Assessment/Institutional Effectiveness– Dr. Adanu

- Dr. Battisti stated that we are moving forward with the PIF grants
 - a. Performance Improvement Plan (PIP)
 - No new issues were discussed

Action Items

1. Personnel Planning

- PAR 2017-116 – FT Reg. Assistant Professor TEMP to Assistant Professor, Business Programs
 - Approved
- PAR 2017-117 – FT Reg. Instructor TEMP to Assistant Professor, Business Programs
 - Approved
- PAR 2018-10 – FT Reg. Assistant Professor TEMP to Assistant Professor, Nursing
 - Approved
- PAR 2018-15 – FT Reg. Student Records Specialist, from Admissions to Registrar
 - Approved
- PAR 2018-17 – FT Reg. Secretary to Title TBD, Institutional Effectiveness
 - Approved
- PAR 2018-18 – FT Reg. Senior Accountant, Finance
 - Approved

2. Indefinite Elimination of the Course Overload Fee (Student Assembly Resolution)

- Dr. Drumm discussed this resolution that was presented to him by the Student Assembly
 - Dr. Battisti will check to see if any programs other than AA1 require extra courses be taken and not only suggested to take
 - Mr. Sullivan further discussed the resolution and the equity dynamics of it
 - It was decided that the resolution will be on the April Board of Trustees agenda as an information item under the Student Assembly Update

Updates/Information Items

1. Budget – Mr. Sullivan

- Mr. Sullivan stated that payroll is slowly increasing, mostly due to sections

2. Maintenance and Facilities – Mr. Sullivan

- Mr. Sullivan discussed the Carnegie Project and alternative funding sources for the \$1.5 million
 - a. CPAC
 - No new issues were discussed

Updates/Information Items Continued

3. Academic Affairs Update – Dr. Battisti

- Dr. Battisti reported that there are questions from the faculty and staff concerning micro credentialing
- The Science Fair is this weekend
- The Foundation has offered a scholarship for one summer course
- The Ethics Conference is next Friday
- General Education is the topic at the next Academic Coffee House
- There will be a Summer Bridge Program for P-Tech Program and EOP Program
- Dr. Battisti talked about the EOP state funding cuts

4. Student Development and Diversity Update – Dr. Ross

- Dr. Ross will update the Council at the next meeting

5. Human Resources Update – Ms. Fedorchak

- The Wellness Challenge is being held from March 19 to May 13
- ACA 1095C forms have been sent to employees and the IRS have received the Colleges file

6. Other

- No new issues were discussed

The Next Executive Council meeting will be held Tuesday, March 20, 2018, in the Wales 107 Conference at 9:30 a.m.