

**Executive Council  
Agenda  
Tuesday, September 19, 2023  
Wales 107 Conference room – 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. Tony Hawkins, Dr. Carol Ross-Scott, Dr. Penny Kelly, Laura Hodel, Michael Sullivan, Jesse Wells, Diana Lenzo

**Student Success**

The Enrollment newsletter was distributed. Enrollment has declined to 11.72% and down 4.67% FTEs. This does not include Fast Forward registrations. Students apply and then manually register for classes. B. Richardson works with schools. J. Wells working with Advising and retention groups and working with current students to get registered before the end of the Fall semester. Registration week is October 30th. All classes are available at that time.

There are 28 non-compliant MMR students and 242 non-compliant for Meningitis. These students will have holds put on their accounts today. Students have been emailed and texted about the compliance.

BANNER updates for Finance and HR have been uploaded, and updates for Admissions are being held due to some issues.

**President's Report**

The Board of Trustees was informed on Thursday of the discontinuation of the BAP program. The trustees are concerned about how this will affect the budget. BU notified the students. SUNY Broome has drafted a response. Our statement has gone out. According to President Stenger, the resources of BAP will be applied to a B2B program. Calls are being directed back to BU for more information. Broome's budget projection was reviewed. A series of presentations will be done across campus on the proposed budget. The development of a rollout plan for the campus and board was discussed.

**Action Items**

**Personnel - approved reclassification.**

- PAR 2023-174 Assistant Registrar

**Policy and Procedures - see below**

AA4002.1 Independent Student Procedure - needs to be sunset. It is in the contract. No need for this as a separate policy/procedure. This is contractual language. Something new will be developed to cover students.

Classroom Faculty Absences Policy and Procedure - reviewed and okay for distribution for feedback to Shared Governance

Honoraria - fix definitions and send them out to Faculty Staff Senate and College Senate - will come back to EC for approval.

## Updates/Information Items

### **Finance and Facilities**

No further information

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

The search for the DOS is ongoing. A potential childcare director will visit and observe tomorrow. It is Hispanic Heritage Month, Student Affairs will be hosting a lunch and learn. Safe space training happens in October.

### **Academic Affairs and Institutional Effectiveness Update**

Pathways group will start meeting again and focusing on student success and retention. The Poverty Institute training will have full attendance. The "This is Who I Am" campaign kicks off next week.

### **Human Resources and Student Finance Update**

Oct 26 is the Benefits fair from 11-1 p.m. HESC made an error on TAP payment affecting 36 students for an amount of \$43,000. The census date and credit hours were locked today. Working on reports from 2022 2023 for funding for 2024-2025 Work Study and SCOG funding.

### **Other**

Dr. Hawkins will be in DC this week.

**The next Executive Council meeting is scheduled for Tuesday, September 26, 2023 at 9:30 a.m.  
Wales 107 Conference Room**

UPDATE THIS with additional column for EX Council review - Campus review - EC approval

Policy and Procedure Status			
Date	Policy or Procedure #	Title	Status
09/12/2023	AA4012	Family Education Rights & Privacy Act (FERPA) Policy - (NEW)	Pending feedback from Chairs/Deans meeting on 09/12/2023
0912/2023	Reference 3.1	Records Access: Educational Rights Privacy Act Procedure (Buckley Amendment)	SUNSET 09/12/2023
09/12/2023		Weather-related Closure and Cancellation Policy & Procedure	J. Wells – scheduling meetings with PB and Facilities
09/19/2023		Classroom Faculty Absences Policy (NEW)	
09/19/2023		Classroom Faculty Absences Procedure - revisions	
09/19/2023		Honoraria for Guest Speakers Policy (NEW)	
09/19/2023		Honoraria for Guest Speakers Procedure - revisions	
09/19/2023	AA4002.1	Independent Study	SUNSET?