

**Executive Council
Minutes
May 21, 2018**

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

Members Absent: Dr. Francis Battisti

Others in Attendance: None

1. Student Success

- There was no Enrollment Planning Weekly Newsletter

2. Middle States Update

- Dr. Adanu distributed excerpts from the 2011 Monitoring Report-Middle States Expectations of BOT and 2017-2018 outcome assessment Goals, and Governing Boards: Understating the Expectations of the Middle States Commission on Higher Education.
 - Dr. Drumm asked that he send this information to the Board of Trustees and briefly talk to the Board about it at the June meeting
 - Dr. Drumm also asked that Dr. Adanu present a synopsis of the COACHE Survey and the outcome of the last town hall to the Board in June.
- Dr. Drumm stated that we need to develop priorities and plans to address issues from the COACHE Survey
 - Dr. Adanu stated that the COACHE Committee wants to have another town hall meeting in fall 2018 in order to gather more input from the college community
 - The Committee consists of teaching and non-teaching faculty who do have a list of issues that need to be addressed
 - Dr. Drumm stated that the Committee's list and Dr. Adanu's list of issues should be shared with the Board in June
 - Dr. Adanu stated the Committee wants to present their list to the Board themselves. Dr. Drumm replied that that is fine if CA or CAI wants to present but they have to follow the process for speaking at Board

3. Communication

- Dr. Adanu reported that he received an email asking for student directory information. Dr. Adanu responded to the request stating that some of the request go beyond directory information and was unable to provide the information. Directory information within the scope of the request can be found online. He also checked with Marty Guzzi and we follow FERPA guidelines for this type of request
 - Dr. Ross stated that we should have a policy stating that the request needs to be qualified. We should have our own policy that says why do you want this information
 - Mr. Wells stated that an official request form should be developed as well as a policy for this type of request

4. Housing Update – Dr. Ross

- No new items were discussed

5. Assessment/Institutional Effectiveness– Dr. Adanu

- No new issues were discussed

6. Communicating During Incident Command Level Events – Mr. Wells

- Mr. Wells reported that Joe O'Connor wants to run different scenarios with Executive Council before they change the make-up of the group

Action Items

1. Personnel Planning

- PAR 2018-44 – FT Temp. Staff Associate, Continuing Ed. Support
 - Approved

2. College Assembly Workgroup; Student Academic Appeals Procedure (Structure of College Assembly's Secretary Position)

- After discussion it was decided that clarification was needed before a decision is made concerning the scope of work that is done in June and July. Ms. Fedorchak will ask Giovanni Scaringi for clarification

Updates/Information Items

1. Budget – Mr. Sullivan

- 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
 - Dr. Drumm stated that he also wants presented to the June Board the Elimination of the Course Overload Fee
- Dr. Drumm stated that the three Shared Governance stipends should be raised by \$1000 each

2. Maintenance and Facilities – Mr. Sullivan

- Dave Ligeikis will begin doing weekly updates concerning the Carnegie Project
- Dr. Ross voiced concerns that the counter piece in the Calice building looks too small. She discussed the cost split between FSA and the College
- Mr. Wells stated that IT monitors are needed in Calice and they were not in the original design. He will speak to Dave Ligeikis about the installation

a. CPAC

- No new issues were discussed

3. Academic Affairs Update – Dr. Battisti

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

4. Student Development and Diversity Update – Dr. Ross

- Dr. Ross will hold the end of year division meeting tomorrow from Noon to 3 pm
- The unions haven't gotten back to her concerning the draft Interns MOU
- Discussion was held concerning adjunct instructors limitations (with hours) in working for Continuing Education
- Dr. Ross will speak to Dr. Battisti regarding concerns at the Incubator with shared space and Continuing Education working with Academic Affairs

5. Weekend College – Dr. Ross

- Dr. Ross asked if the College has a Weekend College Program
- Discussion was held concerning weekend and evening college, adult student marketing firms and one stop shop
 - Dr. Ross stated that we need a philosophy and pragmatics of how we do services for students with a one stop shop. We need to have that conversation concerning delivery, structure, reporting lines, etcetera
 - Separate staffing for weekend/evening college was discussed
 - Mr. Sullivan stated that we need to build our one stop shop and consider a separate staffing and space for Weekend College. We should have a rigorous redesign and processes with a new area for one stop shop. There are models out there concerning staffing

6. Human Resources Update – Ms. Fedorchak

- No new issues were discussed

7. Other

- No new issues were discussed

**The Next Executive Council meeting will be held Thursday, May 31, 2018 in the
Wales 107 Conference at 1 p.m.**