

**Executive Council
Minutes
Tuesday, February 9, 2021
Via Zoom -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
Others Excused: Nick Brey

EMMO Update

There are 702 active cases in the county. The county vaccine pod is expecting to administer 700 vaccines. There were 300 tests completed yesterday on campus.

Student Success

The Enrollment Newsletter was distributed. Enrollment numbers have stayed the same. Enrollment management will look into the accepted pool data to get a better breakdown of that student-to-accept pipeline and see how these numbers compare with the same time last year. Responses from the distributed student pool are showing that the top reason preventing them from registering is they just want a semester off and 60% planned to return and transferring to another college fell to 7th place. The responses are so different this year. Mr. Wells said Johnson City school district is committed to doing a JC-wide Enrollment express.

Communication

No items for discussion.

Action Items

Personnel - approved

PAR 2021-01 Staff Associate – STEM

PAR 2021-03 Secretary – Nursing

PAR 2021-21 Tech Assistant IIA – Media Services

PAR 2021-26 Associate Dean for Nursing

PAR 2021-10 Assistant Professor – PE – held, not approved

Policy and Procedures

Items Pending Review/Edits

Telecommuting Guidelines and Procedures - waiting on additional feedback for stakeholders.

Updates/Information Items

Institutional Effectiveness

The Middle States draft will be finalized and uploaded into the MSCHE portal this week. SUNY is distributing the Sexual Violence Prevalence Survey. DOS Cordisco, as the Title IX officer, will send out personal emails to the campus and students. The student survey runs from Feb 15 - March 22. The employee survey will run from Feb 18 - March 25. EIT Advisory Council is running some professional development opportunities through Professional Development to encourage the use of DeQue University, which we now have available

through May 2021. The goal is to encourage a set of courses which participants would receive a SUNY Broome certificates for which can be used in professional development packets. Courses include: Document Accessibility Guru, The Universal Communicator, Web Accessibility Wizard. There is a Hyflex collaborative presentation by the TRC, and IT at the Broome Zoom today to discuss how we can use Hyflex from both an instructional design and technological viewpoint.. The Hyflex professional development grant funded opportunity to develop a Hyflex courses in a 7-week format for fall 2021 information and application will be sent out today.

Finance and Facilities

Finance is finalizing document preparation for the US ED audit scheduled for March 1. Finance is starting to work on the 2021-2022 budget. Departments are submitting detailed budget requests due March 1. Dr. Drumm asked Michael to let the Board and F&F committee of all the Audits that are coincidentally in process.

Student Development and Diversity Update

Dr. Ross-Scott is interviewing with the TV today at noon. She is concerned about the housing numbers as there are now 157 residents which is below the meal plan guarantee of 200. FSA will need to cover this shortfall. There is a meeting with ADC about the contract.

Academic Affairs Update

Initial work on the development of the Fall schedule has begun. Dr. Haynes is meeting with one candidate for AVP/Dean for Liberal Arts & BPS position with the 2nd one rescheduled for next week due to weather. The 3rd candidate is this Thursday.

Human Resources Update

HR is finalizing documents for the Board.

Other

Dr. Drumm reported on the Economic Impact Report from the Greater Binghamton chamber meeting. The news was surprisingly very encouraging in this area.

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