

**Executive Council  
Minutes  
Tuesday, February 1, 2022  
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 Haynes, Lynn Fedorchak, Michael Sullivan, Jesse Wells, Dr. Kim McLain, Diana Lenzo

**Others Present:** Nick Brey

### **EMMO Update**

Mr. Brey reported there have been some software issues with the vaccine booster tracking software. Courts determined that NYS cannot enforce the proposed mask mandate by Governor Hochul but will remain in effect until Feb 10th. SUNY is strongly suggesting to enforce the mask mandate. The County still has it in place so the college has to follow the mandate for masks in buildings.

### **Student Success**

The Enrollment Newsletter was distributed. Enrollment has dropped to 11.19% in total FTE and 11.9% in total enrolled. Some fall semester numbers are starting to come in. Spring enrollment was very strong in transfer students.

### **Communication**

No items for communication

### **Action Items**

#### **Personnel**

No items for approval

#### **Policy and Procedures**

No items for approval or review

### **Updates/Information Items**

#### **Institutional Effectiveness**

Dr. McLain reported that winter IPEDS are being finalized and spring surveys will be started. Narratives for each standard are being drafted for the Online Learning Consortium Scorecard. There has been no further information on the LMS integration. Dr. McLain suggested that someone from the Administration be on the committee regarding the restructuring of Shared Governance.

#### **Finance and Facilities**

Mr. Sullivan commented that capital projects of more than 100K are due today to Monica Chiao. Budget & Finance will start the capital projects process with the County and then SUNY over the next 9 months. The monthly forecast is being finalized. The forecast will stay the same. Budget enrollment assumptions were a 15% decline in fall and a 20% decline in spring. Based on several initiatives, revenues have increased. Section to net FTE was at 0.79 but was budgeted at 0.75. Budget and Finance is developing the budget for 2022-23. Department budgets are due Feb 22. Contract negotiations continue.

#### **Student Development and Diversity Update**

Housing is down to 217 students due to incurred significant debt, or under-enrolled. Ninety-eight of the 217 are on academic probation. There are 2 intervention specialists to interact and reach out to the students. February is Black History Month. A lecture will be held later this month with a special Soul Food menu in Cafe on Wednesdays. Tuesday night is movie night, Wednesday is Krispy Kreme day, and Thursday has Karaoke in the Student Center at 11. Rae Palmer is the new staff assistant in the DOS office. The New Director of Activities, Dr. Nick Wagner, has started. HEERF stimulus funds Counseling proposal is at SUNY for review/approval. Emergency funds are available for books for students. Dr. Ross-Scott said students don't understand the financial obligations of going to college.

### **Academic Affairs Update**

Dr. Haynes reported she's been working with Trustee Jason Andrews about High School pathways. There will be High School Guidance Counselor meeting on Feb 11. UHS/Lourdes will also be present to discuss health care pathways. The Provost, Frank Sobey, from Amarillo Community College will be meeting with herself and Dr. McLain to put together a presentation about 7-week courses. Student retention was better from the fall to the spring semester.

### **Human Resources Update**

Negotiations are next week for the FA and ESPA. HR is also working on COVID tracking. There has been an increase in home positive cases with employees.

### **Other**

No items for discussion.

**The next Executive Council meeting is scheduled for Tuesday, February 8, 2022, at 10:00 a.m.  
Wales 107 Conference Room**