

**Executive Council  
Minutes  
Monday, March 30, 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

**COVID-19 Discussion**

Chief O'Connor reported that donations are being dropped off today at the Br. CTY EOC spot at the Oakdale Mall. MARCOM will be there for publicity. The campus buildings, not in use, have been secured with new key cores. Majority of people are working remotely. Some maintenance is being done. Public Safety is monitoring library visitors. The IT department will be running a report on computer usage in the library. Infrared thermometers have been ordered for testing people coming to the library.

**Student Success**

Marketing campaigns are focusing on the normal push for the summer. There will be a heavy online summer campaign. Enrollment management is research recession numbers from 2008 Discussion - frequency of EC meetings going forward see what sections increased during that time, and think about new marketing campaigns due to a recessionary economy. The open house is a virtual open house with some creative ways to engage the students. There are already 200 students registered for the fall semester. There may be an increase in enrollment as college visits have been canceled and students are not comfortable going away. Dr. Haynes reported that the CAO group is looking at some options for a face to face in the summer. Dr. Drumm commented that maybe courses with a late start short class in July/Aug are going to be the new market. Mr. Wells reported that MARCOM is reframing campaigns to highlight online courses.

**Communication**

Dr. Haynes said she has asked Faculty to add a flag and there will be a calling campaign by advising to track "lost" students. Dr. Drumm and SA Pres Daniel Todd will be doing a joint video to the campus about being online and where students can get information about student support services, counseling, advising, etc.

**Assessment/Institutional Effectiveness**

The Middle States Steering committee met Friday March 27. Four groups presented. All group felt the college was meeting their standards but have found some areas needing work.

**Action Items**

**Personnel**

Nothing at this time.

**Policy and Procedures**

Nothing for review or approval.

## **Updates/Information Items**

### **Budget**

Finance will have the final draft of the proposed 2020-21 budget to EC next week. The Governor stated there will be significant cuts in the budget. Finance is anticipating no increase in state aid. Capital projects are all deferred, only critical and essential projects are allowed to continue. The County is deferring any borrowing unless it is critical and essential. Some projects are at risk of proceeding. Mr. Sullivan will have information for the VPs on non-instructional positions. Finance is targeting a voluntary incentive program to take place in September with a December 1<sup>st</sup> departure date.

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

The police academy cadets move in today. Students will be able to pick up their belongs. The Student Assembly is in process to elect interim officers since only 1 member is returning in the fall. The graduation committee is reaching out to to students to find out what they prefer for a graduation ceremony.

### **Academic Affairs Update**

Registration has started for continuing students. Advisors are doing a good job. The CAO group discussed lot about the process on withdraw day which has been pushed back to April 24. They also discussed the pass/fail option. Dr. Haynes discussed Spring Break with the deans and this will continue as scheduled. She is also discussing block scheduling for new students. The final Rad Tech interviews continue this week. The students seem to be doing a good job so far learning remotely.

### **Human Resources Update**

Excellus has now contracted with Telemed. Ms. Fedorchak will draft something to go out to the community.

### **Other Discussion** - frequency of EC meetings going forward

It was decided EC will continue to meet April 1 & 3<sup>rd</sup>. Going forward they will meet on Tuesday at the usual time of 9:30 a.m. and Thursday at 11 a.m.

**The Next Executive Council meeting is scheduled Friday, April 3, 2020  
in the Wales 107 Conference Room at 11:00 a.m.**