

**Executive Council  
Minutes  
Tuesday, April 7, 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, Howard Streby, Tina Tomassetti, John Petkash

**Phone System Capabilities** – Tina Tomassetti, John Petkash, Howard Streby

The IT phone specialists were invited to Executive Council to discuss how to make the current phone system more effective and ideal to use for critical processing offices and the Admissions office. Mr. Wells would like the phone calls out to identify as SUNY Broome and incoming calls can ring a staff's cell phone or desk phone. It was explained that phone calls can be forwarded to a cell phone but then it would be out of our phone system and not retrievable. Ms. Tomassetti explained that even though our systems have been upgraded, they cannot compete with cloud-based system or VOIP systems. The college could look into implementing one-talk Verizon for each building and that would be an option to eliminating desktop phones. Ms. Tomassetti has discussed sharing IT services with the County as they offer phone systems to other counties. The college could have a VOIP system with the county as the service. The cost would be equivalent to what the college currently pays. Dr. Drumm would like further research on this and move forward with testing in the Enrollment Department.

**EMMO Update**

Dr. Ross-Scott reported that students want to come back to the college because they don't have the resources at home. Chief O'Connor reported that a report has been submitted to the County about the process of having students' personnel items shipped. Communications will be diverted with COVID 19 items going to Silvia, Enrollment planning will go to Jesse. A new COVID 19 Communication form has been developed for submission to MARCOM. Mental and Nutritional information for the community will go through the Counseling department.

**Student Success**

Mr. Wells reported that SLATE is integrating very with Banner.

**Communication**

None

**Assessment/Institutional Effectiveness**

Dr. McLain distributed the Dashboard report and will discuss it further at Thursday's meeting. Nuventive training was completed with the STEM chairs. **Next EIT Advisory Council meeting is scheduled for this afternoon. The college's EIT plan is due to SUNY June 30<sup>th</sup>.** SUNY is offering access to Deque University educational software platform for web accessibility training.

## **Action Items**

### **Personnel**

Nothing for approval

### **Policy and Procedures**

Nothing for review or approval

## **Updates/Information Items**

### **Budget**

The Final draft of the proposed 2020-21 budget and will be discussed further at the Thursday EC meeting.

### **Maintenance and Facilities Update**

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

Protocol for reaching out to Student Village students is being developed. Dr. Ross-Scott attended the SUNY CAO meeting. Several colleges have wi-fi hotspots in their parking lots. Other colleges are mailing laptops to students. She is working on the details for refunds/credits for housing. Discussions continue on dining services.

### **Academic Affairs Update**

It is important that Students have updated phone numbers in the system as many calls to the students are not going through. Students who are reached appreciate the college reaching out to them. There are many inconsistencies in online platforms among the different courses. Training to teach online courses may need to be offered for the summer classes.

### **Human Resources Update**

Ms. Fedorchak reported that were no new items for discussion.

### **Other**

Dr. Drumm reported that there have been discussions only, about shared services between BU and SUNY Broome.

**The Next Executive Council meeting is scheduled Thursday, April 9, 2020  
in the Wales 107 Conference Room at 11:00 a.m.**