

**Executive Council
Minutes
Thursday, April 9, 2020**

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
Others Present: Joe O'Connor

EMMO Update

Chief O'Connor reported the county has made a new policy for people going to the store to follow Odd/Even birthdays but there is no real enforcement on this. The EMMO Group would like to know how the college is going to operate during Spring Break. It is recommended to keep the library open. The EMMO group is waiting on county for more information about their offer for help in getting student's personnel belongs back to them. The Planning team is working on protocols for reporting COVID 19 positive students/employees.

Student Success

Mr. Wells reported there are 4 marketing campaigns being launched through social media, billboards. There has been a bit of improvement on continuing students getting registered. Virtual appointments are being set up with Admissions.

Communication

New communication forms for MARCOM are ready and will be sent out to the campus today.

Assessment/Institutional Effectiveness

Dr. McLain said that Work Group #5 would like to come to Executive Council, the CAO and Board of Trustees and ask some questions related to their standard of assessment. Dr. McLain reviewed the Dashboard Data with the group. She will bring back more specific information that was requested. There is a Middle States steering committee meeting this Friday.

Action Items

Personnel

No items for approval

Policy and Procedures

No items for review or approval

Updates/Information Items

Budget

Mr. Sullivan reviewed the proposed 2020-21 budget. The college is proposing a 2.9% decrease in the budget. Estimated tuition increase would be 4.4%. This is the last year of the tuition freeze for Excelsior students. Finance is expecting a 4% in out of state tuition and proposing several increases in fees, excluding distance learning fees. To offset the reduction in revenues the number of positions may have to increase to 50 who might contemplate voluntary retirement. Finance is still forecasting a balanced and reasonable budget with barebones amount of capital projects/repairs.

Executive Council
April 9, 2020

The Executive Council motioned to approve and adopt the proposed 2020-21 budget and move it forward to the Board of Trustees for approval.

There is a tentative agreement with ESPA to extend their current agreement for 1 year and receive the 3rd year % increase that the other unions and Admin would receive. This is subject to ratification of ESPA membership. It will be submitted for approval at the May board meeting.

Student Development and Diversity Update

Student Housing is prepping for the census. Students should all be moved to the 2nd floor by tomorrow. FSA posted a job for an Intervention Specialist as Ellie is graduating. Interim DOS Cordisco is getting more SOC referrals. She is working with Counseling. Students are concerned about food insecurity, COVID 19 issues, academic concerns. Dr. Ross-Scott is staying heavily engaged with students. The COI group is concerned about the new proposed Org structure and wanting to make sure that the appropriate people involved in the logistics are part of planning the timeline. There is concern about emergency funds being available for students. The Foundation expects to fully fund all scholarships for this year. There have been no fundraisers. Emergency funding will be coming through Federal Emergency funds but there is no time as to when the money will be coming in. The Graduation committee is proposing July 25 for an in-person event, with a virtual event as a backup.

Academic Affairs Update

Dr. Haynes reported there has been students with transition difficulties. Dr. Drumm stated faculty should plan to make plans to be online in the Fall.

Human Resources Update

Ms. Fedorchak has no issues to report.

Other

The County and IDA are putting together an Economic Recovery Task Force and asking for representation from the college. Dr. Drumm will be attending. Executive Council will continue to meet Tuesday/Thursdays at 11:00 a.m.

**The Next Executive Council meeting is scheduled Tuesday April 14, 2020
Via Zoom at 11:00 a.m.**