

**Executive Council  
Minutes  
May 31, 2018**

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

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

**Others in Attendance:** Dr. Scott Schuhert (attended on behalf of Dr. Ross)

1. Student Success

- The Enrollment Planning Weekly Newsletter was distributed and discussed
  - Mr. Wells reported that 98 Nursing students have not registered yet and should be registering within the next two weeks
  - Mr. Wells will connect with the divisions concerning continuing enrollment

2. Middle States Update

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

3. Communication

- Ms. Fedorchak has received comments that people liked the confetti at Commencement rather than the balloon drop
- Dr. Drumm asked when the commercials will be out for Commencement
  - Mr. Wells stated that they are generally out two weeks after Commencement
- Mr. Wells reported that they are pursuing purchasing a Ceremonial Mace and a Chain of Office (presidential medallion) for Commencement

4. Housing Update – Dr. Schuhert

- Dr. Schuhert reported that they are working on new student placements. Students are allowed to choose their roommate and where they want to stay
- We have 110 returning students and 100 new students
- There are 240-245 active applicants. GPA checks are being done which may effect this number
- We are working with returning students on a success plan for those who are close to the GPA limit

5. Assessment/Institutional Effectiveness– Dr. Adanu

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

## Action Items

### 1. Personnel Planning

- PAR 2018-38 – FT, Temp. Technical Assistant 1A, MARCOM
  - Approved
- PAR 2018-39 – FT, Reg. Technical Assistant 1A, MARCOM
  - Approved
- PAR 2018-47 – FT, Temp. FT Adjunct (2 positions), Communications & Media Arts
  - Approved
- PAR 2018-108 – FT, Reg. Assistant Professor, Chemistry
  - Approved

### 2. Intern MOU Finalization

- Dr. Scott Schuhert discussed the MOU pointing out that this is for graduate interns only and the internship could be for a full year or semester based
  - Approved

### 3. Orientation Sponsorship Procedure

- After discussion it was decided that Dr. Battisti will discuss this further with the Foundation as well as FSA and will bring it back to the Council
- Dr. Drumm stated that a policy will need to be in place for this if it moves forward

## Updates/Information Items

### 1. Budget – Mr. Sullivan

- Mr. Sullivan stated that Jeanette Tillotson will be sending a notice to campus concerning the end of June purchasing cut-off date
  - He is reviewing this year's budget and will have a better idea of its status within the next two weeks
- Mr. Sullivan reported that the County Legislature approved next year's budget with a 1% sponsor share. This will be presented to the Board in June
- Guild negotiations will commence soon. The Guild would like to have the negotiations concluded by the August Board meeting

### 2. Maintenance and Facilities – Mr. Sullivan

- Calice is moving forward. We need to address IT, AV and FF&E issues
- Dave Ligeikis is putting together a list of projects
- We are on schedule for the Capital Master Plan and will bring this to the Council and the Board of Trustees in June

### Updates/Information Items Continued

#### 3. Academic Affairs Update – Dr. Battisti

- Dr. Battisti reported that ESL is ready to go online. Mr. Wells added that we have hundreds of potential students we can communicate with in South America for this
- Dr. Battisti will be attending a CAO meeting next week
- He has had discussions about Erico Mattos of GLASE Consortium concerning moving to the Incubator
- The CAO Group will be having a retreat and will work on assessment, Middle States, Achieving Success and have a summit on direct services to students
- Dr. Snyder starts on June 11<sup>th</sup>
- The RFP for culinary deadline is June 4<sup>th</sup>
- He is speaking at the P-Tech graduation next week
  - Dr. Drumm asked for the number of graduates
- Dr. Battisti discussed the Faculty Staff Assembly stating that we should have presentations on Middle States, assessment, Achieving Success and retention. Discussion was held concerning whether to have the info fair style assembly or presentation style. It was decided to hold the presentation style assembly for August
- Discussion was held concerning events where faculty and staff can wear their regalia. Some suggestions included; first week of classes and welcome week. Dr. Drumm is in favor of the practice of wearing regalia at events on campus

#### 4. Student Development and Diversity Update – Dr. Schuhert

- Dr. Schuhert briefly discussed the proposal for the Multi-Cultural Center stating that it should be a modest project. The digital lounge will move to room 108
- Are working on strategies to increase success of black students with a 3.5 GPA

#### 5. Human Resources Update – Ms. Fedorchak

- Ms. Fedorchak reached out to Giovanni Scaringi concerning clarification of the CA proposed Structure of College Assembly's Secretary Position. He is researching it and will get back to her

#### 6. Other

- No new issues were discussed

**The Next Executive Council meeting will be held Tuesday, June 5, 2018 in the Wales 107 Conference at 9:30 a.m.**