

**Executive Council
Minutes
February 8, 2018**

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

Members Absent: Lynn Fedorchak

Others in Attendance: Donna Rehak, Dawn Kutz, and Kerry Weber

1. Donna Rehak, Dawn Kutz, and Kerry Weber Presenting on the Student Prior Learning Assessment (PLA), Credit by Examination (CBE) and Portfolio Review (PORT)
 - Ms. Rehak, Ms. Kutz and Ms. Weber reviewed with the Council and answered questions for the revised procedure for Prior Learning Assessment, Credit by Examination (CBE) and Portfolio Review (PORT)
 - The Council approved the revised procedure
2. Student Success
 - The Enrollment Planning Weekly Newsletter was distributed and discussed
 - Mr. Wells stated that there are problems with tracking what happens to students after they are accepted; we lack a post acceptance metrics. We need to track all milestones that students need to accomplish after they are accepted
 - Mr. Wells discussed a centralized system and used advising as an example of how this would work. He also discussed possibly using SUNY CRM
 - Dr. Adanu suggested doing a short survey to find out what issues students have encountered after they were accepted
3. Communication
 - No New Issues were discussed
4. Housing Update – Dr. Ross
 - Dr. Ross will update the Council at the next meeting
5. Assessment/Institutional Effectiveness– Dr. Adanu
 - Dr. Adanu reported that Middle States requires certain updates be made to our website; these needed updates are being worked on. Dr. Adanu expects to hear from Middle States concerning dates/timeline for the College's review
 - The assessment software pilot test went well and we are ready to begin to train the administrative side. We are still working on loading information for the faculty side.
 - a. Performance Improvement Plan (PIP)
 - No new issues were discussed

Action Items

1. Personnel Planning
 - No personnel needs were discussed

Updates/Information Items

1. Budget – Mr. Sullivan

- Mr. Sullivan stated that our objective for a balanced budget was successful
- The 18-19 budget revenue side of the equation is being fine-tuned and Mr. Sullivan will come back to the Council in a couple of weeks with a few scenarios. A draft will be brought to the Board of Trustees in March and to the County in April
- Mr. Sullivan reported that the 16-17 audit is complete and the auditors will be presenting their findings to the Board at the February meeting. Discussion was held concerning TAP and transcripts
- Dr. Battisti voiced concerns regarding the perception on campus regarding the budget
 - Discussion ensued
 - Mr. Sullivan recommended that sections need to be removed stating that the total of sections removed should be 250. These sections should be removed from the winter and summer terms and from online courses
 - Mr. Sullivan also recommended that to optimize enrollment a schedule should be sent out in March for the next academic year; he will send the draft schedule to the Council to review
 - Dr. Battisti stated that if a schedule for the next academic year is sent out we need to fully explain the process to the campus. He will speak to Marty Guzzi concerning a whole year schedule
 - Dr. Battisti suggested that a new approach needs to be taken to develop a sustainable schedule. He will be meeting with the Deans and others to develop the process

2. Maintenance and Facilities – Mr. Sullivan

- The Calice Building is progressing as planned and is on time and on budget
- Mr. Sullivan discussed challenges with supplemental funding for the Carnegie Project. He continues to have a weekly conference call Thursdays regarding tax credit financing. Bids will be submitted soon and we have extended the deadline for a few more days; we will identify qualified low bidders and take this to the Board of Trustees in February or March. The goal is to have the closing the third week of March
 - 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 update the Council at the next meeting

5. Human Resources Update – Ms. Fedorchak

- No new items were discussed

Updates/Information Items Continued

6. Other

- No new issues were discussed

The Next Executive Council meeting will be held Tuesday, February 13, 2018, in the Wales 107 Conference at 9:30 a.m.