

**Executive Council
Minutes
Friday, January 3, 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. Penny Haynes, Dr. Carol Ross-Scott, Dr. Kim McLain, Dani Berchtold, Lynn Fedorchak
Members Absent: Michael Sullivan, Jesse Wells
Others Present: None

Student Success

- The Enrollment Planning Weekly Newsletter was distributed. Sixty-two students registered over the break.
- The Culinary program has 35 total registered students.
- Mr. Wells has asked IT to create a new report that shows students who are eligible to register but have not done so. This will help facilitate calls to the students.
- Registration week is January 13-17.

Communication

- No items at this time.

Assessment/Institutional Effectiveness

Middle States and Strategic Plan Update

- The last steering meeting was on Dec 20 with a really good presentation by Work group #6.
- A Letter of thanks was sent out to all working groups.
- The meeting schedule for the Steering Committee has not been established for the Spring.
- Dr. McLain obtained advising sheets for all academic programs from division deans and is verifying those with the course catalog.
- Advising sheets will be added to webpages so there is clear transparency on program requirements.
- Nuventive - supervisors/deans/chairs should be reviewing their areas annually to give feedback, follow up, and plan for budget requests/resources

Action Items

1. Personnel - none
2. Policy and Procedures - none

Updates/Information Items

Budget, and Maintenance and facilities Update – no report available. Mr. Sullivan vacation.

Student Development and Diversity Update

- Housing Update – There are currently 292 students in housing with 16 pending for Spring semester. Ms. Zieziula is working with Admissions to reach out to qualified students.
- E-sports will be starting in the Spring 2020 semester.
- Glove house - foster care program – will be doing to do their training on campus. Training will start January 15 in the early evening in MRC lounge and classroom. Allows college to have access to foster care kids - potential students.
- Saturday -doing a college readiness workshop for upward bound -STEM. 11/12 graders and families.

Academic Affairs Update

- Nursing self-study submitted over break
- Ms. Berchtold is working on the Extension Center paperwork submission for the CEC
- The Oneonta site is being finalized - leases been reviewed, furniture has been ordered. Advertising push will start next week.
- IT will be going up next week to look at the technology needs
- Faculty/Staff Assembly agenda is being finalized. The focus is technology and most of the tabling will be technology based. Mr. Romero is the keynote speaker.
- Dr. Haynes continues to work on enrollment and continuing the students push
- Winter schedule section management was good, most classes are full.

Human Resources Update

- HR is working on processing changes for the New Year.
- There will be 3-4 job descriptions going to the Board for approval in January.

Other

**The Next Executive Council meeting is scheduled for Tuesday, January 7, 2020
in the Wales 107 Conference Room at 9:30 a.m.**