

**Executive Council
Minutes
Thursday, March 3, 2022
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. Kevin Drumm, Nick Brey, Lynn Fedorchak, Dr. Penny Haynes, Dr. Kim McLain, Dr. Carol Ross-Scott, Michael Sullivan, Jesse Wells

EMMO Update

- Vaccine and booster requirements for students will stay in place for Fall 2022 semester.
- Pool testing will be going away, waiting on official guidance from SUNY.
- SUNY Administration will be updating the SUNY masking policy to state it is highly recommended that anybody who is unvaccinated wear a mask, and masks are optional for anybody who is fully vaccinated. Will send information campus-wide once we receive SUNY guidance.
- Still tracking vaccines and boosters
- SUNY does not recommend individual offices/areas make their own mask mandates. Ms. Fedorchak stated she spoke to our legal department and they said the same thing. We can ask/suggest, but we cannot require masks in individual areas, offices, classrooms, and/or labs.

Student Success

- Spring 2022 numbers, compared to Spring 2021 number at the 5th week of classes, are down 411 students and 147.32 FTEs.
- Spring 2022 enrollment funnel as of 1/28/2022 shows an increase of 2.39% in applications in comparison to Spring 2021.
- 2.24% increase in inquiries, 2.39% increase in applications, and 1.88% increase in accepts compared to Spring 2021.
- Down 12.26% in continuing students from Spring 2021 to Spring 2022
- 164 fully accepted students have shown interest in on-campus housing. The housing application will open on March 15.

Communication

None

Action Items

Personnel

PAR 2022-15 Student Records Specialist – Approved – Michael Sullivan

This is a resubmitted PAR, the position was filled for two weeks but the incumbent resigned. This position will be filled provisionally, pending successful completion of the Civil Service test, as there is not an active list to search.

Policy and Procedures

None

Updates/Information Items

Institutional Effectiveness – Dr. Kim McLain

- No new updates for LMS-SUNY migration – still no completed training material. Cohort 1 is struggling.
- Call for teaching Hyflex courses for joining the training cohort this spring for Fall courses have gone out a few times. At 11 am today, we are offering Hyflex Professional Development in Hyflex format.
- Event Management external team program review was last Thursday. Received many compliments on the faculty, facility, learning communities developed across programs, the rigor of the curriculum, and the program review process. Some suggestions include expanded incorporation of non-credit and credit, recruitment, enhancing industry-relevant technology & certifications, and investigating expanding hybrid course offerings.
- 2021-2022 program reviews continue on schedule. Meeting with faculty, admissions, and academic & career services this afternoon. Will discuss enhancing enrollment and retention efforts within the program – this is new this year.

Finance and Facilities – Michael Sullivan

- Continuing to work on the proposed 2022-23 budget. The figures are the same as they were in the most recent communications shared with the group – no changes. Will circulate the assumptions that were not included in that communication.
- Tuition will be increasing a little under 4%, and some fees will increase as well. Keeping the transportation fee but excluding fully remote and hybrid students. The tech fee will be increasing to approximately \$200 and the distance-learning fee will increase to approximately \$9 per credit hour.
- The state budget should be available in April.
- Have about \$5 million in federal stimulus money left to spend after the 2022-23 fiscal year.
- Time to start finalizing and moving forward with the sustainability initiatives.
- Finalizing capital projects list will bring to the Board this month. For student services and athletics capital projects, working on retaining architects and looking at design plans, then will chose the best options and start looking at funding sources. Process will take about a year total.
- Nursing project is underway, finalizing numbers. Not expecting a County match, the biggest expenses will be to the HVAC system and other renovations.
- Alternate use space in the Student Village is moving forward with the plan and design phase.

- Important information regarding the budget and sustainability plan will be shared with College Assembly, Finance & Facilities, and Executive Council next week. Will present to the Board on March 17.
- Negotiations with all unions are ongoing.
- Meeting with the County, Dr. Drumm, and the SUNY Broome Board of Trustees at the end of March. Will be presenting the 2022-23 Budget and have a high-level conversation around the sustainability plan. Will use some of the updated Fast Facts to help market our budget.

Student Development and Diversity Update – Dr. Carol Ross-Scott

- Student engagement numbers are up, had about 400 students utilize the open gym and weight room during the Fall semester.
- Will be increasing the hours for open gym, weight room, and starting intramurals soon.
- Student Activities has a trip to Greek Peak planned for March 5.
- Have seen an increase in student emergency fund grant applications which is concerning. Will be working with Housing, FSA, and the Finance team to find ways we can better prepare our resident students financially for living on campus and attending college.
- Working with Delta Sorority to hold a workshop on preparing and paying for college.
- Housing walkthrough with Mr. Ligeikis and the architects is scheduled for this afternoon.
- We have had some student emergencies lately, two students suffered from house fires and we have some Russian and Ukrainian students who are affected by the war. Doing outreach and checking in with them to support them through these difficult times.
- Mr. Marquis Bennett accepted the AVP/DOS position; he will be starting on May 2.

Academic Affairs Update – Dr. Penny Haynes

- Financial Wellness group met this week and they will be working on identifying ways to help students prepare for college financially and ways we can support our students. This is a new group this year.
- Meeting with the onboarding group today – cleaning up the onboarding process.
- Pathways conference is tomorrow.
- Chairs/Deans meeting with Mohawk Valley Community College and SUNY Oneonta tomorrow afternoon.
- Expansion of BAP articulation with the Binghamton University Pharmacy School.
- Academic Master Plan is completed, will send a copy to Executive Council group to review. Would like to present to the Board on March 17.

Human Resources Update – Lynn Fedorchak

- 1095c's have been mailed.
- United Way Campaign ends Friday, March 4.

Other

- Dr. Drumm will be out of the office 3/7 – 3/11/2022. He can be reached by email on Friday, March 11.