

**Executive Council  
Minutes  
Thursday, March 11, 2021**

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, Nick Brey, Dr. Penny Haynes, Dr. Kim McLain, Dr. Carol Ross-Scott, Michael Sullivan, Jesse Wells, Kim Perkoski for Diana Lenzo

**Members Absent:** Lynn Fedorchak, Diana Lenzo

**EMMO Update**

- Vaccine update – Broome County cancelled all vaccine appointments on March 10 due to a shortage. Today they had to cancel 120 appointments, all of them were first dose appointments, all second dose appointments stayed as originally scheduled.
- Currently have zero students in quarantine/isolation, two students were released from quarantine/isolation yesterday.
- Broome County announced new guidelines for fully vaccinated individuals. If you have been fully vaccinated for a minimum of two weeks and come into contact with a positive case, and you do not have any symptoms, you do not have to quarantine.
- Submitted the request to open our fitness lab, but Broome County has stricter guidelines than the state. Updated and resubmitted the proposal, hoping to hear back soon.

**Student Success**

- 77 registrations for Spring 2021 semester, up from the 17 registrations in Spring 2020
- Fast Forward registrations are at 1119, not expecting many more
- Finalized plans with B.U. for the “Planning Ahead for College” event on May 10. This is our first joint recruiting events that is open to all local and NYC high schools and residents.
- March 15<sup>th</sup> Elucian’s outbound calling campaign will start and will run through March 29. Focusing on connecting students with admissions and advisors.
- All other regular campaigns are up and running
- Multiple college fairs coming up in March and April

**Communication**

- Dr. Drumm shared that most colleges are planning for a more normal Fall semester and some are talking about some type of outdoor commencement ceremony, hasn’t received any guidance from SUNY yet.
- Jesse Wells advised that MARCOM will be sending Dr. Drumm a redrafted commencement plan for him to review.
- Dr. Kim McLain asked if we could do a campus wide announcement about the newly updated vaccination eligibility that includes all in-person SUNY employees.
- Jesse Wells asked the group to send him anything they have regarding this updated so he can get an announcement drafted.

## **Action Items**

### **Personnel**

- **PAR 2021-02 Technical Assistant IIA** – Approved

### **Policy and Procedures**

#### **Items Pending Review/Edits**

- **FI6007 Surplus Property Policy** – Approved, pending Legal review
- **FI6007.1 Surplus Property Procedure** - Approved pending Legal review
- **FI6007.2 Scrapping of Computer Equipment Procedure** - Approved pending Legal review

Michael Sullivan stated the edit is an expansion to the surplus policy and two related procedures. More details were added on how the college disposes of property, and I.T's procedure for computer equipment that links to the surplus policy. Dr. Drumm stated he would like these reviewed by the lawyer, once he approves we can send to Shared Governance.

## **Updates/Information Items**

### **Institutional Effectiveness**

- Dr. Haynes has been in contact with Dr. Connolly and the team is finalizing the schedule.
- A Broome Zoom was held 3/10 to discuss faculty sharing of assessment results used to improve student learning in preparation of the upcoming visit.
- Professional Development held a productive discussion about race on 3/9 which was well received. Another sessions is scheduled to continue the conversation.
- Working on contract with ESMI for an economic impact study and labor market analysis platform
- SUNY Campus Climate Survey communication is going out again to remind the campus to complete the survey; it is open until March 22 for students and March 25 for employees. SUNY is looking for at least 20% participation from students and employees. We are currently at 12.5% student participation and 27.8% employee participation.

### **Finance and Facilities**

- Department of Education audit on Title IV Financial Aid is completed and we received a clean audit.
- Department of Defense audit will begin around April 1
- Working on 2021-22 operating and capital projects budget, the county has requested the capital projects budget information be sent to them by the end of the month.
- Working with Larry Allen on the College Budget Workshop that is being held on March 19

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

- Posted the Housing Director position on the NASPA Exchange, working on getting the position posted through the College
- New RD starting soon, he will replace Alexandria Donkor. Dr. Carol will make sure to get him around to meet everybody.
- In the process of changing the philosophy of partnerships on campus. Working with Laura Hodel in Financial Aid and Gina Chase in Career and Academic Services to fill the gaps and keep students focus on their work and getting good grades.

### **Academic Affairs Update**

- Working on the Middle States visit schedule, hoping to have it completed by the end of the week.
- Middle States will not waive the six virtual site visits to our off campus locations. They need to meet with at least two high schools, working on getting those set up. They will visit the CEC when they are here.
- EAB held a presentation on APS System. The course optimization piece is very helpful; going to pull the department chairs to work with the program, hoping this piece will help with section management.
- Applied for the Guided Pathways for Rural Colleges, have some faculty and staff interested already.
- Working with College Assembly on the Finals Week Policy
- Gian is working hard on developing new articulations and is developing one with BU and the school of management, which will be great for our students. They will reserve 25 seats for students meeting the GPA qualifications. This will be good to get an official signing for PR.
- Attended a meeting with EAB and discussed life after the pandemic and challenges we may face.

### **Human Resources Update**

- None

### **Other**

- None