

**Executive Council
Agenda
Tuesday, December 18, 2023
Wales 107 Conference room – 9:30 a.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

President's Report

FY 2024 Goals – the board retreat was on December 15th, facilitated by Dr. Dukes. Some feedback from the retreat include a board orientation in the spring. The 2024 goals will be announced at the F-Staff Assembly in January. The goals are 1) implement strategic enrollment plan, 2) development of the 2024-2027 SUNY Broome Strategic Plan, and 3) Administer an Employee Satisfaction Survey in the spring 2024. The 100 days of listening report is in the final stages.

Action Items

Policy Review

- Weather-related Closing Policy and Procedure – this has been to Shared Governance and reviewed by legal. This is okay to move forward to the January BoT
- Investment Policy – this will come to the BoT in February – it needs review by College Senate.

Personnel - approved

- PAR 2023-235 Asst Professor Nursing

Updates/Information Items

Enrollment Update

The Enrollment Newsletter was distributed. Enrollment FTE numbers are down 8.75.

Finance and Facilities

Capital requests are due January 5, 2024. The 2024-25 budgets are due mid-February. Capital projects go to the County in February. Housing – still waiting on Moody's rating. Hope to hear by middle of January.

Student Development and Diversity Update

There were 20 attendees at the hands-on CPR training last week. The pantry relocation is coming along and plans to be open by the spring semester. Many students are moving out of housing this week. Thank you, event, for L. Strahley with her held at the Child Care center. An ATE for the Director has been completed.

Academic Affairs

D. Britton is working with the Chamber/IDA on business letters supporting the CC Advocacy project. PTA lost their accreditation. The Provost at OCC is okay with helping students finish their program. NISS Grant – Dr. Penny will discuss with college senate as there is a short turn around for submission. ALT is reviewing the Faculty Attendance policy – there is word in the faculty contract. The schedule and instructions for the fall semester are going out.

Human Resources/Student Finances

Advertising for Micro-credentialing for veterans is starting. The grant will cover everything. Winter due date for tuition payment is January 17th. FAFSA issues are ongoing. TAP disbursements are going out. External auditors are still pulling information. HR is going live with work study and employee clearance forms. Staff will be training through January.

Other

**The next Executive Council meeting is scheduled for Thursday, January 11, 2024 at 9:30 a.m.
Wales 107 Conference Room**