

**Executive Council  
Minutes  
Tuesday, January 19, 2021  
Via Zoom -10:00 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, Lynn Fedorchak, Michael Sullivan, Jesse Wells, Dr. Kim McLain, Diana Lenzo  
**Others Present:** Nick Brey

**EMMO Update**

The County only received 400 vaccines. Vaccinations will only be Thursday this week from 12:30 to 5 p.m. The Vaccination event last Friday went really well. The active county cases are down to 1280.

**Student Success**

Enrollment numbers slipped to 20% overall. Applications to accept are slightly up, with a drop in new and transfer students, and numbers continue to be down in continuing students. Thirty people attended virtual enrollment event Wednesday. Live walk-ins was very thin, which is what the college hoped for, student used the virtual options. There is a continued push for students who have started the process and possibly can finish the process this week. Messages about student support being available are going out every day.

**Communication**

The Spring Assembly is on Thursday Jan 21. New employees will be announced and the President and VPs will have their remarks. Two groups of faculty are giving presentation on innovative things that they have been working on. Broome Zoom's topic this week is professional development of High Flex and online course development.

**Action Items**

**Personnel**

No items for approval.

**Policy and Procedures**

No items for approval.

**Items Pending Review/Edits**

No items for review or edits.

**Updates/Information Items**

**Institutional Effectiveness**

Dr. McLain is moving forward with the Self-study. MARCOM is working on a video to showcase the campus, highlighting the campus areas referenced in the self-study for the visiting team. The cover is in the process of being designed, it will highlight students of the college. The Broome team continues to work on implementing Academic Performance Solutions. EIT advisory council meeting is today. They will be focusing on establishing policy and procedures, professional development, and the roll out of the procurement processes.

### **Finance and Facilities**

No further updates since the F&F meeting this morning.

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

Dr. Ross-Scott is focusing on housing. There are currently 181 assigned with 7 pending, and 26 cancellations because students were taking all online classes. She has asked N. Caraballa-Vega to start formally tracking trends of reason for cancellations. Intervention specialist interns will be starting to contact students. She is waiting for bank to put up PPE application for FSA.

### **Academic Affairs Update**

Dr. Haynes has spent considerable amount of time on adjusting the spring schedule based on enrollment figures. The new Workforce Director D. Britton started today and will be meeting with individual people on campus and then will focus on outreach for the community needs. The new MET Chair is meeting with her r to determine employer needs and investigating with SUNY for apprenticeship programs. Planning for Fall will begin. Looking at the mix of courses/classes that we will offer. Dr. Haynes will discussing it during tomorrow's Academic Leadership meeting. Professional Development funding will be targeted to develop High Flex courses, the goal for the fall semester is 10. She is working similarly with the efforts towards getting micro-credentialing up and running and enrollment pathways.

### **Human Resources Update**

No updates available.

### **Other**

**The Next Executive Council meeting is scheduled for Thursday, January 21, 2021  
Via Zoom at 11:00 a.m.**