

**Executive Council
Agenda
Tuesday, September 5, 2023
Wales 107 Conference room – 1:00 p.m.
College Vision: Learning today, transforming tomorrow.**

SUNY Broome Mission: SUNY Broome Community College supports all members of the learning community by creating access to inclusive, diverse educational experiences. Success is achieved through the provision of innovative academics, transformative student support, and meaningful civic and community engagement.

Institutional Values: **INQUIRY, RESPECT, INTEGRITY, TRUST, EQUITY**

Members Present: Dr. Tony Hawkins, Dr. Carol Ross-Scott, Dr. Penny Kelly, Laura Hodel, Michael Sullivan, Jesse Wells, Diana Lenzo

Student Success

The Enrollment newsletter was distributed. There was a slight improvement since last week's report. Fast Forward registration starts at the end of this week with 23 districts participating and 350 sections being offered. Timed communication is going out and special marketing portions for these students. Dr. Hawkins asked how many of these students converted over to BCC students. Approximately 27-33%.

President's Report

- Expanded Emergency Funds fee clarification can only be used for emergencies - \$500 per academic year. The foundation set the guidelines for these funds. There may be some healthcare grants that may be able to be used especially for certain course programs that have large student fees.
- Active Shooter Training - workplace violence and prevention
 - i. email communication about UNC and Jacksonville will be going out.
 - ii. Training and drills - would like to require workplace violence training. HR will provide a listing of those who did not take the training before the end of the year. Spring will start drilling. Dr. Hawkins would like 100% compliance.
 - iii. small group - crisis management team will be re-established.
 - iv. Departments may need re-evaluations of spaces.
- Civic Engagement Leadership conversations within the community and campus board. He is reviewing the Civic Engagement structure and roles and will be meeting with the coordinator and TRC/Professional Development.
- Weather Closing Process
Procedure 5.3a and 5.3b. Discussion followed on the review process for procedures.

2 p.m. Ellucian Representatives -

An email will be sent to the campus community about Ellucian and its campus role. Bob Walker, Interim CIO will be onsite, and Chris Davia is the Sr general manager of Managed Services. Ellucian will be reviewing best practices and project management. Review of security to see where are the holes.

Action Items

Personnel

No items for approval

Policy and Procedures

Weather Closing Process – discussion followed – no decisions were made.

Updates/Information Items

Finance and Facilities

Finance closed FY 2022-2023 last Friday. Drafting the annual report to SUNY has started.

Student Development and Diversity Update

Housing has 240 students. Payments are due today. Dr. Kane, Interim DOS, started today. BC Center - all 4 classrooms are open. There are 227 students not compliant with MMR, and 388 with Meningitis. UHS will be providing vaccines. Men of Excellence meets tomorrow at 3 p.m. 2 students identified as needing eyeglasses. Lions Club is providing support. Most Holy Family Church will be doing an eyeglass drive. Guidelines for COVID have not changed.

Academic Affairs and Institutional Effectiveness Update

There will not be a Convocation event this year. The STEM department met with Civitas to achieve goals in STEM, Some faculty searches were finished.

Human Resources and Student Finance Update

FAFSA changes are hoped to be fully implemented by February. Financial Aid finalized the annual application for work-study and SOD funding for next year.

Other

Coverage for the Administrative Suite while D. Lenzo and R. Neal are on leave was discussed.

**The next Executive Council meeting is scheduled for Tuesday, September 12, 2023, at 10:00 a.m.
Wales 107 Conference Room**