



**Executive Committee Meeting Minutes
Room SC203 (PDR) December 14, 2016**

Attendees: Amy Callahan, Regina Correia-Branco, Terry Cargan, Jayne Ducharme, Jenny Fielding, Klinbert Garcia, Linda Giampa, Gladys Gomez, Lance Hidy, Nancy Julin, George Medelinskas, Kelly Saretsky, Linda Buckley

Guest: Michael R. McCarthy and Lane Glenn

Chair Amy Callahan called the meeting to order at 2:04 p.m. The minutes of the Nov. 30th meeting were approved.

Bathroom/Locker Room Policy: The Board of Trustees approved the policy at their last meeting. Existing facilities that are gender neutral have been identified. The physical changes will take place. Signs are being planned using verbiage and visual notations. Michael Pierce is responsible for the best usage for our campus.

Culinary Arts Status of Proposal: Amy asked for an update, and Lane provided the following information: The College has \$1 million in the bank towards the cost of this project. For years we have been asked to have a culinary arts program. Currently, hospitality and culinary arts industries are very popular, with mobility occurring from the entry level. Associate, Bachelors and even Masters degrees in hospitality will be made available in the region. An RFP has been put together. Endicott is a partner, paying their own way. With private fundraising and grant programs, we are trying to find other resources. The curriculum has been presented to the Academic Affairs Committee.

Program Audit: Lane shared information about the college-wide program audits underway and what impact he foresees. He said the College has a responsibility to look at the effectiveness of our programs. Some programs have been closed or curtailed, such as the Health Information Technology program. The Community Health Worker program is very needed. This entails working with patients, ensuring compliance with medications, health literacy, etc. A program is evaluated not merely by the number of attendees. This exercise will help the college to evaluate and balance many things. The results of the audit will be transparent and presented to the department chairs before any decisions are made.

Budget: Mike McCarthy is looking to implement a new system with the assistance of a new Controller. His aim is to make the process more transparent, so that more concentration will be placed on strategic planning analysis, involving grants and the enterprise accounts.

The Committee discussed the need for ADA compliance, since this is very necessary towards retention. Analysis is needed on how much the college is spending on compliance. Mike said that he has a willingness to work together – but needs to prioritize. He stated that his office needs to do a better job to get information into the hands of the managers, so they can spend less time on their budget, which should be automated, so that more time can be spent on other aspects of their management responsibilities.

Culture and Inclusion Group Meeting: Amy stated that she will talk to Kim Burns to determine if a charter is needed for this group. It was noted that we need to give the students a platform to present their ideas. Where can we invite them to speak on these issues of culture and inclusion?

Academic Affairs: There was a brief discussion about the scope of the Academic Affairs Committee and whether some of the academic-related issues brought to the Executive Committee should be handled by Academic Affairs. No conclusions were reached on this topic.

With no further issues, the meeting was adjourned at 3:45 p.m. The next meeting is scheduled for January 25th, 2017.

Respectfully submitted by Linda Buckley

January 17, 2017