

**Executive Council  
Tuesday, March 10, 2020  
Minutes**

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, Dani Berchtold, Michael Sullivan, Jesse Wells, Dr. Kim McLain, Diana Lenzo

**COVID-19 discussion**

Mr. Wells stated that messaging will go out to Guidance Counselors. The college has been getting calls from Parents. We are replying that we are following SUNY guidelines and restrictions and to direct people to website's homepage. Harvard closed this morning and is moving all classes online. BU is looking at canceling events that have people traveling from outside. Mr. Sullivan stated that SUNY is stressing to minimizing the risks and travel and the college should start looking at canceling our events. The Destination Imagination event has been canceled. Mr. Wells commented that the college has an opportunity to redirect sources and funds to market other areas if we are canceling events. The longer we wait, the advertised events will be canceled or lite attendance. The question of whether to bring in outsiders which could increase the campus risk. Mr. Wells would like to know what the priorities are? MARCOM will look into a Virtual Open House and lean towards doing something virtual. Dr. Ross-Scott reported she is working with the housing cohort to mitigate risks and keeping housing open during spring break. She will be talking with American Dining about food. The Dept of Ed is recommending a college institute a mandatory 24-hour shut down if 1 confirmed case is reported. The Grand Opening CEC is on hold until after the EMMO meeting with a possible rescheduled Grand Opening later in the fall. Executive Council will wait from Joe after his DOH meeting on Wednesday. Dr. Ross-Scott will have Joe reach out to BU Public Safety to find out what triggers are that BU has established to cancel events and classes.

**Student Success**

Enrollment Planning Weekly newsletter distributed. Mr. Wells reported that 142 non-returning students filled out the latest Student Survey. Reasons for not returned were early transfers (28%), finance, family/personal issues (sick parent, child care), in that order. Some transferred to other Comm College which were closer to home. The rest of the students transferred to 4-year institutions. Two key reasons on transferring to 4-year schools where they had the program the student intended to go into, and the student planned to move on as soon as they were accepted at that school. Twelve percent answering that family issues were a reason were adult students. Twenty-two percent reported the reason was financial. This poll will be reformatted for better questioning.

**Communication**

COVID-19 discussion.

COI is concerned about the Reorganizational Plan timeline and if there is enough time to put technical items into place. COI would like informational communications timely and effectively.

Discussion on positive scenarios from the COVID 19 pandemic. Many students may decide to stay here instead of attending a residential campus.

## **Assessment/Institutional Effectiveness**

### **Middle States Update**

- Dr. McLain reported the Working Groups are drafting their reports.
- Program's Accreditation webpages have been updated.
- Work Group #1 made a recommendation and sent forth a listing of where the mission, vision and values of the college should be added. (President webpage, Board of Trustee webpage, Employee handbook, and minutes). The Alumni magazine was also suggested but Dr. McLain explained to them that the foundation supports the magazine, not the college.
- Dr. McLain reported these items have been uploaded to all areas.
- All programs undergoing program review have received a data packet.

### **Strategic Plan Update**

- a. SUNY had sent out the standards and mandate, and a link of resources for the college's EIT advisory council.
- b. The EIT advisory board committee is looking for representation from Facilities.
- c. The EIT equity conference is still being held. Dr. McLain will wait to see if COVID 19 restrictions cancels this.

## **Action Items**

### **Personnel - approved**

- PAR 2020-36 AVP & Dean – BPS
- PAR 2020-41 Assistant Professor – Nursing
- PAR 2020-42 Professor – Nursing
- PAR 2019-101 Asst Prof - Assoc Prof Nursing

EC discussed the current search in process and whether to continue to move forward. The VPs need to reaffirm they are good to go.

### **Policy and Procedures**

Nothing to review or approval.

## **Updates/Information Items**

### **Budget**

- There are some new internal procedures around PARs. All PARS before March 10 are void and will need to be resubmitted if the position is needed.
- Really need to drive down payroll costs. There needs to be 40 full time equivalent positions driven out of the budget.
- VPs should re-evaluate their structure and organization. Finance will be forwarding financial information along with a budget to the VPs.
- Finance is seriously taking a look at early retirement incentive program. This would ideally happen before 9/1/2020.
- Volunteer separation agreement will probably go to BOT in April.
- ESPA negotiation discussions will be starting in a couple of months. Their contract expires at the end of August.
- Finance will be going to County Leg. about the Carnegie new budget. Their Finance committee meets on Thursday. There is a meeting on the proposed budget with County Executive later this week.

### **Maintenance and Facilities Update**

- There was an opening meeting with Holt on the design and site selection for the Greenhouse.
- The college will apply to Empire State for funding within a couple of months.

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

- Comicon will be cancel and Student Activities is waiting on verbiage from the lawyer.
- Student are currently stuffing bags for SUNY's got your back event.
- The Student Awards night has been canceled. A decision is needed on Spring Fling.
- Student Clubs only have \$6000 left to spend in this semester.
- SUNY has sent the PRODiG payment information.
- FSA working on Student Activities and FSA discretionary monies for next year.
- Dr. Ross-Scott continues her work on compliance throughout the college.

### **Academic Affairs Update**

- a. Debbie Orloff from the Finger Lakes College presented at the Teaching Conference. Dr. McLain presented in the afternoon.
- b. Assessment continues to move forward.
- c. Due to COVID 19, Dr. Haynes is trying to have all courses with at least a shell on Blackboard.
- d. TRC is sharing ideas on how to communicate with students.
- e. The TRC is offering webinars about moving face-to-face to online and will be sending out more resources when they are available.

### **Human Resources Update**

Ms. Fedorchak had nothing to share.

### **Other**

**The Next Executive Council meeting is scheduled for Thursday, March 12, 2020  
in the Wales 107 Conference Room at 1:00 p.m.**