

**Executive Council  
Minutes  
Tuesday, January 18, 2022  
Wales 107 Conference room – 10:00 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. Kim McLain, Diana Lenzo

**Others Present:** Nick Brey

**EMMO Update**

The newest challenge with the SUNY Portal that tracks student booster information is it must be manually approved by Mr. Brey. The hope is it will be an automated process soon. NYS is stopping contact tracing. One must self-report using the link on the BCHD website. SUNY says we need to still do contract tracing. Next week's return testing is for everyone on campus. Anyone who has received vaccinations but not the booster is considered "unvaccinated" and will need to get a booster. There is some leeway on the frequency of testing vaccinated staff/employees. Mr. Brey is recommending testing vaccinated monthly. Student Village residents will be at least every 2 weeks. It was agreed that unvaccinated staff/employees must test weekly. Vaccinated will test monthly, with the option to test weekly.

**Student Success**

The Enrollment Newsletter was distributed. Enrollment is at a decline of 8.3%, which is better than expected. Direct follow-up calls have been made to students who requested housing. All demographics have shown improvement and are in positive numbers. There has been a slight decline in other counties.

**Communication**

No items for discussion.

**Action Items**

**Personnel - approved**

- |   |                  |
|---|------------------|
| ○ PAR 2022-01 FT Adjunct Psychology & Hum Serv. | Dr. Penny Haynes |
| ○ PAR 2022-02 FT Adjunct Nursing                | Dr. Penny Haynes |
| ○ PAR 2022-03 FT Adjunct Nursing                | Dr. Penny Haynes |
| ○ PAR 2022-04 FT Adjunct Nursing                | Dr. Penny Haynes |
| ○ PAR 2022-05 FT Adjunct Nursing                | Dr. Penny Haynes |
| ○ PAR 2022-06 FT Adjunct Dental Hygiene         | Dr. Penny Haynes |

**Policy and Procedures**

No Items for review or approval.

**Updates/Information Items**

**Institutional Effectiveness**

Dr. McLain distributed and provided an overview of the Fall 2021 updates from the EIT Accessibility Advisory Council. Dr. Haynes stated the college's EIT Plan has been recognized as a very good example by SUNY.

### **Finance and Facilities**

Mr. Sullivan reminded the VPs that any major capital project requests over \$100K are due Feb 1 to M. Chiao. Budget requests are due Feb 28 to L. Allen. The internal audit by Bonadio is ongoing. They will be presenting their findings at the March BOT meeting. Finance should have final budget numbers which will drive next year's budget and they are also working on the multi-year sustainability plan. Nuventive needs to be updated, especially in the enrollment areas. Finance plans to present the proposed 2022-2023 budget to BoT in April. Federal regulations require the college to post on the website where stimulus funds have been used. An additional \$3.5 million in Stimulus funds will be needed to balance this year's budget. Last year's budget required \$3.5 million. Dr. Drumm commented that using \$3.5 million two years in a row is not a good trend.

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

Student housing numbers are at 233 with 8 students pending. The DOS position applications will be reviewed continues today or tomorrow. Planning for welcome week activities which will start the week after classes start (the week of January 31) Tabling will be held in buildings not outside.

### **Academic Affairs Update**

The spring schedule has been finalized. Dr. Haynes reported the meeting with UHS and Lourdes went very well and there was some discussion about non-credit courses and employee on-boarding. She is hoping to get some options set up through workforce development.

### **Human Resources Update**

HR representatives are preparing for FA negotiations this afternoon. ESPA negotiations are Friday morning.

### **Other**

No items for discussion.

**The next Executive Council meeting is scheduled for Tuesday, January 25 2022 at 10:00 a.m.  
Wales 107 Conference Room**