

**Executive Council
Thursday, March 19, 2020
Minutes**

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 (Public Safety Director)

COVID 19 Update

Dr. Drumm asked the Executive Council to discuss the staffing for the Administrative Suite. Mr. Sullivan stated the Executive Group needs to be the lead. Staff feel at risk and criteria for essential/non-essential continues to be refined around the State and County emergency level. Staffing should be determined within the current guidelines minimum essential staff on campus. Ms. Berchtold will develop an Administrative Suite rotation.

EMMO Update

Chief O'Connor reported the EMMO chiefs need to have a rolling target of staffing. What is 25% of all the workforce and they would like to find out who is essential. Dr. Drumm felt that those who need to clean spaces, labs and maybe the plumber would be on call. Many processing offices have developed a rotating schedule. All management does not need to be here and perhaps could go on a rotating basis. IT department is working on guidelines to determine priority for cellphones. Supervisors need to get that information to the IT department. Mr. Sullivan suggested that the maintenance rotate through the custodial staff as less on campus at one time, the better. Some buildings could be locked down if employees are working from home. He has asked the Finance department to address how mail will be distributed and getting to the appropriate departments if employees are working remotely.

Chief O'Connor stated that the Student Village is a huge concern, especially if there is a confirmed case and the village needs to quarantine. Broome County reached out to see if Emergency Responders who needed housing could stay there. The college has told them no, not with all the students in residence.

Dr. Ross is concerned about the students and going stir crazy because they will not be able to go anywhere in the area of on campus. She is developing a strategy to keep in touch with them. The students are very anxious. Some do not understand the discipline needed for going online.

Community Colleges are meeting daily as their needs are different from the State Operation campus.

Action Items

1. Personnel Approved
 - PAR 2020-37 Assoc Prof – Nursing
 - PAR 2020-38 Assoc Prof – Nursing
 - PAR 2020-39 Assoc Prof – Nursing
 - PAR 2020-40 Assoc Prof – Nursing

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Postponed

- PAR 2020-44 Budget & IE Specialist

2. Policy and Procedures
Nothing for review or approval

Updates/Information Items

- Budget
- Maintenance and Facilities Update

Student Development and Diversity Update

- The Childcare will be closed Monday
- FSA will work remotely beginning Monday
- Dining hours will be cut
- Russian students have been required to return home.
- The village remains open - there are currently 274 students. It is expected that the majority of students will choose to leave at spring break.
- Most SA staff are working remote. Shelli, Sandy, Amy, Kim are on campus.

Academic Affairs Update

- Supervisors have been asked to let EMMO know what the needs are for the essential coverage in clustered offices and who will be remaining on campus.
- As of today, there will be 236 students in campus labs but no lectures will be held on campus.
- The Wales 107 Conference room will have a Zoom license.

Human Resources Update

Other

**The Next Executive Council meeting is scheduled for Friday, March 20, 2020
in the Wales 107 Conference Room at 1:00 p.m.**