

**Executive Council
Minutes
August 27, 2013**

Members Present: Dr. Kevin E. Drumm, Debbie Morello, Dr. Francis Battisti, Regina Losinger, Cathy Williams, Jesse Wells, Jason Zbock, Lynn Fedorchak

Members Absent: None

1. Student Success

- Mr. Zbock reported that per Mr. Guzzi, half of the deregistered students (26 out of 41) came back to reregister. He will follow-up with Mr. Guzzi to add the numbers each week to the enrollment planning table

2. Communication

- Dr. Battisti stated that the theme this year for the Faculty/Staff Assembly is "Reimagining the Classroom"

3. Branding

- Mr. Wells stated that they are looking at more long range branding plans for November
- The Council discussed the time frame for using the new logo. The council decided to start using the new logo for business cards, etc. right away.
- Dr. Drumm stated that the housing and signage logo will be switched on September 15, 2013

4. Housing Update

- Ms. Morello announced that they have picked out the furnishings for the new student housing building and will bring swatches to the next Executive Council meeting

Action Items

1. Time Away for Executive Staff During Peak Periods

- Dr. Drumm stated that more coverage by the Executive Staff is needed during critical weeks. Time needs to be coordinated for time off for December, January, July, August, and September
- Ms. Morello mentioned curtailment coverage but will discuss the issue in the Vice President's meeting

2. Annual Goals for Executive Staff

- Dr. Drumm informed the Council that he would like to see the Executive Staff lists of their 5 or 6 annual goals at the next meeting

3. Personnel Planning

- The following PARs were approved by the Council
 - PAR 2013-88 Learning Specialist – H Perkins Student Success Initiative
 - PAR 2013-89 Academic Advisor – H Clinical Laboratory Technologies
 - PAR 2013-90 Staff Associate – H Clinical Laboratory Technologies
- The Council verbally approved a PAR that will be circulating through to hire four (4) Full-time Adjuncts in English for the Fall 2013 semester only

Updates/Information Items

1. De-reg for Non-payment

- Discussed under Student Success

2. Budget

- No further discussion

3. Maintenance and Facilities

- Ms. Losinger reported that the cafeteria and bookstore areas are all coming together and everything looks great

4. Wales Renovation Update

- Ms. Losinger reported that the abatement has been taken care. A bid came in at half the cost

5. Assessment/Institutional Effectiveness

- No further discussion

6. Human Resources Update

- Ms. Fedorchak reported that the job description for Assistant Director of Campus Operations had been altered so the first pool didn't have any good candidates and suggested revising the weight limit lower
- The Council agreed to lower the weight limit to at least 40 pounds

7. Faculty Staff Assembly

- Dr. Battisti reported that everything is finalized

8. Academic Affairs Update

- Dr. Battisti stated that the Academic Forum will be in the afternoon on Thursday, August 29, 2013
- Dr. Battisti stated that the Ed Aswad contract has been signed for the collection that was given to the College
 - Ms. Williams was concerned that if Mr. Aswad needs an in-kind receipt that the collection should probably go through the Foundation
 - Dr. Battisti stated that no receipt was needed but will take a closer look at going through the Foundation

9. Foundation Update

- Ms. Williams stated that they are working on the annual report
- Ms. Williams mentioned that the Student Giving Gift is up and running. It encourages students to participate in the campaign
- Ms. Williams showed the Council the invitations that will be mailed out for the Natural Science Building grand opening and the President's Foundation Lawn Party

10. Other

- Dr. Battisti informed the Council that Denise Wells will be joining the Business Information Technology department as a new hire on September 3, 2013

The Next Executive Council meeting will be held Thursday, September 5, 2013 in the Wales 107 Conference Room at 9:00 a.m.