

**Executive Council
Minutes
March 4, 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. Data shows a marked increase of 34% in new transfer students. Applications for Fall 2019 are slightly ahead. MARCOM tested a DIY Geo-fencing event and got some good results. They will be increasing the use of geo-fencing for the 2nd half of this year for marketing purposes.

2. Communication

- The background check is still in process for the new VPAA candidate.

3. Assessment/Institutional Effectiveness– Dr. Adanu

- Dr. Adanu had a phone conference with Middle States liaison Dr. McKitrick last week to present the self-study design draft. The liaison suggested that the college look at how it is defining pedagogy in regards to programs.
- Dr. McKitrick put forth 2 questions to be answered:
 - what are the Executive Council's thoughts on the three strategic priorities chosen for the self-study:
 - Who should be on the visiting team?
- Dr. Adanu submitted a draft agenda for April 23, 2019 visit which will be sent to the campus.

Action Items

1. Personnel Planning

- PAR 2019-27 Senior Account Clerk
 - Approved

Updates/Information Items

1. Budget – Mr. Sullivan

- The auditors will be at the college March 28, 2019 for their presentation at 3:30 for key staff and county persons. They will then address the Board of Trustees at 5:00 pm. There were no findings from the auditors. He will be providing the requested information from the chair of the F&F committee, and will supply the algorithms used for projecting the college budget.

2. Maintenance and Facilities – Mr. Sullivan

- The listing of projects has been sent to CPAC. He will be working with Dave about an email to the campus on the status of projects, including the One-Stop.

- The ice chiller in the Ice Center broke down. They will be investigating why when it was fixed a couple of years ago. In the meantime, they will have a temporary ice chiller until the season breaks at which time broken ice chiller can be looked at more closely.
3. Student Development and Diversity Update – Dr. Ross-Scott
- The Student Rights & Responsibility position search is coming to a close.
 - Student Life will be talking with the Student Assembly about space. The organization is taking up 2 suites and Student Life needs more room.
 - There are currently two active IX student cases\
 - Dr. Ross and Dr. Schuhert visited Nimmonsburg Methodist Church to thank them for their support. During the Lenten season, the congregation will give an item a week to the college. (This week is peanut butter.)
 - March 1, Dr. Ross attended the SUNY Prodigy Workshop at BU. SUNY's focus is to diversity faculty by 1000 by 2026. SUNY is offering funding support to develop a pipeline to prepare faculty. She is concerned about applying for their grant for a coordinator as the position will eventually have to be fully funded by the college.
4. Academic Affairs Update – Dr. Battisti
- Starfish representatives were here today. They are very positive about the college's efforts and consider the college in the top 3 of all NYS with regard to college participation and use. Representatives from the college will be going to the conference through PIF Funding and the Starfish representatives suggested they apply for the awards because of the outstanding results, support and use of Starfish.
 - Middle States representatives are here reviewing the Fast Forward program.
 - The Applied learning center had representatives from UHS on campus for interviews.
 - Distance learning committee would like to know more on how the money is spent from the revenue of online course charges.
 - The Culinary Program is moving forward and has been meeting every other week...
 - Dr. Battisti has been invited to come to the meeting of the Standard #6 committee.
 - Dr. Drumm would like Dr. Battisti to start looking at his calendar for when the new VPAA can come visit the campus for transitioning.
5. Human Resources Update – Ms. Fedorchak
- The IRS required 1095-C (health insurance) forms were mailed to employees on Friday March 1, 2019.
6. Other

The Next Executive Council meeting will be held Monday, March 11, 2019 in the Wales 107 Conference at 1:00 p.m.