

**Executive Council
Minutes
Friday, April 3, 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. Carol Ross-Scott, Dr. Penny Haynes, Lynn Fedorchak, Dani Berchtold, Michael Sullivan, Jesse Wells, Dr. Kim McLain, Diana Lenzo
Others Present: Joe O'Connor (Director Public Safety)

EMMO Update

According to the County EOC, using the Student Village for recuperating COVID 19 positive patients will be the backup for recovering nursing home patients before they go back to the nursing home. The first choice is to use Broome Developmental. The second plan includes the college as there are issues with handicap openings and the beds. This plan would be for 1st responders who have had exposure but are not positive and self-quarantining. The County is looking at housing them at Student Village. The college did identify to the County that Village residents have personal items in about 100 rooms. The County would assist the college in packing items up for shipment back or local storage. Dr. Ross-Scott stated that SUNY has sent guidelines about shipping items back to students. The EMMO developed a communication plan to help streamline the MARCOM communication process. Admissions is using cellphones to reach out to students. The Police academy is going forward with the class, cadets' numbers have dropped to 47. They would like to use the gym but the college stand is no due to the cost of recleaning and shutting down the building. The EMMO will continue to meet on Tuesdays and Thursdays.

Student Success

Admissions made around 250 calls this week but only have 1 cell phone. More are on order. They are using SLATE interaction Module so the status of student can be entered right into the platform. More calls will occur with more phones. Admissions will take a fresh look at using the One chat function. MARCOM is working on immediate 24/7 student support via chat or phone or having a chat BOT available with the ability to have a live person to jump in. Mr. Sullivan asked Mr. Wells to cost this option out and get the information to him. Shift work may have to be instituted to be available to students. There may be the need for a more flexible phone system in offices.

Communication

The Virtual Open House will be a micro page with Zoom meetings. MARCOM will get the video from SA Pres Todd for the joint video by him and Dr. Drumm.

Assessment/Institutional Effectiveness

Dr. McLain reported she is finished training department secretaries on Nuventive.

Action Items

Personnel

Nothing for approval

Policy and Procedures

Nothing for review or approval

Updates/Information Items

Budget

The NYS budget summary shows no formula changes which means a \$725,000 reduction. Low enrollment indicates a \$608,000 revenue reduction that would be implemented 2021-22. Finance is finalizing the 2020/21 budget. There maybe something to look at next Tuesday's meeting. There have been serious discussions with ESPA for a potential 1-year extension.

Student Development and Diversity Update

Dr. Ross-Scott reported that life is as usual. Student Activities are going virtually. The question in the residence hall is how to get stuff back to students. It will be labor intensive but the County will help pack up stuff. Housing needs to clean 100 rooms to be ready for county use. NYS travel restrictions may limit how students can get their personal items. Dr. Drumm commented that the college shouldn't expect a lot of housing in the fall if the college is in heavy distance learning mode for the Fall, there needs to be a contingency plan in place. The college may have to be fully online in the fall which will affect contracts/costs. A communication about this needs to go out as soon as it can.

Academic Affairs Update

Dr. Haynes has talked with AVP Brandt about a training plan in case the college has to be fully online in the fall. She has been meeting individually with the Deans about the summer plans. Dr. Haynes is working with advising on calling/contacting with students. Dr. Haynes is setting up a meeting with Chenango Forks. The last Rad Tech interview is today. She attended the Sabbatical review meeting with Trustee Ball and FA Pres Shepard with some good feedback from Trustee Ball about the quality of the applications. An announcement of the withdraw day moved to May 1 will be sent out to faculty/students.

Human Resources Update

HR confirmed with Excellus that if an employee has their own physician and needs to use Telemed, the charges will be covered.

Other

**The Next Executive Council meeting is scheduled Tuesday, April 7
in the Wales 107 Conference Room at 1:00 p.m.**