

**Executive Council**  
**Wednesday, March 18, 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, Ms. 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 reported the Chancellor does not expect any campus to close. The campus will be under half of the workforce as recommended by Governor and County Executive. A draft of an announcement for closing the campus March 19 is being developed by Dr. Haynes. There are probably only 20 classes that are still face to face. Jesse recommends sending this out as a RAVE alert. This announcement needs to go out ASAP and be noted somewhere ASAP. Mr. Sullivan recommended that it be worded that this due to local community developments. BU closed earlier due to the rapid reduction in staff. The announcement will be reworded that SUNY Broome will be going online March 18. The announcement will go out after Executive Council. The next 2 days will allow the college to finalize plans for faculty and staff working remotely.

### **EMMO Update**

Chief O'Connor reported that the EMMO large group will meet today but the chiefs will work with their groups and funnel any information up to the EMMO Command staff. This meeting will demonstrate the command chair and coordination. The group had several COVID 19 questions:

- Remote work: looking for more finite answers as to who is remote and who is not as this will affect the cleaning and lock down of buildings.
- Part time employees - are we done with Part time employees as of Friday or do they continue to work with approval by their supervisor.
  - Dr. Ross-Scott - Part timers done Friday so Full-time people can pick up the slack of work.
  - Dr. Haynes – There are some part time lab techs but they would be cleaning the lab areas.
- Executive Council (Policy) – If there is actual work, part-timers can be doing and with approval by their Supervisor. They must be working to get paid.

The EMMO team is working to get timesheets online and electronic. Employees would submit their hours as usual. If they are sick, they take a sick day. If someone needs to self-quarantine, that is sick pay. All terms and conditions remain the same, the employee's work location has changed. Ms. Fedorchak asked for any other edits to the essential/non-essential process that will be sent out to the Deans. Mr. Sullivan stated that these employee positions would be determined through the VP. Final determinations have not been finalized. Dr. Ross-Scott stated that part timers who had had to stop working are under the assumption they would be coming back on. Mr. Sullivan stated a new Par justification would need to be submitted. Due to the union contracts, some duties a part timer was doing should be shifted to another personnel member. There shouldn't be any grievances because of shifting job descriptions, just be mindful of shifting work from part time to full time. It will be difficult to move forward with hiring.

IT is getting requests for equipment for employees working from home. Some support staff are rotating to adhere to social distancing. The Deans will have to work out their secretarial staff coverage.

BC childcare is down to 10 students. FSA is deciding whether to stay open, close or work with Broome County as a possible daycare for 1<sup>st</sup> Responders and Essential Healthcare personnel.

The day to day operations should not be coming from EMMO. The team can make recommendations to management. There are specific parameters of how an office can run with regard to guests. There will be signage of social distancing procedures placed around the campus. There is no need to be open if we are not asking people to come to campus. What is the message the college is sending regarding being open or closed?

Executive Council will continue to meet for the rest of this week at 1 -2 p.m. The meetings will move to 11 – 12 p.m. starting March 23.

**Action Items**

**Personnel** – approval postponed until 03192020

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|--------------------------------------|--------------|
| ○ PAR 2020-37 Assoc Prof – Nursing   | Penny Haynes |
| ○ PAR 2020-38 Assoc Prof – Nursing   | Penny Haynes |
| ○ PAR 2020-39 Assoc Prof – Nursing   | Penny Haynes |
| ○ PAR 2020-40 Assoc Prof – Nursing   | Penny Haynes |
| ○ PAR 2020-44 Budget & IE Specialist | Penny Haynes |

**The Next Executive Council meeting is scheduled for Thursday, March 19, 2020  
in the Wales 107 Conference Room at 1:00 p.m.**