

**Executive Council
Minutes
Thursday, April 16, 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

General Updates

Dr. Drumm reported back from his Chamber Re-booting task force. Many questions surround reopening as how it will affect child care, on-campus classes, social distancing. If classes are online, how do wi-fi and cellular service availability is a disadvantage for many students. Dr. Drumm would like to see some planning for the fall if classes are face-to-face. How does the college manage social distancing? What are capacities of the lecture halls. Dr. Drumm would like Dr. Haynes and CAO to take the lead and pull in the Registrar and Mr. Ligeikis. Re-imagine post "paused" SUNY Broome. Dr. Haynes reported she has another meeting with the IT department.

EMMO Update

The Draft reporting guidance has been sent to the county for review. There are concerns of where the federal and state government guidance will be if NYC reaches its apex and upstate is nowhere near that. The College needs to be prepared to maintain our protections until May 25 when the County thinks the numbers will be flattening in this area.

Student Success

No new information.

Communication

College Assembly reached out to Dr. Drumm with concerns from the recent Your Voice Matters event. He has sent out an update.

Assessment/Institutional Effectiveness

Middle States and Strategic Plan updates

Dr. McLain is holding program review sessions which are progressing. External Review Team visits for Program Reviews will be conducted virtually. She is working with IT to review IPEDS and other schools age range used in data. Dr. McLain has started to standardize department pages with C. Cable in MARCOM.

Action Items

Personnel

No items for approval

Policy and Procedures

No items for review or approval

Updates/Information Items

Budget

The proposed 2020-21 budget was distributed. A listing of capital projects in progress or already submitted was distributed. Mr. Sullivan would like EC to send any recommendations L. Allen or Mr. Sullivan. EC will recommend this as a draft document to CPAC and then the Sustainability Committee. The list will be prioritized by the VPs, approved as a plan and get on a schedule to be implemented within the next 12-18 months. Mr. Sullivan submitted a new Budget Process Policy which was a recommendation from a MS workgroup. This is a draft policy, please send any recommendations. He would like this to be on the May or June BOT agenda and revisited at Tuesday's EC meeting. Guidance is still pending on the CARES Act. A memo from SUNY has requested the college develop contingency plans based on a 10%-25% reduction in funding and submit them to SUNY next week.

Maintenance and Facilities Update

Student Development and Diversity Update

FSA is putting a bid in for CARES money as a nonprofit. Dr. Ross-Scott is working on the logistics of getting Student Resident personal effects back to them. The SA division is doing a calling project for students with 45 credits. They will be cold calling them next week and check in with the students. She will compile the information on Fridays and send emails to the appropriate departments and students. Dr. Ross-Scott has been in discussions with Brian Rose at BU about some partnership possibilities. Dr. Ross-Scott is working on the dining options.

Academic Affairs Update

Dr. Haynes reported that L. Allen has run data for students who are registered in the spring and sorted by advisors and division. There may be some duplication with Dr. Ross-Scott's project. The focus is getting continuing students registered. Dr. Haynes is working on guidelines for releasing students from placement tests. CAO is discussing when the college returns to normal online courses and the direction of faculty developing online courses. Her focus continues to be the Fall and Summer. The proposed hospitality online glass will be submitted to SUNY.

Human Resources Update

Nothing to report.

Other

Dr. Drumm announced that he has been asked to chair the Regional Economic Development Council. It will be interesting to see among the 8 counties, what is similar and different. The area of most concern is the Hospitality industry. Perhaps our Hospitality group can take a long look and come up with ideas.

**The Next Executive Council meeting is scheduled Tuesday, April 21, 2020
via Zoom at 9:30 a.m.**