

**Executive Council
Agenda
Tuesday, February 4, 2020
W107 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. Kevin Drumm, Dr. Penny Haynes, Michael Sullivan, Dr. Kim McLain, Dani Berchtold, Lynn Fedorchak, Diana Lenzo
Members Absent: Jesse Wells
Others Present: Justine Dadamio (Special Events Coordinator), Silvia Briga (MARCOM)

CEC Rental Procedure Discussion and Form Approval

Ms. Dadamio presented drafts of CEC rental procedures and forms. Executive Council suggested these forms be sent to County Legal for review. There were some suggested edits in language on the brochure. Executive Council also wanted Legal to suggest how to determine if the group rental is an appropriate entity. Mr. Sullivan would like the Finance team to review and suggest rental rates. He suggested that the current on-campus rental rates also be reviewed at this time. Dr. Drumm stated that if this is a meal event, there should be some minimal maintenance fee and how to waive the rental free. When establishing the rates, the college needs to consider that the CEC is a county tax subsidized business and the fees should reflect that.

Ms. Dadamio will reach out to American Dining Creations and have them walk through the building and give feedback on the proposed catering procedures.

Student Success

- The Enrollment weekly Planning Newsletter was distributed.
- Applicants are up.
- There will be approximately 45 more sections to enroll for Fast Forward. The final number should be available by March 10th.

Communication

- The proposed restructuring configuration was discussed at Think Tank with some great feedback and questions.
- Dr. Drumm will invite the VP's to the next Think Tank meeting.
- Kim McLain suggested to have a solid rationale for why this restructuring proposal was needed for Middle States purposes.

Assessment/Institutional Effectiveness

Middle States Update

- Dr. Haynes/Andrew/Kim met. A memo will be going out to steering committees and work groups about the expectations of the groups and when they will be presenting to the Steering Committee.
- Public Forums will be held in April.

Strategic Plan Update

- Dr. McLain and Gen Ed Chair Brenda Dawe met with BPS and Health Sciences to review the measurable statements for the ILOs developed by GEC. Liberal Arts is this Friday. All divisions have had some feedback for the Gen Ed Committee.
- Cont. Ed and Workforce Development information was added to the Fast Facts webpage.
- SUNY EIT webinars are being offered in February,
- The last EIT Advisory committee member was added.
- There are free webinars from SUNY for each of the EIT Plan standards. A report from the college EIT committee will be due in June to SUNY.

Action Items

- Personnel - APPROVED
 - PAR 2020-09 Technical Assistant IIA (H) from Lad to Accessibility Resources
 - PAR 2020-10 Clinical Rad Tech Instructional Specialist

Policy and Procedures

No Policy or Procedures for review

Updates/Information Items

Budget

- The budget forecast was distributed.
- FTE enrollment represented 6% decline.
- The budget is approximately 100 sections over what was budgeted.
- Finalized cuts in department budgets were sent out this week.

Maintenance and Facilities Update

- The college submitted a grant to SUNY 2020 for the Decker Expansion with an expected \$2million match from the County.
- A grant was also submitted to Empire State Development for the CEA (Greenhouse.)
- Holt Architect is preplanning for the CEA project and they should have that done in the next couple of months.

Student Development and Diversity Update

- Housing Update - Housing is at 289 students, this includes 10 RA.
- Elle is working with the students to get missing documentation submitted.
- Black History month activities includes special music in Cafeteria, Students are doing Our Voices – video vignettes. The big activity is Mambomentality – a speed mentoring program.
- Dr. Ross-Scott is working through the paperwork for the job description for a Staff Associate.
- There will be a surprise party for departing DOS Scott Schuhert at 11 am in Public Safety Classroom.
- Follett is very close to having a new manager for the Bookstore.

Academic Affairs Update

- Dr. Haynes met with the new SUNY Oneonta Provost. She is very positive about the outreach location in Oneonta and possible partnering with some programs.
- Dr. Haynes is meeting with the Oneonta Superintendent to discuss plans and goals. They would be happy to do something like BAP. She is also setting up a separate meeting with Barbara Ann (Chamber) and the Superintendent.
- Dr. Haynes is working with Deans on articulations and making sure things are up to date.
- Dr. Snyder and herself met w/BOCES. The PTECH program may not be renewed. There is no money/funding.
- Nursing Accreditation is next week. Monday is when the Admins meet with the site group. Tuesday, they meet with Penny and Dr. Drumm.

- Dr. Haynes is meeting with several working groups to put a plan together regarding a 4 day or 7-day school week. They have been asked to identify what courses could be done on a 7- & 7-week basis, and what courses can and already meet on a 4-day school week.
- She is meeting with the Micro-Credentialing group. There some be some guidelines in place soon.
- Enrollment work group is working on consistency on advising students and getting students in the system
- Dave Ligeikis and Dr. Haynes have a meeting Sightlines (space utilization group) and will need to decide what the next steps are.

Human Resources Update

Nothing new to share. HR has the normal semester start up stuff to work on.

Other

- Dr. Ross-Scott reported that 30 single parents have signed up for the Family Enrichment grant.
- Dr. Drumm reported that Empire State College is looking at possible partnerships for the adult market.
- Ms. Lenzo requested that Executive Council develop a listing of items for the CEC time capsule.

**The Next Executive Council meeting is scheduled for Tuesday, February 11, 2020
in the Wales 107 Conference Room at 9:30 a.m.**