

**Executive Council  
Minutes  
Tuesday May 16, 2023  
Wales 107 Conference Room – 9:30 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, Laura Hodel, Dr. Penny Kelly, Dr. Carol Ross-Scott, Michael Sullivan, Jesse Wells

**Members Excused:**

**Student Success**

- Admissions has been busy advertising and holding instant admit events.
- Owen, the new Director of Admissions, is doing great and settling in.
- Compared to last year at this time for the Spring semester, we are up .46% in students and .53% in FTEs.
- Compared to last year at this time for the Summer semester, we are up 1.91% in students and 6.81% in FTEs.
- Compared to last year at this time for Fall semester, we are up 5.59% in students and 10.25% in FTEs
- 4,695 applications for Fall 2023 semester, up 21.44% from Fall 2022.

**Communication**

- There is a Child Care Rally scheduled for today

**Action Items**

Personnel

None

Policy and Procedures

Second and Final Review – revised AA4006.3 Attendance Regulations Procedure

Second and Final Review – new AA4010 Grading Scale Policy

First Review – new AA4011 Travel Policy and AA4011.1 – AA4011.6 Travel Procedures

- Executive Council reviewed and approved to move forward for final review and approval by the Board of Trustees.

**Updates/Information Items**

**Finance and Facilities – Michael Sullivan**

- Nothing to report

### **Student Development and Diversity Update – Dr. Carol Ross-Scott**

- 130 housing applications for 2023-24, compared to 51 in 2022-23.
- Will be hiring student workers for the Summer
- Working on a contract issue with NJCAA ESports. We were charged a fee for an intercollegiate ESports team that we do not have.
- The Fitness Center and Fitness Court will be open during the summer.
- Looking to have a summer baseball league, but we need clay for the mounds. Dave and his crew will continue to maintain the fields during the summer.
- Childcare Center updates:
  - Priority will be given to students – 25 full time slots, compared to 21 offered previously
  - Will be sharing informal information with the campus to explain the changes.
  - Looking at accreditation for the childcare center, this will allow for more access to grants and outside support.

### **Academic Affairs Update – Dr. Penny Kelly**

- Completed Pathways
- Four programs have been reviewed and updated:
  - Engineering
  - Health Studies
  - Sports Management
  - Health Services
- 27 programs have been redesigned

### **Human Resources Update – Laura Hodel**

- New Senior Staff Assistant for Admissions started yesterday.
- Interviewing for a second Senior Staff Assistant position.
- Professional Development for onboarding new staff will be available soon. Please encourage your team leaders, or anybody responsible for supervision, to attend.
- Adjunct job postings are out now
- Working with Financial Aid on housing outreach. Reaching out to returning students to make sure they are registered for Fall.
- Cross registration portal with SUNY is now up and running.
- HEERF funds have been spent and finalized. Over 5 thousand students received assistance through the HEERF funds.
- The Student Emergency Grant was approved for the 2023-24 AY.

### **Other**

- None