

**Executive Council
Minutes
Tuesday, February 16, 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 has officially administered 808 vaccines at the site. They plan to do 1200 vaccinations this week. On-campus pooled tests are at 830 tests. Nursing students have been helping out.

Student Success

The Enrollment newsletter was distributed. There has been a slight increase in FTE with enrollment at an 18.9% decline. The rest of the numbers remain the same. Sixteen courses remain to be register for Fast Forward. There have been 85 responses to the Student Survey. The top response is “taking a semester off”. Some students did transfer early to a 4 yr. college. Dr. Drumm wants to advertise now about the new mix of courses for the fall semester. Dr. Haynes is working on this but it has not been finalized yet. She will work to have both synchronous and asynchronous learning platforms.

Communication

No items for discussion.

Action Items

Personnel - approved
PAR 2021-28 Sr. Staff Assistant --Finance

Policy and Procedures

Items Pending Review/Edits

FI6001 Purchasing – Reviewed, no changes

FI6002 Petty Cash – Reviewed, no changes

Both policies were reviewed with no changes and approved by EC as per the EC mandated 3-year review.

FI6003 Budget Transfers – reviewed with some minor changes and editing. There is no substantive change. This was approved by EC to move forward to BOT for approval at the March Board meeting.

PA3016.1 Telecommuting Guidelines Procedures – pending additional verbiage from IT. Ms. Fedorchak will connect with IT.

Updates/Information Items

Institutional Effectiveness

The Self study is completed and has been submitted! Dr. Haynes sent a copy to Dr. Connolly and a YouTube link to the campus tour video. The SUNY campus climate survey currently has a 4% student response rate. The Employee staff survey opening tomorrow. Communication of this will be going out to the campus today. Hyflex presentation last week went well. There seems to be a number of faculty interested in faculty trying the Hyflex model for fall. We are working on creating a microcredential PD opportunity using grant funds.

Finance and Facilities

Mr. Sullivan reported that the key budget items were covered in the F&F committee this morning. Finance is working on the 2021-2022 budget and waiting on the outcome of the Federal stimulus package.

Student Development and Diversity Update

Dr. Ross-Scott reported on the Student Emergency Fund and its process. Ideally, within a week, students will get the requested amount if all proper documentation is submitted. So far, 40 applications have been approved and processed. 50 applications are being reviewed and waiting on backup documentation. Housing numbers are down to 142, 2 students left for conduct reasons, 1 withdrew. There is a Housing board meeting on March 4 or 11th. Enrollment and implications will be the focus. EOP has 54 spring students - down from 80 from fall enrollment numbers. There have been student financial difficulties. Tomorrow is a CEC tour for the Student Village Chopped competition that will take place in March. Culinary art students will be the culinary coaches for the teams.

Academic Affairs Update

Dr. Haynes is working on having 50% face-to-face courses for the fall semester and working on the remaining to be synchronous. Hy-flex grants are available. Instructions and workshops for courses in the 7-week format are being provided by Professional Development. The summer schedule is in process. Dr. Drumm suggested we try to facilitate the summer trip for Professor Leet.

Human Resources Update

Ms. Fedorchak had no new items from HR.

Other

Nothing more to discuss.

**The next Executive Council meeting is scheduled for Thursday, February 18, 2021
Via Zoom at 11:00 a.m.**