

**Executive Council
Minutes
Tuesday, January 21, 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, Michael Sullivan, Dr. Penny Haynes, Lynn Fedorchak, Dr. Kim McLain, Dani Berchtold, Jesse Wells
Members Absent: Dr. Carol Ross-Scott
Others Present: None

Student Success

- The Enrollment Weekly Planning Newsletter was distributed. Enrollment remains steady at -10%.
- The Daily Star in Oneonta had a front page article about the Oneonta location opening event. The community is very excited. There should be lots of opportunity for fall courses. Mid-March may bring CE Certifications and courses.
- Mr. Wells is now on the Tioga County Chamber board. They are very interested in developing the Owego Connection center.
- Tioga would like to do an after-hours event at the Owego location. Ms. Berchtold said there are no classes in Owego this semester. The chamber is very supportive of this space but scheduling is an issue.
- Mr. Wells would like to rebuild the Owego site using the Oneonta model.
- Ms. Berchtold commented that she has had conversations with professional population that would be interested in gaining more education for upward mobility.

Communication

No items for discussion .

Assessment/Institutional Effectiveness

Middle States and Strategic Plan Update

- Penny & Kim attended workgroup #7. They are reviewing their initial draft and working on revising it and following criteria of Standard.
- It was suggested by workgroup # 7 to have the BOT and Executive Council review the 1992 Conflict of Interest section of the By Laws. The workgroup wanted to know if the BOT should be filling out conflict of interest forms.
- Suggestion of procedure or policy to report a Conflict of Interest.
- CSR on date for ethnicity.
- The STEM Gen Ed representative and I will be meeting with the STEM Division today to discuss the measurable statements for ILOs developed by the GEC.
- This week is first Electronic Information Technology (EIT) Accessibility Officers conference call.

Action Items

Personnel - all approved

- PAR 2019-126 Accessibility Specialist to Learning Specialist
- PAR 2020-05 Director of Admissions

- PAR 2020-06 Interim Director of Admissions
- PAR 2020-07 Sr. Staff Assistant - Admissions

Policy and Procedures

No policy or procedures to discuss.

Updates/Information Items

Budget

- The Finance department is forecasting a balanced budget with a 6% decline and an assumption of a decline of 10-11% for the spring semester. This will drive 2020-2021 budget.
- Capital project process will be reviewed in February and March.
- Currently getting cost estimates for Decker renovation and looking into options and feedback from the consultants.
- SUNY2020 has a \$5million minimum ask. He is meeting with Ms. Cordisco to review the options. This could be a funding options for Greenhouse/nursing expansion.
- Finance did receive news that smallwares cannot be part of funding for a capital project.
- Finance is still waiting on word from DASNY on the SAM grant.

Maintenance and Facilities Update

- Finance is finalizing everything on the Carnegie Project so Empire State Development can sign off.

Student Development and Diversity Update

Dr. Ross-Scott was absent. No update was available.

Academic Affairs Update

- Section management day. Deans have been on top of this.
- Dr. Haynes and Mr. Wells had lunch with the BU Provost and BAP representatives. It was a good meeting with lots of collaborative ideas. They offered to help with Research.
- Honors Program Auto admit was discussed and they are also interested in our Instant Admit process like the Windsor event.
- All departments are participating with the SPARK event and the weather should be good.
- Dr. Haynes would like to invite the Events Coordinator Dadamio to Executive council to discuss rentals and pricing for the CEC.
- Dean Brandt will be stepping down from co-chair of MS to concentrate on the Nursing ACEN site visit Feb 9-11, 2020. There is still a lack of nursing staff.
- Dr. Haynes is working on cleaning up policies before Middle States visit and to clean up inconsistencies among departments.
- The Enrollment group is working on reviewing policies.

Human Resources Update

Ms. Fedorchak had nothing new to report.

Other

No new items for discussion.

**The Next Executive Council meeting is scheduled for Tuesday, January 28, 2020
in the Wales 107 Conference Room at 9:30 a.m.**