

**Executive Council
Agenda
Tuesday, August 29, 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 Haynes, Laura Hodel, Michael Sullivan, Jesse Wells, Diana Lenzo

Student Success

The Enrollment Newsletter was distributed. Enrollment is down 95, a 2.6% decrease. FTEs are down 13. Net registrations were up 159 vs 151 last year. There has been a dip in non-matriculated registrations due to missing High School Transcripts. The Registrar's office is doing a lot of messaging to students. Fast Forward registration starts Sept 7 and is anticipated to end on the 19th. 23 local school districts are participating in Fast Forward. Messages regarding missing MMR and Meningitis vaccine compliance have been sent out. Sept 19 will be the de-reg date. There are 498 non-compliant for meningitis and 292 for the MMR vaccines. The fall open house is in the planning stage. Funds from the enrollment van grant may be used for the ongoing campus program AV Video Productions. Discussion on BAP and B2B programs.

President's Report

- Deadline for Submission of Items for the Executive Council Agenda
 - Noon the day before the Executive Council
- Debrief of last week
 - Faculty Staff Assembly - went extremely well. Student panel well received. maybe a faculty panel in the spring. It was suggested to have the Department's report at the assembly
 - Move-In Day – Dr. Hawkins attended, it was a very fun event. Thank you to Dr. Ross-Scott and Academic Affair
 - Return of Faculty - going well.
 - Update on division meetings - went well.
 - Picnic with the President - 11 a.m. today

Action Items

Personnel

No items for approval – The DOS job description was approved by SUNY.

Policy and Procedures

There will be an August 31 meeting to review all policies and procedures.

Updates/Information Items

Finance and Facilities

No update. There will be some budget dynamics with Housing numbers at 233 assigned and enrollment down 1%. Finance should have actual base numbers in early October.

Student Development and Diversity Update

Terry Marion of Public Safety is retiring on Dec 8. They are working on a succession plan. CARE team meetings will be on Wednesdays at 10 a.m. as needed. The Titchener cafe design and contract discussion were yesterday.

Academic Affairs and Institutional Effectiveness Update

Meeting with the Academic Leadership team at CEC and they will be updating the Academic Master Plan, SEM, and developing a Distance Learning Plan. This will all be taken to the Chairs/Deans meeting for discussion. Policies in review are the Preferred Name Policy and an updated FERPA policy. Dr. McLain is at an IE conference, which is part of a 6-month program meeting with analytics. Ellucian will be at EC at 1 p.m. to discuss their role on the campus. EAB will be on-site working with Chairs and providing program health checks.

Human Resources and Student Finance Update

Honor flight is on Sept 21 - 22. Yoga - short and sweet is starting back up. Onboarding for new faculty/adjuncts for the Fall semester. Banner will be down on Aug 31 at 3 p.m. and reopen on Sept 1.

Other

Messaging about the recent Jacksonville shooting will go out to campus.

**The next Executive Council meeting is scheduled for Tuesday, September 5, 2023, at 1:00 p.m.
Wales 107 Conference Room**