

**Executive Council  
Minutes  
Tuesday, January 26, 2021  
Via Zoom -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, Lynn Fedorchak, Michael Sullivan, Jesse Wells, Dr. Kim McLain, Diana Lenzo  
**Others Present:** Nick Brey

**EMMO Update**

There are 1249 active cases in the county. Testing is being done in student housing today and yesterday. Nursing and Dental Hygiene were completed today. West gym will have testing next week for all of the campus. The Vaccine site is only running on Thursday from 12-6 p.m. The County received only 400 vaccines. Someone from SUNY will be touching base every day to see how the testing is going for the campus. More campus wide communication will be coming out today about where everyone can get tested. Students and Faculty/Staff emails will be going out today. It will be in the West Gym. The Nurse in Health Services will be available on Friday just for employees. Dr. Drumm wants the SG chairs included in information so they can send it out directly to constituents. Testing will be 9-2 p.m. in the West Gym all next week.

**Student Success**

Enrollment numbers slipped again, especially for new students. Enrollment is running behind in continuing students. Mr. Wells suggested that the Registration event be moved back to when the schedule opens, not the 2 weeks before the semester starts. Mr. Wells presented a new marketing strategy for recruiting students and enrollment. Dr. Drumm stresses now is the time for proposals to be submitted to the Foundation. Dr. Haynes, Jesse Wells/Michael will get together and look over the list of priorities.

**Communication**

No confusion starting online yesterday.

**Action Items**

**Personnel - approved**

PAR 2020-159 Recorder to Staff Assistant (Registrar)  
PAR 2020-160 Senior Recorder to Sr. Staff Asst.(Registrar)  
PAR 2021-15 FT Adjunct Psy & Human Services  
PAR 2021-22 Asst Dir Student Fin Services (FinAid)  
PAR 2021-23 FT Adjunct Foreign Language ESL  
PAR 2021-24 FT Adjunct BIT  
PAR 2021-25 FT Adjunct

**Policy and Procedures**

No items for approval.

**Items Pending Review/Edits**

No items for review or edits.

## **Updates/Information Items**

### **Institutional Effectiveness**

Dr. McLain reported that Dr. Drumm and Dr. Haynes have received the listing of MS site visit team members for their approval. Dr. McLain reported that from the SUNY EIT officer call, SUNY will be requesting an annual update/action plan from the college. SUNY going to extend our ability to participate in DeQue University through May. She is working with the EIT Advisory Council to develop a series of stackable courses similar to a micro-credential, to earn certificates related to accessibility topics (e.g., communication skills, document accessibility, technology skills) and will run these offerings through Professional Development.

### **Finance and Facilities**

No further updates since College Assembly yesterday.

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

Dr. Ross-Scott was absent but submitted her report. There are 174 students in housing. Testing for the Village continues today. She has asked C. Smith, H. VanHouten and S. Cordisco to look into limited seating in the dining hall with ADC T. Nunn so the dining could possibly opened for the students.

### **Academic Affairs Update**

Dr. Haynes continues to work on the spring schedule. Work will start on the fall 2021 schedule but she is waiting on guidance from the SUNY CAO call this week.

### **Human Resources Update**

Ms. Fedorchak reported that HR is working on getting FLAC and employee contracts up to date for the start of the semester.

### **Other**

**The Next Executive Council meeting is scheduled for Thursday, January 28, 2021  
Via Zoom at 12:00 p.m.**