

**Executive Council
Agenda
Tuesday, March 17, 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. Carol Ross-Scott, Dr. Penny Haynes, Ms. Fedorchak, Dani Berchtold, Michael Sullivan, Jesse Wells, Dr. Kim McLain, Diana Lenzo

Others Present: Joe O'Connor, Dave Ligeikis, John Petkash (call in)

Student Success

BU is pro-rating refunds for housing. There is confusion on whether SUNY Broome is open or close. Dr. Haynes reported that almost all courses are now online in the STEM programs. There are approximately 80 BAP students scheduled for labs.

Communication

Joe O'Connor (Public Safety Chief), Dave Ligeikis (Facilities Director) and John Petkash (IT Director) joined the meeting. Governor Cuomo has mandated that all SUNY Colleges go to online teaching as of March 19th and plan to be online for the rest of the semester.

Dr. Haynes reported that the conversation around non-essential/essential has been started in the CAO group. The whole goal is to limit people on campus which will be accomplished by having courses go online. The CAO leaders will identify people who could work from home and will approach it individually instead of an email blast. The message needs to be carefully worded so if people can work from home (non-essential) it does not necessarily mean you are the first to go if there are layoffs due to the budget cuts. Mr. Sullivan suggested that there must be some draft agreements regarding telecommuting and definitions of what is a critical/essential employee. HR will develop a framework and circulate to the VPs. Ms. Fedorchak handed out some examples of telecommuting policy and procedures.

Joe O'Connor reported that the Incident Command (IC) group been working on planning and non-essential/essential employees. An organizational chart was distributed to the group. Communications should be directed to Incident Command. With FEMA money involved - we need to track expenses. The Incident Command group takes direction from the EC. It needs functional authority to follow through with Policy. The Logistics group would prioritize and make sure finances are available. This system drives everything up to 4 chiefs so everything is managed correctly. Joe would like to know what the parameters are that this Incident Group operates under.

Dr. Drumm wants to be very careful on using the terms essential/nonessential, he would rather have it considered remote/non-remote. It was stated that people are concerned about reaching out because of the proposed reorganization plan, and asking if they are non-essential.

Ms. Fedorchak stated supervisors of each area have the best idea of what the needs of their department are when determining remote/non-remote employees. Dr. Drumm would like some guidelines for each department chair.

John Petkash reported that all the Processing offices (Student Accounts, Payroll, etc.) are at 95% full access to capably run critical functions. There are some data centers that can work remotely.

Mr. Sullivan stated that the NYS objectives are to minimize the number of people on campus. EMMO group should be meeting every day. Things are changing too quickly externally and internally. EMMO has the authorization to move forward and will be empowered by The Policy Group (Executive Council). HR will provide recommended draft guidelines for remote/non-remote by the end of business tomorrow.

Executive Council moved that they would meet daily until further notice. The EMMO group will also meet daily until further notice.

Dr. Drumm would like HR to establish procedures and definitions of remote/non-remote employees. Once forwarded, please get any feedback to Ms. Fedorchak.

Dr. Ross-Scott asked about salaries. Based on prior guidelines, full time employees are entitled to be paid. Part time employees would be a different category. Federal Student Workers are receiving pay. Student Workers are still okay. Clinical Adjuncts would be a concern if the clinicals are canceled. Grant funded part timers would also be a concern. Mr. Sullivan stated that part-timers would need to document the work that they are doing. Ms. Fedorchak said there is language in Grant Contracts that deals with non-work. Dr. Haynes is concerned about people who have no daycare and have no work to do their department. If they need daycare, can they come to the college's daycare. Dr. Ross-Scott said some people have pulled their children out of daycare.

Mr. Wells asked when would part-time employees stop working. Mr. Sullivan replied they would end on Friday if there is no work that can be documented. Dr. Drumm asked that if a director/VP needs to end a part timer, that they do it personally.

Dr. Haynes inquired about the level of service we are providing with advising. What are the protocols related to advising to protect the health and welfare of the employee? Dr. Haynes stated this could be a great opportunity to get current/returning students advised and prepared for the summer and fall semesters. Mr. Wells added this would be a great time to engage with the students. If the employee is working remotely, college equipment/Collaborate will be needed. If each advisor was given a caseload of students, they could reach out and develop education plans. Dr. Haynes will work with Beth Mollen and the Advisors.

