

**Executive Council
Minutes
Friday, February 10, 2023
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 Kelly, Laura Hodel, Michael Sullivan, Jesse Wells, Diana Lenzo

Student Success

The Enrollment Newsletter was distributed. Registrations for Fast Forward are expected to be completed by March 9th. Total FTE is flat. Fast Forward enrollment numbers will be separated for future newsletters. Admissions had a successful event with Binghamton High School's College Express Thursday. There was good media coverage. The college is in discussion already about doing this next year. A large group from Unatego CSD is on campus and will be at the CEC hosted by M. Stamets.

Communication

No items for discussion

Action Items

Personnel

No items for approval.

Policy and Procedures

AA4008 SUNY Broome Admissions Policy – First review

AA4008.1 Ex-Offender Procedure – First review

This has been reviewed by legal and also CA

COI Recommendation – Campus Space Reservation – COI is recommending a centralized reservation area. EC will form a committee to head this up with key stakeholders. J. Wells and L. Hodel will co-chair and develop a charge.

Updates/Information Items

Finance and Facilities

Finance is getting ready for the board meetings next week. Capital Improvement Projects will be presented. Major projects proposed for 2024 are the Decker Building Renovation which includes the Dental, Rad Tech, and Nursing areas (\$3.8 million project). Additional improvement requests for the Student Union, major improvements for the library, some classroom technology upgrades, and round 2 of IT infrastructure improvements. There are 2 projects pending transformation funding from NYS, the athletic field and theater space. Mr. Sullivan expects to present an updated sustainability plan to the Board in March and the proposed 2023-2024 Budget presented in April.

Student Development and Diversity Update

The college is participating in an 8-month project with SUNY and 8 other colleges concerning student parents. Student Chancellor awards were submitted. A college-wide notice about the fall semester resident who was murdered in NYC will go out, counselors are on standby.

Academic Affairs and Institutional Effectiveness Update

Dr. Kelly is working with the chairs on schedule development. A full-year schedule will be posted, but students will register by semester. A revised grading policy is in draft mode and also working on updating the syllabus requirement. The Division is pushing for increased use of OER.

Human Resources and Student Finance Update

Approximately 90% of college students receive some form of financial aid. Poverty Training was offered last year with another training for faculty and staff being offered this year. Colleges that utilize this training have seen an increase in retention and success rate. The census date is coming out on Tuesday with disbursements in March. Bookstore vouchers are still open. The presidential search committee re-started last week w/N. Polonio. Ms. Hodel is having the college website updated with the search details. The position will be advertised through Ms. Polonio's outreach, SUNY, and usual spots where the college advertises. HR is finalizing fully executed ESPA and FA contracts. The last retro payroll will be Management Confidential.

Other

- BU/BAP Discussion

**The next Executive Council meeting is scheduled for Tuesday, February 14, 2023, at 10:00 a.m.
Wales 107 Conference Room**