

**Executive Council  
Monday, March 23, 2020  
Minutes**

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. Carol Ross-Scott, Dr. Penny Haynes, Lynn Fedorchak, Dani Berchtold, Michael Sullivan, Jesse Wells, Dr. Kim McLain, Diana Lenzo

Others Present: Nick Brey (Public Safety Officer)

### **EMMO Update**

UHS is looking for Health Science students to help with childcare. Volunteers are needed for residential homes.

### **Academic Update**

Almost all courses are remote. The registrar, advising/counseling are working remotely. Admission personnel are rotating. The library is rotating personnel also. There is a sign in at the library so it can be noted if patrons are SUNY Broome students.

### **Student Village**

After securing a charter bus, there are approximately 15-20 students remaining in housing. Three suites will be taken off line for the Police Academy students. Housing is moving the remaining students into 1 part of the building. The bookstore will have an employee there 1-2x a week to process orders. Food Service is delivering meals to the Student Village.

It has been brought to the attention of Finance that the VA does not cover developmental classes online. This may cause some issues. Drs. Battisti have offered to develop stress relief/nutritional blurps for the campus. Dr. Haynes reported that the library will be open regular hours during the week and no weekend hours.

Nick Brey reported for Joe O'Connor. Once buildings have been cleaned, they will be locked down.

The Administrative staff will rotate in with their appropriate VP/President. Friday the VPs will rotate. Executive Council will also be a Zoom conference call for those working remotely. It was reiterated that all employees should be in touch with their supervisor and they should determine how they are keeping track of work completed.

Dr. Haynes is pushing to get placement tests waived. Advising and Counseling will be working remotely.

**Student Success** – No enrollment newsletter available today

**Communication** – No items for discussion

### **Assessment/Institutional Effectiveness**

#### **Middle States Update**

- The plan is to keep moving forward with Assessment.
- Dr. McLain is finding large gaps in Nuventive where departments are missing student learning outcomes for courses.
- Department secretaries will assist with entering student learning outcomes in their department.

#### Strategic Plan Update

### **Action Items**

**Personnel – these searches will be put on hold. These positions will be extending so there is no disruption in the supervision of the departments during this pandemic.**

- PAR 2020-48 Int. Dir of Marcom
- PAR 2020-49 Staff Assoc. Video & Photo
- PAR 2020-50 Int. Dir of Admissions

### **Policy and Procedures**

Nothing to review or approve

### **Updates/Information Items**

#### **Budget**

- The Finance department is waiting on the guidelines from SUNY on the refund/credit for housing
- This pandemic will have a direct impact on the current budget forecast and next year's budget proposal.
- The proposed budget goes to the board in April to be voted on in June by the Board of Trustees and County.
- Mr. Sullivan has told his Directors to get their Policies and Procedures updated

#### **Maintenance and Facilities Update**

- Mr. Sullivan would like to move forward to develop an RFP for the Student Services building.
- New or re-appropriations are needed for the CEC, Decker and Core buildings on campus
- A bid went out over the weekend for the music renovation.
- He would like to keep the momentum on construction
- Mailroom operations will on what buildings are still open. They are looking at a hybrid approach to the campus needs.

#### **Student Development and Diversity Update**

- Food service is continuing at the Student Village
- Final number of students still in residence will be available after this morning's room check.

#### **Academic Affairs Update**

- Dr. Haynes is working on remote testing
- Research is being done for exceptions for the Nursing, CLT and Rad tech areas for clinicals.

#### **Human Resources Update**

- The HR department is getting a lot of calls and questions.
- Someone will be in the office to answer phones from 9-11:30 a.m.
- Part time employees are being told their work must be approved by a VP
- HR would like a listing of adjuncts in clinical labs.

#### **Other**

**The Next Executive Council meeting is scheduled Tuesday, March 24, 2020**

Executive Council  
March 23, 2020

**in the Wales 107 Conference Room at 1:00 p.m.**