

**Executive Council
Minutes
Tuesday, May 2, 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, Dr. Carol Ross-Scott, Dr. Penny Kelly (zoom), Laura Hodel, Michael Sullivan (zoom), Jesse Wells, Diana Lenzo

Student Success

The Enrollment Newsletter was distributed. Enrollment is up 18% in FTEs, 805 apps compared to last year. There have been 241 more students accepted. There seems to be a lot of housing interest in this group of applications. There have been 21 students accepted into the B2B program.

Communication

Convocation Committee Resolution. This has been sent to CAI leadership for consideration.

Action Items Personnel

No items to approve

Policy and Procedures

- First review – revised AA4006.3 Attendance Regulations Procedure revised – Chair reviewed, endorsed by CAI.
- First Review – new AA4010 Grading Scale Policy
Chair reviewed, endorsed by CAI
- First Review – new IT 9003 Cyber Security Incident Response Policy
Chair reviewed, info to CAI and COI
- First Review – new IT9004 Information Security Policy
Chair reviewed, info to CAI and COI
- First Review – new SS8005 Surveillance Policy and SS8005.1 Procedure
usage of cameras that Public Safety is responsible for and centralized. The footage goes to Public Safety and is constantly reviewed. It will be forwarded to COI for feedback.

All policies and procedures above will be forwarded to Broome County Legal for review and feedback.

Updates/Information Items

Finance and Facilities

The college presented the 2023-2024 proposed budget and updated sustainability plan to the county yesterday. It seemed to be well received.

Student Development and Diversity Update

The Childcare Center will be closing 2 classrooms and restructuring for the fall semester. Students, as well as international staff, met to talk about activities to engage and be more welcoming to FI and non-American students on Wednesday of Fall 2023 welcome week 2-4 p.m. Discussion about the timing of delinquency letters was held with student accounts/finance. Student Assembly is being encouraged to discuss

participation in SUNY college-wide student assemblies and the representation of community colleges with SUNY.

Academic Affairs and Institutional Effectiveness Update

Collaboration with the American Civic Center and BU Faculty to provide some pipelines for non-credit ESL training at no cost. Open House was amazing. Thank you, Jesse. A parent group may be established to develop activities that parents would like to see available for high school students for the summer. There is a meeting with the chairs today to go over a Credit for Prior Learning draft policy which should be ready for the fall semester. Working with Student Assembly Academic representative Sasha Lofthouse to brainstorm to develop a better campus culture for the fall and develop more collaboration with administration, faculty, and students.

Human Resources and Student Finance Update

HR is busy with the presidential search and the candidates' visits. The first open forum is today at 11 a.m. Feedback forms will be available. Summer semester bills are due May 10. Employee tuition waivers are now available. A meeting with HR and Payroll to discuss forms and streamline the process for work-study students. There are opportunities for Federal work study for the summer.

Other

BU/BAP Discussion

**The next Executive Council meeting is scheduled for Tuesday, May 9, 2023 at 10:00 a.m.
Wales 107 Conference Room**