

**Executive Council
Minutes
February 5, 2019**

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

Members Absent: None

Others in Attendance: None

1. Student Success

- Enrollment Planning weekly newsletter was distributed and discussed. Mr. Wells reported that overall Fast Forward is up 2 sections but the High School student numbers are shrinking overall. Hence the decrease in the Fast Forward numbers. Mr. Wells brought forth a recommendation regarding the Instant Student Acceptance model from the Think Tank committee, is to also have them automatically enrolled in the College Success course.

2. Communication

- Mr. Wells reported that a quick, simple and short list of who to call for specific things on campus (how to share news, how to request maintenance and more) is being developed for Campus Staff.
- Dr. Battisti wanted to thank John Petkash, Scott Schuhert, Jen Micale, Carine Surdey and Amy Brandt on staying on top of the BlackBoard being down on Sunday and making sure that the college was continually updated on its status.

3. Assessment/Institutional Effectiveness– Dr. Adanu

- a. Middle States Update
 - The first draft is complete and he will have it for next week's EC for input.
 - CESS Survey was reviewed and control variables have been enabled for the file so there can be no editing, printing or emailing onward. Dr. Adanu will send this to Angie Bergholt for Shared Governance to distribute.
- b. Strategic Plan
 - COACHE group has made their suggestions and Dr. Drumm felt they were very good ideas on moving forward.

Action Items

- 1. Personnel Planning
 - PAR 2019-14 Director of Facilities Management
 - Approved
 - PAR 2019-15 Assistant to Director of Facilities Manager for Capital Project Development, Space Utilization and Energy Management.
 - Approved

2. Middles States – Motion to approve changes to the Official Policy and Procedures manual.
 - Discussion followed regarding a motion to address editing the Policy and Procedures manual to resolve inconsistencies that need to be corrected. After further discussion, it was decided that each Vice President need to review their procedures and make corrections. Any policy changes should be brought forward to the board in small increments as there are many after initial review.

A motion was made that the College is to review and update the Official Policy and Procedures manual no less than every 3 years. MSP Ross-Scott/Battisti Passed unanimously.

3. Proposed Background checks for new employees and student workers
 - Ms. Fedorchak gave an overview of what is currently available and what the HR department recommends moving forward regarding background checks for new employees and student workers. Discussion followed as to funding the cost and timeline. Dr. Ross-Scott suggested a tier systems as Campus officers have extensive background checks completed as part of their position whereas it would be a good idea for Management positions. Turnaround time for completion is estimated to be 2 weeks. This may hold up student workers starting right away. It would be part of the pre-employment application. Dr. Ross-Scott will suggest that F-SA also consider this practice.

A motion was made that the College will institute background checks for new employees and student workers. MSP Sullivan/Ross-Scott. Pass unanimously.

Updates/Information Items

1. Budget – Mr. Sullivan
 - Mr. Sullivan reported on that latest negotiations with ESPA.
 - Health Insurance employee share. As part of successor contracts with the Guild and FA, ESPA had the opportunity to reopen negotiations as their contract was the first completed. ESPA originally had tier levels of employee share and wanted it to match the Guild's contract. For the current year, effective March 1, 2019, the employer/employee share will be 84%/16%. Effective for 2020 calendar year it will be 83.5%/16.5%.
 - Employees completing work on behalf of the college and FSA will track their time.
 - Past experience has shown that after paying for the Police Academy, some Public Safety officers leave for other positions. To avoid future vacancies after graduation, the grade for this position will be 10% below the current grade amount. Once the candidate has successfully graduation, there will be a 10% increase in pay.
 - Mr. Sullivan is still forecasting a balanced budget. Currently, payroll is reasonable and the forecasting is good.
 - The Veterans completed their audit and Mr. Sullivan expects a clean opinion.

2. Maintenance and Facilities – Mr. Sullivan

- Mr. Sullivan is meeting with his group and will finalize the Capital Projects/Repair, Priority projects. He would like Dave Ligeikas and Larry Allen to be invited to Executive Council for the first 30 minutes to present the priority list. It will then go to CPAC for review and comment, and finally on the 2019 calendar for completion.
- Carnegie Kitchen equipment and furniture and furnishing bids were opened and are targeted to go to F&F meeting.
- The new transformer for Titchner will be replaced Wednesday Feb 6. Because this work involves a crane, work will start around 7 pm and should take about 6 hours to finish. Dr. Drumm would like to thank the maintenance department with all their hard work this past week and will be hosting a pizza party for the department.

3. Student Development and Diversity Update – Dr. Ross-Scott

- PEP Squad (Ladies version of Lunch with the Law) has their Rush today
- Attorney Ehmke is meeting with the on the role of the Intervention Specialist
- Housing – There are 310 residents including 10 RA's. There has been 1 conduct issue and 1 fight in Student Village. Petkosky is still working on repairs.
- Black History Month calendar was handed out. Lunch and learn will be February 26 at 1 pm.
- Dr. Ross-Scott is investigating taking students to see student activist Bree Newsome at Cornell

4. Academic Affairs Update – Dr. Battisti

- Dr. Battisti's reading group has 16 people.
- He has met with the Achieving Success and the sense is not to continue with it
- Dr. Adanu has done some reassigning of job responsibilities. Dr. Allah has completed a large amount of research on retention and will looking at starting some focus groups to see where to align initiatives.
- Budget requests are reflecting that departments are understanding the effect of decreased enrollment.
- Micro-credentialing discussion.
- Letter of thanks is going out to Middle States committees
- National Honors group is coming on campus. They would like to Skype with Dr. Drumm as he will be away.
- Academic Programs are updating their procedures.
- Dr. Battisti had lunch recently with Nima Kraidjen and discussion about collaboration with the music and theater department.

5. Human Resources Update – Ms. Fedorchak

- Back ground check as stated above
- HR has been working on electronic forms for the department and the Authorization to Employ should be completed very soon.

6. Other

The Next Executive Council meeting will be held Tuesday, February 12, 2019 in the Wales 107 Conference at 9:30 a.m.