

**Executive Council
Minutes
Tuesday, March 16, 2021
Via Zoom -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, Dr. Penny Haynes, Lynn Fedorchak, Michael Sullivan, Jesse Wells, Dr. Kim McLain, Diana Lenzo
Others Present: Nick Brey

EMMO Update

The county Vaccine site will be running every day. There was no pooled testing done today as this is an academic mini break. There are currently 488 active cases in the county. Mr. Brey stated the rapid testing mobile testing site has shut down. Facilities will be putting basketball nets up within the next couple of weeks, but will be looking into county regulations for outdoor basketball. The County says the HVAC system needs updating before the gym can reopen. Discussion continued about the plans for spring events. It was decided that tents being available around campus will be researched. It will go back to the EMMO for further discussion. The county vaccine pod is expected to be out of the Ice Center by mid-summer. Dr. Ross-Scott asked what phase resident student are for vaccinations. Mr. Brey will find out. Dr. Haynes would like the EMMO group to develop classroom spacing plans based on the 3 ft. and 6 ft. distancing guidelines.

Student Success

The enrollment newsletter was distributed and enrollment is settling in at an 18% decline in FTEs. Mr. Wells was approached by Education USA and invited to 3 international admission affairs. This includes setting the college up with a virtual table. There were 20 new inquiries for international admissions. Unmudl is hosting some interesting conversations about course offerings being available to other colleges in the consortium if that particular college does not offer that course. An admissions group is researching existing college technologies and reviewing platforms like College Scheduler, with a one-click option and a public facing course scheduler, to see what has been updated and what platforms are not being utilized.

Communication

The Middle States schedule has been received. Just clarifying minor items and then Diana will forward out to Executive Council and will set up the Zoom meetings.

Action Items

Personnel - approved

- PAR 2021-32 Dir of Enrollment to Registrar
- PAR 2021-33 Staff Assoc. from Acad. Support to Enrollment

Policy and Procedures

- Items Pending Review/Edits – No items for review or edits.

Updates/Information Items

Institutional Effectiveness

The Blackboard shell has been created for the Middle States visiting team to receive documents. Agreements from EMSI have been sent to Purchasing. SUNY Sexual Violence Prevalence survey is ending next week. There is currently a 12.9% student response rate and a 28% response rate for staff. Reminders were sent campus wide. SUNY anticipates having the SUNY Opinion survey ready sometime in April to administer.

Finance and Facilities

Finance is waiting on the final draft audited financial statements from Bonadio in order to do a management analysis in time for the March Board meeting. There were no audit adjustments or findings. Finance continues to spend a lot of time on the 2021-22 budget. The governor has indicated the entire 20% proposed state aid cut will be restored. The college 2021-22 budget will be submitted to the board in April especially with all these factors and then submitted on May 1 to the county legislature. Capital projects include completing final financial activity for Carnegie, waiting on final approval of the SAM grant, RFPs for financial services for Banking services have been solicited, and also for the student side of banking.

Student Development and Diversity Update

The Rhapsody in Black collaboration with Goodwill Theater is going on with the panel discussion on Saturday. There has been great headway on Student Village Chopped event on March 26th. A. Donkor is leaving as Resident Director. A new RD has been hired from SUNY Potsdam and will be here March 25th. The Director of Housing position has been posted. V. Rodriguez is prepping for the EOP Summer program. A. Donkor and P. Alvarez are doing a great job reaching out to the prospective students who are interested in housing for the fall. A housing newsletter is being sent to these students. Dr. Ross-Scott is waiting on American Food for the next contract discussions. The FSA budget is concerning. Dr. Ross-Scott is concerned about campus employee; they are burned out and mentally exhausted. She would like to see if some sort of college bonding event could be developed for the end of the year or early spring. J. Wells will work with J. Dadamio.

Academic Affairs Update

Dr. Haynes is discussing with faculty about changes they have made to adjust to remote learning and what sort of things have been developed based on assessment. She has reminded all the offices to have support be available the week Middle States is here. CAI has discussed the ILO for Diversity/Racism, which has gone through the Gen Ed committee and the proper channels. Dr. Ross-Scott will be presenting her report to the Board and Dr. Haynes will comment on this ILO. There are a lot of opportunities for non-credit credit which could bring some needed enrollment especially for adult learners. An Academic Master Plan will be developed after the Middle States visit. Virtual visits with Fast Forward high schools and the MS Chair are being conducted this week. The CEC extension center was approved through State Ed. Mechatronics certificate program should be approved soon. The Teacher Education program is being cleaned up and can now be advertised. CircleIn presentation on the Broome Zoom this week to encourage more students to utilize the app.

Human Resources Update

On March 12, 2021, the Governor signed into law a 4 hour paid window to get the COVID vaccine. This will remain in effect until Dec 2022. Welcome to Colleen Culverwell and Lori Walling to the HR department.

Other

No other items for discussion.

**The Next Executive Council meeting is scheduled for Thursday, March 18, 2021
Via Zoom at 11:00 a.m.**