

**Executive Council
Minutes
Tuesday, February 23, 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. McLain, Diana Lenzo
Others Excused: Nick Brey

EMMO Update

The county vaccine site was canceled Monday and last week due to a lack vaccines. They are scheduled for Tuesday through Friday of this week and expect to administer 1800 vaccinations. The campus conducted 270 pooled tests yesterday. There are 652 active cases in Broome County.

Student Success

The Enrollment newsletter was distributed. Enrollment remains around an 18 ½% decline. Fast Forward expects a loss of 150 registrations. There were 21 less sections due to faculty availability. Upward bound enrollment numbers may increase. There are many college fairs and enrollment programs being conducted by the Admissions team. There are 5 different Broome Express events scheduled. Fall advertising is ready to go, and will coordinate when the fall schedule is live. Some smaller summer campaigns are scheduled with a separate campaign announcing student Scholarships. There will be some very clear and bold statements about this campaign along with some live press events. Mr. Wells will be meeting with Dr. Haynes and F. Romero to discuss cloud communication.

Communication

College Assembly brought forth the concerns about the delayed communication regarding the delayed campus closure last week. Mr. Wells said a listing of canned responses has been developed so the message that is going out is correct and explicit about how offices will be covered/opened and how learning will be conducted.

Office Coverage

Dr. Drumm would like campus offices to begin to increase normal operations with masks and social distancing.

Action Items

Personnel - approved

- PAR 2021-27 Library Clerk
- PAR 2021-29 Staff Assoc. Video/Photography MARCOM

Policy and Procedures

Items Pending Review/Edits

- AA4003 Open Access –This was already approved by CAI in the fall 2020. Executive Council has agreed it should go to the BOT in April for approval.
- FI6005.1 Sponsored Programs Procedures - this is a revised procedure and will be sent to SG for feedback.

Updates/Information Items

Institutional Effectiveness

Campus wide communication was send out today that the self-study is now available to the campus via the IE website. The upcoming Broome Zoom hosted by Professional development will offer a roundtable for faculty to discuss online teaching best practices. The Sexual Violence Prevalence Survey has a 6.7% response rate for students and 21.9% for employees. All the SUNY campuses are above 5% for students, and over 20% for 5 campus (Broome is one of the 5). There has been no site visit schedule from MS. Diana will be reaching out to the lead and will poll the BoT for their availability on March 29/30.

Finance and Facilities

Mr. Sullivan reported that department budget requests for 2021-22 are due March 1st. Finance is waiting on the results of the proposed Federal stimulus money as it relates to this year's and next year's budget.

Student Development and Diversity Update

Housing numbers are down to 141 residents. Dr. Ross-Scott had a meeting with Graduation committee and are looking for guidance from the chancellor and his expectations. The committee wants to plan an in person and a virtual event. The event last year was successful - Dr. Drumm thinks the virtual ceremony and drive through pick up worked out well. The committee expects to be about \$9K short, but will reach out to the foundation and finance for support. The committee will present sat the next Executive Council. Ms. Lenzo inquired about Retirement Event and what Dr. Drumm's thoughts were on it.

Academic Affairs Update

Dr. Haynes will be attending the Chairs/Deans meeting and discussing the fall schedule development. There have been many questions regarding section management. Dr. Haynes will also be discussing Guided Pathways and seeing if there is any interest as there is a CCRC grant available for rural colleges. Dr. Haynes had a follow up meeting with Superintendent Andrews (Windsor) regarding Fast Forward and will be developing a template for courses. The CircleIn app has been very successful, with approximately 1000 downloads. Dr. Haynes is encouraging tutors to use the app, and to have faculty incorporate this into their blackboard platforms.

Human Resources Update

Ms. Fedorchak reported that Human Resources is working through daily challenges.

Other

No other items for discussion.

**The Next Executive Council meeting is scheduled for Thursday, February 25, 2021
Via Zoom at 11:00 a.m.**