

**Executive Council
Minutes
March 3, 2020**

Members Present: Dr. Kevin Drumm, Michael Sullivan, Jesse Wells, Dr. Kim Mclain, Lynn Fedorchak, Dr. Penny Haynes, Dr. Carol Ross-Scott, Danielle Berchtold

Members Absent: None

Others in Attendance: None

1. Student Success

- No big changes or news since last week.
- J. Wells is working on outreach to students who didn't return after last semester.

2. Communication

- None

3. Assessment/Institutional Effectiveness- Dr. Mclain

- Lead team met to plan the Steering Committee meetings for the rest of the year, the next two meetings are on 3/27 and 4/10.
- Middle States sent their new logo and guidelines for use
- Presented to the Grants Planning Committee yesterday for the IITG grant, if awarded S. Cordisco will look into licensing through Perkins
- Mission statements for all academic departments are complete
- All academic program pages and catalogs are standardized and ready
- Working on standardizing department pages
- 100% of curriculum maps are done
- 100% of assessment schedules from programs are done
- EIT Advisory Council meeting this week
- Shared Governance Assessment Committee will be assessing Shared Governance; the results will go to College Assembly by the end of the semester.

Action Items

1. Personnel

- PAR 2020-33 Secretary – Liberal Arts - Approved

Updates/Information Items

1. Budget – Mr. Sullivan

- Looking at two key areas for the current year budget, enrollment and payroll.
- Based off the recent budget updates, the budget is close to being balanced but payroll expenses can throw it off
- Need to look at positions through restructuring; what positions are critical versus what are not
- 2020-2021 draft budget will go to the Board of Trustees in April, will have the finalized budget in June
- County is meeting next week for Carnegie funding increase, it will then go to legislature for final approval the next week

2. Maintenance and Facilities Update – Mr. Sullivan

- None

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

- Spoke in two business classes last week. Did a student survey to find out what concerns students have about attending Broome, living in Binghamton, and completing their degree. For the first time campus safety was a concern. Looking at ways to have Public Safety involved to make students feel safe on campus.
- Looking at record storage space, due to lack of physical space on campus would like to see storage go digital.
- On 3/27 students from Judith Kay High School will be coming to campus for a tour
- The Family Support Specialist for single parents starts on Monday, she will also be working with the food pantry to help with food insecurity on campus
- Student Assembly expressed concern about the dining calendar regarding what days they are closed. Tom Nunn, director of dining, will be meeting

with Amy and the housing staff to review and make sure that our students know what days during the year the cafeteria is closed.

- Working with division on duties of each department
- Working with J. O'Connor on parking, he is pulling the parking violation report. If there are unpaid violations you will not be included in the lottery system, therefore you will not be able to park on campus.
- ComiCon meeting tomorrow, will be cancelling the event due to health and safety concerns.

4. Academic Affairs Update – Dr. Haynes

- Mexico trip cancelled due to health and safety concerns.
- Ireland trip in April being cancelled due to health and safety concerns.
- There are two trips to London scheduled in May, still deciding whether to cancel, will make final decision by end of the week.
- Working on getting faculty trained on BlackBoard in case of an emergency
- In process of cleaning up and streamlining our offerings to help attract more of the adult student market. Also discussing changes to placement testing.
- Working with SUNY on a CEC Extension location
- Revised Business Studies Program, this will be sent to SUNY for review soon
- Working on making a Credit Hour Policy that is more specific than the SUNY policy for the Middle States review
- Reviewing developmental courses to see what we offer versus what we actually need to be offering.

5. Human Resources Update – Ms. Fedorchak

- None

6. Other

- Ms. Fedorchak suggested adding disinfecting wipes and gloves to each conference room on campus to help combat the spread of germs.