

**Executive Council
Minutes
Tuesday, January 14, 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. Penny Haynes, Michael Sullivan, Dr. Kim McLain, Dani Berchtold, Lynn Fedorchak, Jesse Wells.
Members Absent: Dr. Carol Ross-Scott
Others Present: None

Student Success

- The Enrollment Weekly Planning Newsletter was distributed.
- Final Registration is this week.
- The SPARK event is next Wednesday.
- There will be an Enrollment support event in Oneonta on Thursday and Tuesday of next week.
- There is a significant number of eligible students that are supposed to register this week.
- There has been an Improvement in HS enrollment.
- D-reg numbers for continuing students were consistent with last year.
- Mr. Wells is working on developing a report from Final registration week to see what day we get the most students coming in.

Communication

No issues were discussed.

Assessment/Institutional Effectiveness

Middle States and Strategic Plan Update

- The Lead team for Middle States meetings will be setting an agenda and meeting schedule for the Spring semester.
- Working Groups 3 & 4 are making great progress.
- Dr. McLain has been working with Nuventive and making revisions to curriculum mapping.
- Dr. McLain is working on the Program review data and editing the ethnic data collection and ensuring consistent for IPEDs.

Action Items

Personnel

No items for approval

Policy and Procedures

A new Anti-Bullying Policy was presented for review and approval to forward onto the Board of Trustees for approval. Dr. Ross-Scott will work with the Task force to develop a procedure to address the bullying violations addressed in the new policy.

Executive Council
January 14, 2020

Without objection, Executive Council voted to forward the new Anti-Bullying Policy to the Board of Trustees for approval.

Updates/Information Items

Budget

- Finance is wrapping up 2018-2019 audit by Bonadio Associates.
- Mr. Sullivan is anticipating that their findings will be presented at the February Board of Trustees meeting. He does not expect any findings or material change to the results.
- Finance is waiting on Spring enrollment numbers to be finalized and see how the section management dynamics play into forecasting.

Maintenance and Facilities Update

- The Stage 3 portion of the CEC National Parks validation is in process.
- Facilities should be receiving the preliminary cost and design for the Decker Renovations.

Student Development and Diversity Update

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

Academic Affairs Update

- Dr. Haynes is working with the Enrollment department to get students registered for the Oneonta Site.
- Section management discussions continue.
- The Department of Health is conducting their inspection at the CEC.
- There will be a webinar hosted by EAB to discuss the Performance Solution platform.
- Dr. Haynes reported that SUNY IT grants are due at the end of February.
- Dr. Haynes would like to get the new classroom technology that is at Oneonta down here and in other sites.

Human Resources Update

Ms. Fedorchak reported that the HR department is preparing for the ACEN visit.

Other

Approximately 40 members of STIR attended a CEC tour.

**The Next Executive Council meeting is scheduled for Tuesday, January 21, 2020
in the Wales 107 Conference Room at 9:30 a.m.**