

**Executive Council
Minutes
Thursday, February 23, 2023
Wales 107 Conference Room – 1:00 p.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. Carol Ross-Scott, Michael Sullivan, Jesse Wells

Members Excused: Dr. Penny Kelly

Student Success

- FTE's and Accepts are still down, but the numbers have improved since last week.
- Most of the Fast Forward students are in. May have a couple more added in the next few days. This will help FTE numbers if we do add more.
- Fall application numbers are up about 100 for Health Services and 40 for STEM.

Communication

- Ms. Hodel shared that a question about signage on campus came up at COI. Was wondering if we could send communications out about the updates that will be coming soon. Mr. Wells updated the group on the progress, he shared we are almost ready to put the project out for bid. Dr. Drumm would like an update to go out to the campus via the HIVE.

Action Items

Personnel

None

Policy and Procedures

None

COI Recommendation – Response from Jesse and Laura

- An issue was submitted via the “Submit an Issue Form” on the Shared Governance website. The issue highlighted that there is not a centralized process for reserving spaces on campus and an issue in regards to ownership of space. The Council for Operational Issues recommends that the campus reevaluates the current space reservations procedures on campus and explores software options that could allow the process to be more centralized and transparent for those trying to reserve spaces. It is also recommended that with this, the campus also creates clear procedures and policies surrounding a centralized space reservation including: priority of events in reserving spaces and campus ownership of spaces (rather than specific departments or areas).
- Ms. Hodel shared that a draft charge and workgroup was proposed. The group will share the final recommendation to EC by May 31, 2023. Ms. Hodel and Mr. Wells will co-chair

the group with a representative from Public Safety, Athletics, Student Activities, MARCOM and the Registrar. Dr. Drumm approved.

Updates/Information Items

Finance and Facilities – Michael Sullivan

- Working on the 2023-24 budget and multi-year sustainability plan. Will present the information at the March Board of Trustees meeting, and present the final budget at the April Board of Trustees meeting.
- May propose a hiring freeze due to a 20% holdback in state aid. Will be looking at positions as they become vacant and will evaluate the need to fill. Will be mentioning at College Assembly tomorrow and will make a final decision within the next few weeks.
- 2023-24 Budget submissions are due on March 1.

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

- Housing currently has 237 students. This number will be decreasing due to students having outstanding bills and falling below the minimum credit requirements for housing.
- Meeting with VP Rose and their new athletic director soon. Will discuss sharing facilities – specifically softball and track while ours is under construction.
- FSA Board meeting is March 2.
- The Black History Month Lunch & Learn had a great turn out, and the Broome Zoom was very informative.
- Diversity Dialogue series turn out hasn't been great.
- Marie Finelli wanted to remind everybody to attend the active shooter and workplace violence trainings. Please share with your direct reports and have them share with their teams. It is a required annual training and is not currently available on BrightSpace.

Academic Affairs Update – Dr. Penny Kelly

- None

Human Resources Update – Laura Hodel

- Broome Zoom was excellent; the students did a great job and were very engaging.
- FA contract was signed yesterday
- Federal Financial Aid disbursement date is Monday, February 27, 2023
- Met about the Student Emergency Grant and the group is looking into ways to support students so they don't have reoccurring emergencies every semester. Looking at financial literature, information on how to create a budget, and working with Follett to mainstream awards for textbooks/supplies so the student doesn't have to wait to receive the money before they can get their books/supplies.
- Busy with searches and new hire orientations
- Looking into a demo with SafeColleges for DEIJ trainings for faculty and staff.

Other

- Binghamton University is in the process of sending out their Fall 2023 BAP acceptance letters. They will share with us the total number of letters they send within the next few weeks.

- Dr. Drumm would like to have some sort of communications with local guidance counselors and high schools to encourage students to apply to BU even if they don't think they meet the grade requirements. Student may be eligible for BAP and BU is looking to increase the number of local students in the program.
- Dr. Ross-Scott asked what the status of the Director of Admissions search is. Ms. Hodel shared that the first round interviews are scheduled for next week via zoom. Final interviews will be held on campus.