Greenfield Community College
PRESIDENT’S STAFF
Tuesday, January 30, 2018
President’s Conference Room – 2:30 p.m.

Present:  Bob Pura, Anna Berry, Marie Breheny, Regina Curtis, Mary Ellen Frydenkevez, Leo Hwang, Brian Kapitulik, Elaine Lapomardo, Shannon Larange, Karen Phillips, Catherine Seaver, Peter Sennett and Alyce Stiles

Absent:  Tim Braim

1. Minutes
The minutes of the January 9, 2018 President’s Staff meeting were approved.

2. Announcements
- Marie announced she will be conducting an exit survey with this year’s graduates, she asked President’s Staff to think about information that they would like to know or that would be helpful.
- Marie also reminded President’s Staff to review and be familiar with the new European rules regarding data collection, as we may have students these rules will apply to.

3. Grants
Regina presented two preliminary approval forms for grants proposals to President’s Staff.  The first is the DHE Innovation Pathway Program Final Designation – IT Innovation Pathway working with Northampton Public Schools and Tech Foundry to create an IT Innovation Pathway for high schools coming into GCC.  The second is the Small Business Direct Access Program from the Commonwealth Corporation to provide computer trainings to 260 employees of small businesses in Franklin and Hampshire Counties to increase their non-technical professional skills.

4. 2019-2020 Academic Calendar
President’s Staff reviewed and approved the 2019-2020 Academic Calendar.

5. Medical/Administrative Withdrawal Tuition/Fee Refund Policy
Catherine reviewed our current policy on refunding tuition and fees to students who withdraw late for medical/administrative reasons and proposed a new refund structure.  President’s Staff provided feedback on the new policy.

6. No Show Refund Policy
Catherine and Karen reviewed our current policy on refunding tuition and fees to students that do not show up for any of their classes.  They proposed a charge of 25% of total tuition and fees for students that do not show up for their classes and do not officially withdraw or rewording the College Service fee to include a $200.00 non-refundable “No
Show” deposit. President’s Staff discussed the possible implications to students, staff, and faculty.

7. **Student Activity Fees – Online/Evening Students**
   President’s Staff discussed implications of charging online/evening students the student activity fee and if/how those students actually benefit from the services offered through those fees.

8. **Governance**
   Bob expressed to President’s Staff the importance of the work of the College’s Governance system and its integration into our daily work. President’s Staff discussed the current structure and work load of committees and agreed it is a good time to conduct an assessment.

**Meeting adjourned at 5:05 p.m.**

Submitted By: Shannon Larange