

**Executive Council
Agenda
Tuesday, September 12, 2023
Wales 107 Conference room – 10:00 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. Tony Hawkins, Dr. Carol Ross-Scott, Dr. Penny Kelly, Laura Hodel, Michael Sullivan, Jesse Wells, Diana Lenzo

Student Success

The Enrollment newsletter was distributed. Numbers are down 0.14% in FTE. Monitoring Fast Forward - should be ending next week. Calls and emails to MMR non-compliant students have gone out. There are still 80 that are non-compliant. Meningitis non-compliant numbers are down too. Interesting questions about the SUNY Presidents' service areas agreement and advertising in certain areas - non-overlap advertising. At SUNY admissions meeting - not honoring president's agreement. Dr. Hawkins commented some NYCCAP are discussing a regional area, especially in areas of Health Care.

The BAP discontinuation was announced at SUNY's Enrollment meeting. Discussion on messaging to the campus community was discussed. Dr. Hawkins asked BU President Stenger to attend a BoT meeting to explain his actions to the trustees. Questions on the effect on current students and the communication to the students was discussed. More details and communication will be forthcoming after a discussion with BU.

President's Report

- Mission Moments
 - LUMA event for Dr. Hawkins
 - Students who need glasses. - Dr. Carol Ross-Scott
 - Lockheed Martin \$25K grant towards covering micro-credentialing costs for veterans
 - Budget meeting with County Executive
 - Transformation Funds approved by SUNY
- Follow up on Policy Meeting
 - what is the process
 - i. Process of reviewing policy/procedure
 - ii. Cover sheets - new/review and comprehensive - cover sheets need to be completed
 - iii. Send a listing of all anticipated policies that are currently being worked on
- PTC meetings/forums
 - Student Forum – Sept 12 - Student Village, September 14, 2023 at 11 am. in MRC
 - Faculty/Staff – September 26 and 27, 2023 at 2p.m. in Decker 201 Maureen Hankin, Karen Moyer, Robin Kopolow, Sandy Gibble are hosting
 - Donor/Alumni – October 5, 2023, at 5 p.m. at the CEC - Cathy Williams, BCC Foundation hosting
 - Business and Other - TBD

Action Items

Personnel - approved

PAR 2023-173 Temp – Staff Associate

Policy and Procedures

- For Review
- AA4012 Family Education Rights and Privacy Act (FERPA) has been sent to the lawyer for review and then to the Deans for review.
- 3.1 Records Access: Education Rights and Privacy Act. Dr. Kelly motioned and Laura Hodel seconded to sunset this policy.
- Weather-related Closure and Cancellation Policy and Procedure
This has only been reviewed by the MARCOM team, Reference the guidelines in the procedure and add the Hyperlink. Jesse will convene MARCOM and include Public Safety, Res Life, and Facilities.

Upcoming Policies for review: Remote Work from Home from HR, and Absences from Class, and Honorarium from Academic Affairs. Dr. Hawkins would like the Facilities Use policy and to incorporate the differences of a co-sponsored event, waived rent, discounts. J. Wells offered to review all forms - co-sponsorship forms/rentals

Updates/Information Items

Finance and Facilities

No comment or information

Student Development and Diversity Update

The list of non-compliant students for MMR vaccinations is 257. emails and calls still happening. 241 residents. Student Village Forum on Sept 12 at 5 p.m. The Student Hammocks are fraying and ripped, a student fell out. They will be taken down until they can be safely used. The DOS search starting up. New interim DOS is doing great.

Academic Affairs and Institutional Effectiveness Update

The college was awarded \$198,000 over next 3 years for students taking internships. The Battery tech lab training will happen this fall. The Environment students are in New Hampshire. Dr. Kelly is meeting with department chairs today to start goal planning. Ellucian leadership is meeting individually with VPs. The IT staff is happy.

Human Resources and Student Finance Update

SUNY transfer task force kick off meeting is tomorrow. Course attendance is due next Tuesday. The Childcare director and assistant director position are posted. Employees still get 5 days of COVID pay. They will need to show positive test and fill out a questionnaire online.

Other

**The next Executive Council meeting is scheduled for Tuesday, September 19, 2023 at 9:30 a.m.
Wales 107 Conference Room**