

**Executive Council  
Minutes  
April 12, 2018**

**Members Present:** Dr. Kevin E. Drumm, Dr. Francis Battisti, Michael Sullivan, Dr. Sesime Adanu, Dr. Carol Ross, Lynn Fedorchak

**Members Absent:** Jesse Wells

**Others in Attendance:** None

1. Student Success

- There was not an Enrollment Planning Weekly Newsletter available for discussion

2. Communication

- No new issues were discussed

3. Summer Vacation Schedules

- Dr. Drumm asked that the vice presidents send their planned time off to Ms. O'Day. This includes vacation time off as well as time out of the office to attend conferences and out of town meetings

4. Housing Update – Dr. Ross

- Spectrum returned the letter that was sent to them stating that the person it was addressed to is no longer working for them

5. Assessment/Institutional Effectiveness– Dr. Adanu

- Dr. Adanu reported that the Middle States request for information includes; IPEDS data enrollment and financial related information. The Committee will look at the data and decide what to include in the 4 year review report and then Dr. Adanu plans to meet with Dr. Battisti and John Petkash to decide and move forward with what to include in the report
  - a. Performance Improvement Plan (PIP)
    - No new issues were discussed

**Action Items**

1. Personnel Planning

- PAR 2018-27 – FT Reg. Senior Account Clerk, LRC
  - Approved
- PAR 2018-28 – FT Temp. FT Adjunct, History Philosophy, Social Science
  - Approved

### Action Items Continued

- PAR 2018-29 – FT Reg. Accountant (County), Moved to Finance From Position No. RC#0227
    - Approved
  - PAR 2017-123 – FT Reg. From Learning Specialist-10, to Senior Learning Specialist 10, Learning Assistance Dept.
    - Approved
  - PAR 2017-124 – FT Reg. From Learning Specialist-12, to Senior Learning Specialist 12, Learning Assistance Dept.
    - Approved
2. Student Prior Learning Assessment (PLA), Credit by Examination (CBE) and Portfolio Review (PORT) Procedure Numbering & Revision and Transfer & Articulated Credit Revision
- Approved

### Updates/Information Items

1. Budget – Mr. Sullivan
- No New Issues were discussed
2. Maintenance and Facilities – Mr. Sullivan
- Mr. Sullivan announced that the Carnegie Project tax credit closing is tentatively scheduled for a week from today
  - He met with the County concerning Carnegie and the budget we submitted
  - Calice Building is on budget and on time
  - Dr. Drumm reported that he has spoken to Scott Schuhert and Dave Ligeikis concerning a cost estimate and location for flag poles to be installed to fly flags other than the United States Flag
    - a. CPAC
      - No new issues were discussed
3. Academic Affairs Update – Dr. Battisti
- Dr. Battisti distributed and discussed the reorganization of the Professional Development area. This new model is being implemented and is actually adding resources to the TRC and ties in to Middle States and the Strategic Plan
    - Dr. Ross voiced concerns that the non-teaching and administrative staff are not being offered professional development. She stated that everyone needs professional development and does not want anything to be lost with decentralization
    - Dr. Battisti stated that a survey will be sent out to staff to determine their needs
    - Dr. Ross stated that right now she has been holding webinars for her staff and has funneled them through the TRC. Who do we contact if we want to do this in the future. Dr. Battisti stated that Deena Price should be contacted for this

### Updates/Information Items Continued

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

- Dr. Drumm stated that a division or an individual can also suggest a professional development idea. Dr. Battisti stated that if there is something people want, then bring it forward
- Ms. Fedorchak asked what the transition date is. Dr. Battisti replied that this will be done over the summer and he meets with Dr. Brandt today to discuss the details
- This will be rolled out to CA and CAI as well
- We have had 4 student concerns and are dealing with them
- SUNY has approved a CRM
- Andrea Roma met with Oxford High School to talk about concurrent enrollment. Oxford is moving aggressively forward with a Pathways Model. The College will be emphasizing this model for concurrent enrollment. Dr. Drumm stated that perhaps we should resurrect baccalaureates. Dr. Battisti will discuss Pathways Model at the next Coffee House
- Kim McLain, Chair of the Gen Ed. Committee is doing a series of Gen. Ed. Discussions
- Dr. Battisti will be looking at the College's policies concerning dismissing students from a particular program
- Dr. Battisti is attending the Crime Victims Breakfast with Dani Berchtold tomorrow
- Uloop Company – Dr. Battisti is checking with Bob Behnke to see if it is legal for them to use our name

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

- Dr. Ross reported that the Dining Hall now has a dedicated Halal Station
- The NYS Insurance Department Supplemental Accident Plan will not be renewed; this is already covered under the General Plan
- The Bachelor Partnership interviews are underway
- The Bookstore has received 38% of requests for the Fall Term. A report will be sent to the deans
- Continuing Education – Kerry Weber informed Continuing Ed. that she will not be involved with the Drivers Education Course and this will result in a revenue loss
  - Dr. Ross is waiting for Bob Behnke's response concerning alcohol at the Incubator
  - Co-sponsorship concern; it is the responsibility of each department to acquire the signatures required on the facilities co-sponsorship form
- Deb will be on campus tomorrow concerning graduate assistance and interships

## **Updates/Information Items Continued**

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

- The College earned \$6100 for this year's Heart Walk
- The Color Run is on Sunday
- 51 employees are participating in the Wellness Challenge
- Ms. Fedorchak reported that she consulted with Bob Behnke concerning sending cards to employees who are out for medical leave. Bob's response is; if the information was obtained through your confidential job duties then he recommends not sending a card. If the information was obtained by a personal interaction with the employee then it would be okay to send a card
  - Dr. Drumm asked that Ms. Fedorchak check with Bob Behnke to see if it would be okay to send a "Thinking of You" card

### 6. Other

- Dr. Drumm discussed the search committee for the position of Executive Vice President and Chief Academic Officer. The position may be offered as just a Vice President for Academic Affairs or as Executive Vice President and Chief Academic Officer. He has begun receiving recommendations for committee members and has also asked Shared Governance bodies to make recommendations. Would like to review the job description with the committee over the summer and advertise in the fall

**The Next Executive Council meeting will be held Monday, April 16, 2018, in the Wales 107 Conference at 9:30 a.m.**