

**Executive Council
Minutes
Tuesday, February 2, 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. Carol Ross-Scott, Dr. Penny Haynes, Lynn Fedorchak, Michael Sullivan, Jesse Wells, Dr. Kim McLain
Others Present: Nick Brey

EMMO Update

The county is at 949 active cases. The Vaccine site will run Thursday and Friday. Yesterday 202 people came in for pooled testing even with the bad weather. Things have started slower today but the testing will run as planned.

Student Success

The Enrollment Newsletter was distributed. Enrollment is at an overall decline of 21%. There are many upcoming enrollment events with 10 events scheduled over the next 2-3 weeks. There will be a Parents night which will be an 8th-grade pipeline event at Vestal. There is an event with Brooklyn Collegiate. Admissions will be looking into targeted list codes for social media and traditional media. There is a planned Instant Acceptance day at Union Endicott.

Communication

Communication will go out that on-campus classes will resume tomorrow as the weather is not expected to be an issue.

Action Items

Personnel

No personnel items for approval.

Policy and Procedures

No policy or procedures for approval.

Items Pending Review/Edits

Treasurer Policy – revised. This is a clean-up of this policy

Grant Acceptance Policy – reviewed with no changes.

Unrestricted Net Assets (Fund Balance) Policy - a new policy that incorporates external guidance regarding Fund balance from SUNY and Middle States.

Motion: Send to College Assembly for information and/or feedback. EC supported moving this policy forward to the BoT. This will be added to the February BoT agenda for approval.

Updates/Information Items

Institutional Effectiveness

The submission of the self-study is down to the submission process. MARCOM is working on a video tour of the campus that correlates to areas addressed in the self-study. The verification of compliance report has been completed and Dr. McLain is working on the COVID supplement and final edits to the document. SUNY is working on finalizing the Sexual Violence Prevalence Survey which should go out to students and employees at SUNY campuses in mid-February. In place of the ACT Student Opinion Survey, SUNY is developing its own survey and would like all SUNY campuses to administer this in March/April. This will reduce some of our costs administering them. The SUNY Dashboard shows we are back in moderate risk status.

Finance and Facilities

Finance has sent out the 2021-22 budget instruction with responses due by March 1st. It is important for departments to document/prioritize what they need to achieve their goals and provide a performance outlook and reflects prudent budgeting. Mr. Sullivan anticipates 1 month to review with key stakeholders. April 1 will start work on the 2021-22 budget document. It will be submitted to the BOT for their first review at the April BoT. Critical factors are President Biden's stimulus packages which may be reflected in a state aid cut higher than 20%, depending on the package. The Carnegie capital side of the project is still in the closing process. Tax Credits were less than anticipated. The project was able to achieve 89% and is requesting a tax waiver for the balance. A response to these requests is expected within a few weeks. The \$1.5 million SAM Grant has moved from the Dorm Authority to the State Department for final contract review. It is still pending.

Student Development and Diversity Update

There are currently 164 students in housing, this represents 36 students off the budgeted goal. There are 12 students in quarantine, one is in isolation. There have been a couple of conduct issues with students in quarantine like leaving their rooms. They will receive 1 warning. If they are seen again leaving, they will be kicked out of college as per SUNY mandates. Mandatory testing will take place in the SV next week. Graduate interns are staying in touch with students about finances and advising them about missing documentation. Black History month started yesterday. The Foundation is conducting interviews with black alum. Mambo-mentality, Productive activism, and blacks in Health care are some upcoming events. Dr. Ross-Scott will be discussing athletics with DOS Cordisco. A rebuttal was sent back to American Dining and she is waiting on a response.

Academic Affairs Update

AVP Liberal Arts Dean candidates are coming to campus next week and participating in meetings via Zoom. Dr. Haynes reported that no real direction on the Fall 2021 schedule has been shared from SUNY. SUNY is proposing that SUNY be a program approver vs. SED. SUNY has stated there will be no study abroad programs this summer. Dr. Haynes shared that the meeting with Empire State College about having a place on campus, strengthening the relationship, and developing more programs went very well. They are very excited about this opportunity. The Middle States visiting team has been confirmed. The CircleIn app is ready to go and will start to be promoted campus-wide. Dr. Haynes met with the Honors committee to define the focus and structure.

Human Resources Update

The HR department is working on new semester paperwork.

Other

**The next Executive Council meeting is scheduled for Thursday, February 4, 2021
Via Zoom at 11:00 a.m.**