

**Executive Council
Minutes
Tuesday, January 7, 2020**

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. Kevin Drumm, Dr. Penny Haynes, Dr. Carol Ross-Scott, Michael Sullivan,
Dr. Kim McLain, Dani Berchtold, Lynn Fedorchak, Jesse Wells
Members Absent: None
Others Present: None

Student Success

- The Enrollment Planning Weekly Newsletter was distributed. There has been no improvement over winter break.
- The decline in acceptances is due to a delay in the pipeline. Dr. Drumm questioned why this was as the college has been back for 8 days. Mr. Wells stated there is a technical glitch integrating information from SLATE to Banner.
- Returning students registering is down. Admissions and individual departments have been communicating with returning students who have not registered.
- The Oneonta marketing campaign went live Monday and generated lots of interest within hours of it going live.
- Question on whether this can be turned around in time for Spring semester. Mr. Wells is scheduling an event there on Thursday and next Tuesday. Dr. Haynes and Mr. Wells are going this afternoon.
- No luck with 7 week classes for the Spring semester. Dr. Haynes said the Fall semester might be able to have a 7 week class.
- There is one face-to-face Sales class at Oneonta. The Online class is an entrepreneurial class with Rob Salamida.
- Mr. Wells reported they are pushing all online classes in advertising.
- This model is what should be going on in Owego. Classes are offered early morning at 8:00 a.m.
- Mr. Wells feels that there is a lot of potential in this area.

Communication

- No items at this time.

Assessment/Institutional Effectiveness

Middle States and Strategic Plan Update

- Dr. McLain reported that she will be meeting with Working Group #3 and #4.
- Dr. McLain has completed a review of the catalog for all 64 academic programs.
- She checked advising sheets to the catalog and has been reaching out to Faculty.
- Dr. McLain has a meeting with Nuventive to set up curriculum mapping for spring.
- Updating program review data.

Action Items

Personnel

- PAR 2020-02 FT Adjunct – History, Philosophy, Soc. Science - approved
- PAR 2020-03 Sr. Account Clerk (Accts Payable) - approved
- PAR 2019-129 Asst Dir Workforce Development
(pending until meeting VP Haynes and Dean)
- PAR 2020-04 Secretary – Culinary - approved. This position was envisioned in the original staffing plan.

Policy and Procedures

Nothing to approve or review

Updates/Information Items

Budget

- Mr. Sullivan reported that the Finance department is working on some preliminary scenarios for next year's budget. A lot will depend on the spring semester enrollment numbers.

Maintenance and Facilities Update

- The cost data on a Decker Nursing expansion is in and a grant request will be submitted.
- Finance is working on possible endowment funding for nursing.
- The contract with Holt Architects for CEA work is being finalized at the county.
- Solid cost estimates and locations for greenhouse should be available sometime in March. Submitting grant requests for CEA funding.
- There are still some final details that need to be completed before the Culinary Project is finished.
- The Finance department is waiting on the last approval of the SAM grant for the CEC.
- They are also waiting on DASNY with regard to smallwares being eligible for capital funding.
- The chocolate equipment will be manufactured and delivered in March or April.
- The CEC leases have been executed.

Student Development and Diversity Update

- Dr. Ross asked what the procedure will be for having events at Carnegie. The process is being worked on now.
- The college is still waiting on the PRODiG account number.
- There will be additional officers at the January 23 BOT meeting which will be held at the CEC.
- Online Bookstore orders will be picked up in the Ice Center.
- Housing has 295 with 11 pending applications. There has been a steady decline in the Spring semester numbers since 2017.
- Alberto Miller, Shelli Cordisco, Amy Zieziula and Scott Schuhert are meeting to discuss the Fulbright grant
- Public Safety had a good meeting and inspection with Broome County. The last village inspection was charged for students smoking. The assessment fines will be shared with students.
- An International student was awarded the German Student award. Jenn Micale will be doing a write up.

Academic Affairs Update

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- The Culinary is receiving many deliveries of items. The Ft Steward will get help from the Technical Assistants. .
- Co-officers of the EIT planning committee are John Petkash and Kim McLain.
- A TRIO grant is being written.
- Dr. Haynes has a meeting to finalize the Surg Tech program on Friday.
- She is also working on the CEA with Dr. Snyder/
- Dr. Haynes continues to work on section and class management for the Spring semester.

Human Resources Update

- Nothing new to share

Other

- The Grand opening of the CEC will be April 2 or 3. We are waiting on some key people's schedules.
- Administrative and Division restructure discussion

**The Next Executive Council meeting is scheduled for Tuesday, January 14, 2020
in the Wales 107 Conference Room at 9:30 a.m.**