

**Executive Council  
Minutes  
April 29, 2019**

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

**Members Absent:**

**Others in Attendance:**

1. Student Success

- The Enrollment Newsletter was distributed. Enrollment is still down 5.03%.
- NYC registration event is May 20& 21<sup>st</sup>. The focus will be to get students fully registered. Housing may be an issue. Discussion followed regarding on-campus vs off-campus housing
- Mr. Sullivan suggested that another event like this be scheduled in the spring due to the usual drop in housing numbers in the spring.
- Discussion followed about having a more formal discussion with downtown landlords instead of adding more housing on campus.
- There were lower numbers than anticipated for this year's Open House April 26.
- Faculty stated they had good conversations with visiting parents.
- Dr. Drumm would like Enrollment Management to follow up on why people didn't show up.
- Mr. Wells suggested that virtual tour be developed for the webpage.
- MARCOM is in the process of reorganizing the Event coordinator and videography.

2. Communication

- Follow up discussion on COACHE survey presentation at last week's BOT meeting.
- Dr. Drumm will be meeting with the COACHE group to get the measurable recommendations.

3. Assessment/Institutional Effectiveness– Dr. Adanu

- Dr. McKittrick had a successful visit and made suggestions for certain additional persons to be added to particular working groups.
- There is 1 more outcome to be added – what does the college want to see in 3-5 years as related to Strategic Plan?
- The College has been given the okay to start writing the draft, which should be back June 1<sup>st</sup>.
- A questions to ask when doing the self-study is if the Site team showed up today – what would be the concern? Feedback was assessment, student outcomes and policies & procedures.
- Addressing the P&P manual – a proposal from Working Group #2 was presented.
  - Dates on policies/procedures when reviewed
  - Stakeholders named
  - Written communication
  - Flowchart
  - Does a compliance Czar position need to be developed?
  - Should there be an official Compliance & Policy committee and who would that be made up of?
  - Definite policy and procedures, where are the linked communications, working template and instructions. There needs to be a well-defined process put together in a packet for all stakeholders for review.

## Action Items

1. Personnel Planning -none

## Updates/Information Items

1. Budget – Mr. Sullivan

- The draft 2019-20 proposed budget was approved by the Board. It was delivered to the County April 30<sup>th</sup> for review.

2. Maintenance and Facilities – Mr. Sullivan

- Thank you to the Facilities department. The campus looked great for open house.

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

- There will be a slight decrease in the FSA discretionary budget amounts.
- Spectrum submitted a demand to pay from Student Housing.
- Summer hours for Food service will be May 21<sup>st</sup>. Dr. Ross will see if that date can be moved to May 23<sup>rd</sup>.

4. Academic Affairs Update – Dr. Battisti

- EOP received their final approval and Dr. Battisti will be meeting with Dean Kinney and Venessa Rodriguez to discuss plans for next year
- SURC Conference – Robert Lofthouse and Tracy Curtis brought students with their research
- ATD is here next week for campus visit. Stephanie Malmberg will present to EC next week.
- Dr. Battisti had a meeting with Assemblywoman Donna Lupardo to discuss CEA.
- Riger Marketing presented their findings on the community. He would like to share this with CAI and The Gathering. There are some good ideas which would help formulate action items and transparency.
- The annual Spring Job Fair was a great event. Good turnout.

5. Human Resources Update – Ms. Fedorchak

- Nothing to report

6. Other

**The Next Executive Council meeting will be held Tuesday, May 7, 2019 in the Wales 107 Conference at 9:30 a.m.**