

**Executive Council
Minutes
May 7, 2019**

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

Members Absent: Jesse Wells

Others in Attendance: Stephanie Malmberg

1. Achieving the Dream Update

Stephanie Malmberg presented a PowerPoint on where the college is with regard to Achieving Success initiatives. One of the areas of focus of Achieving Success was to eliminate barriers for students and move away from reactive service to proactive service. Recommendations that have come out of Achieving Success evaluations are to tie topics and initiatives back to the Strategic Plan, streamline efforts to avoid duplication and synthesize work. Other suggestions are a COL redesign and address retention outreach specialist's outcomes. The group discussed the One-Stop Facility. Ms. Malmberg stated having all the services together in one building is a good but one building won't eliminate how the college delivers services. Mr. Sullivan suggested that with Ms. Malmberg's understanding of what the reality is, that she recommend a purposeful approach and submit a design to EC.

2. Student Success

The Enrollment Planning Newsletter was distributed. The numbers has not changed much. Dr. Battisti reported on the upcoming additional recruitment events. Dr. Ross is having RA's come in and phone potential students on May 7, 2019.

3. Communication

No communication items were discussed.

4. Assessment/Institutional Effectiveness

a. Middle States Update

The lead team has drafted a new self-study design. Online data reporting is now open. Dr. Adanu stated that the college reporting of ethnicity data was incorrect and has worked with IT to make sure the reporting is within compliance with Federal Standards. Equity data from Achieving Success will be incorrect and will need to be adjusted.

b. Strategic Plan Update - none

Action Items

- Summer Hours
 - It was approved that the hours for the campus will be 8:00 a.m. – 4:00 p.m. starting on May 28, 2019 until August 16, 2019.
- Revised Academic Calendar Fall 2018-Fall 2021
 - Executive Council approved moving the Spring break to April 6-10, 2020 to coincide with the BOCES calendar.
- Personnel – all PARS were approved
 - PAR 2019-46 Technical Assistant IIA
 - PAR 2019-47 Accessibility Specialist
 - PAR 2019-48 Sr. Accessibility Specialist
 - PAR 2019-49 Technical Assistant IIA
 - PAR 2019-50 Interpreter for the Deaf (H)
 - PAR 2019-51 Notetakers (H)
 - PAR 2019-52 Technical Assistant IIA – Temp

- PAR 2019-53 Custodial Worker
- PAR 2019-54 Maintenance Worker

Updates/Information Items

1. Budget

Mr. Sullivan reported that the budget still appears balanced. The maintenance shift changes, 3rd to 1st, or a modified or weekend shift, have been finalized. Mr. Sullivan made a suggestion that EC make the priorities of the REDC grant funding so Sponsored Programs is not inundated with suggestions and applications.

2. Maintenance and Facilities Update

The bid for the door project will be going to F&F and BOT next week. Mr. Sullivan will be participating in a conference call with DHASNY for the \$1.5 million in funding.

3. Student Development and Diversity Update

a. Housing Update – as of today there are 174 fall applicants – 93 returned and 81 new applicants. They are expecting this to increase after the NYC Admissions event. The Housing board has responded to the Spectrum demand letter and are waiting on a response.

b. Compliance – Dr. Ross-Scott will bring this to the divisional leader meeting.

SUNY sent out a letter regarding gender identity and expressions. As a follow-up to the Student Focus group meetings with Dr. Allala, and the students concerned about financial disbursements, Dr. Ross reached out to other Community Colleges to find out that our policy is the same as a majority of other community colleges. The BC Transportation meeting went well. She is waiting on final \$\$\$ - BAP will have costs and there will be nominal costs due to the stop at the Koffmann/Culinary. Bookstore adoptions for the Fall are only at 50%. There will be 8 courses using IncludEd.

4. Academic Affairs Update

Dr. Battisti is having some meetings with the Incubator about distilleries and undergraduate research at the Incubator. BAP numbers have dropped 35 students. The Dean of Institutional Effectiveness search is moving forward. CAI, CA and STEM were given an update on Riger Marketing update. Dr. Battisti is in discussions about positions for Culinary Events and Videographer. He has a meeting with UHS to discuss nursing. Dr. Battisti will also be meeting with people from Dubai to discuss possible articulations.

5. Human Resources Update

Nothing to report

6. Policy and Procedures Update

Ms. Lenzo reported that a small committee has met to discuss ways to streamline the Policy and Procedures process and discussed templates and how to track future changes and the review process.

7. Other – It was discussed that the Mace Holder should be the Chairperson of CAI.

The Next Executive Council meeting will be held Tuesday, May 14, 2019 in the Wales 107 Conference at 10:00 a.m.