

**Executive Council
Minutes
Tuesday, January 4, 2022
Wales 107 Conference room – 9:30 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. Kevin Drumm, Dr. Carol Ross-Scott, Dr. Penny Haynes, Lynn Fedorchak, Michael Sullivan, Jesse Wells, Dr. Kim McLain, Diana Lenzo
Others Present: Nick Brey

EMMO Update

The CDC has reduced the isolation quarantine to 5 days. NYS is not following those protocols yet. New SUNY guidelines require boosters for students before they start the spring semester. Admissions is changing the messaging for incoming spring students about requiring boosters. The system needs to track the booster. Mr. Brey expects updated information to be distributed soon to remind students to submit their booster information. All returning staff and students will be tested at the beginning of the semester. Unvaccinated people will remain weekly until further notice. Vaccinated staff/students will test monthly. The focus is the booster and how to figure out messaging. Mr. Brey reminded EC there is an option for all vaccinated employees to voluntarily test weekly. Mr. Brey and Dr. Ross-Scott are discussing a possible booster clinic for spring students.

Student Success

The Enrollment Newsletter was distributed. Enrollment numbers increased over the holiday.

Communication

No items for discussion.

Action Items

Personnel

No items for approval

Policy and Procedures

For Review:

- FI6005.1 Sponsored Programs Procedure - revised Michael Sullivan
EC moved to approve this revised procedure. It will be sent to Shared Governance for informational purposes.

Updates/Information Items

Institutional Effectiveness

Dr. McLain reported the department is gearing up for spring semester projects and winter IPED surveys.

Finance and Facilities

M. Sullivan is asking departments to submit capital projects over \$100K, anything under should be submitted under the usual operating budget requests. Department operating budgets should be submitted in early February. Finance is working on the BOT monthly budget forecast. Expenses are trending up so stimulus money will be necessary to balance the budget. He will be updating the college sustainability plan based on this information and working on next year's budget assumptions. The Preliminary budget will be submitted to the board in March or April. It will be submitted to the county in April.

Student Development and Diversity Update

The Student Assembly cohort finished with an overall 2.7 GPA. Dr. Ross-Scott will be looking at other cohorts to see how they did academically. AVP Dean of Students search has been extended by 2 weeks. The new Director of Activities, Dr. Wagner, starts on Jan 31. He comes from Delhi. The Student Conduct candidate search closes on January 19th. The Athletics Department is adding track and field to the sports lineup.

Academic Affairs Update

The Academic Leadership team is finalizing the spring schedule. Dr. Haynes and D. Berchtold are developing the Spring Faculty Assembly on January 20th. It will be virtual due to the increase in COVID numbers. Dr. Gretchen Schmidt will be the guest speaker and present on Pathways. Spring student orientation will remain both virtual and in person. Dr. Haynes has a meeting with UHS and Lourdes hospitals to discuss short-term community nursing needs.

Human Resources Update

Ms. Fedorchak reported the HR department is finalizing the new life insurance and 1095C tax forms. ESPA and FA negotiations will resume in the upcoming weeks.

Other

**The next Executive Council meeting is scheduled for Tuesday, January 11, 2022, at 9:30 a.m.
Wales 107 Conference Room**