The VPs need to develop their remote plans for there are and get them to Joe O'Connor/EMMO. Joe O'Connor commented that he needs an initial policy so it is coordinated with their plans. He will get help from HR/Ms. Fedorchak.

Dr. Drumm wanted to know what generic information can be sent out Thursday for the students? Students should check with their department/chair for more specific details. As for employees, supervisors will provide assignments with perhaps a conference call 1x a day to check in and supervisors can revisit the procedure every 5 or 10 days. Ms. Fedorchak added there are multiple employees that need to update their cell and emergency contact information. Mr. Sullivan asked Ms. Fedorchak to make sure there is language about accountability of work and to re-enforce that work is

still expected for remote employees. This is not like curtailment. Employees need to have ongoing communication with their supervisor.

Mr. Petkash stated there are 20 Zoom licenses for meetings, with another 20 licenses on order. This should cover the top 20 committee on campus. Joe O'Connor added that the Logistics team should be coordinating with IT on this. The licensing and costs for these licenses needs to be track for reimbursement. Mr. Petkash added that software to "take" over a remote desktop has also been ordered. Dr. Haynes questioned whether the college had enough resources for the college, more the faculty and students, to work remotely. Mr. Petkash stated the Zoom information will be on the website. Several vendors have stepped up and extended licenses and usage capacity.

Dave Ligeikis stated the college is running out of wipes. He is hoping to get a lot of exterior work, painting completed during this time. He can use most of the staff. He would like to know what the protocol is if there is an actual case on campus. The custodians are concerned. Joe O'Connor replied that Hans VanHouten (Health and Safety officer) would now be involved and he has the protocol. Dr. Drumm stated that the area/building and/or campus would be shut down and investigated.

Assessment/Institutional Effectiveness **Middle States Update**

- Dr. McLain reported that MS has cancelled spring site visits and travel due to COVID-19 at this point.
- The working groups are still meeting and gathering evidence; they are working on reports due April 20th.
- The next Steering Committee meeting is March 27.

Strategic Plan Update

- Continuing to work with faculty on reviewing and writing for program reviews.
- Some delays in PRs and assessment to be expected as faculty focus on converting to distance learning format. While some faculty have asked that we do not do assessments or finish program reviews this semester, it is important that we continue our assessments. Some modifications in measures used may be needed to adjust to distance learning, but assessment is an important aspect of understanding teaching and learning regardless of the situation. MSCHE and SUNY expect us to continue to assess.
- Pulled 2018 Fast Facts from website. We have the new one completed except for the student-to-faculty ratio. The IE office is trying to determine how the IPEDS Student-to-Faculty Ratio is reported by IPEDS. Are we sending a csv file of data to IPEDS that calculates the ratio for us, or are we providing the ratio from an internal calculation? Want to ensure accuracy of this ratio.

Action Items

Personnel

No PARs for approval.

Policy and Procedures

Nothing for review or approval.

Updates/Information Items

Budget

Mr. Sullivan reported that the increased budget for the CEC was approved by Broome County Finance and will go to the full Broome County legislature on March 16.

Maintenance and Facilities Update

Nothing to report.

Student Development and Diversity Update

- BAP related classes which had labs, are mostly going online.
- Dr. Ross-Scott is meeting with Students today and tomorrow. The message is that the campus is open, however they can choose to leave, they will not be allowed back.

Academic Affairs Update

Nothing to report

Human Resources Update

- Ms. Fedorchak reported that there are 3 searches in progress. It was decided that the Rad Tech position for the Fall would continue. The other 2 will be held.
- Mr. Wells requested to extend the current Interim positions until Fall so there would be no transition disruptions during summer months.
- Dr. Drumm stated if that there are people who can fill in for other areas or positions, now is the time as it is expected that the State budget will be a flat budget with no state aid.
- Mr. Sullivan commented that the college puts a budget forward for the April BoT.
- Finance will develop a plan and timeline to incentivize positions to early retirement and have it ready for the April BoT meeting.

Other - Action Items

Remote Working guidelines will be forwarded to EC by 3/17/20.

Executive Council will meet on a daily basis at 1 p.m.

EMMO will meet daily in the morning and report to EC in the afternoon.

The College will be going to remote teaching, as much as possible on Friday March 20.

Employees need to update their emergency contacts to the HR office.