

**Executive Council
Minutes
Tuesday, January 31, 2023
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 Kelly, Laura Hodel, Michael Sullivan, Diana Lenzo

Members Absent: Jesse Wells

Student Success

The Enrollment Newsletter was distributed. Mr. Wells was excused. The Enrollment numbers were slightly down and FTEs were down 1%.

Communication

No items for discussion.

Action Items

Personnel - approved

PAR 2023-14 Staff Assistant (Finance)

Policy and Procedures

No items for review or approval.

Updates/Information Items

Finance and Facilities

FY2023-2024 Budget instructions are coming out today and due March 1. There has been an overwhelming request for Capital Projects, the list is under review by the Finance Department. Finance has been working diligently on the overall budget for FY 2023-24 for the last several weeks. The Capital projects will be presented at the February board meeting; the updated sustainability plan in March; the draft budget in April with final approval of the operating budget in June.

Student Development and Diversity Update

Executive Council should expect some recommendation from COI about campus space reservation process. Public safety cannot get items on Brightspace but will be receiving in person training. Dr. Ross-Scott attended a Chosen Name webinar. Gender X went into effect Dec 2022, chosen name is to be implemented by Fall 2023. There is a recommendation to have both names in the student records. Dr. Ross-Scott meets with B. Rose this afternoon. There will be a walk-through of student housing with the Housing Lawyer. Student Affairs recently had a meeting with Financial Aid and Finance to discuss FSA personnel matters and housing students.

Academic Affairs and Institutional Effectiveness Update

Academic leadership will be reviewing the submitted capital requests to determine priority projects. There was a great pathways meeting, 17 programs are expected to be going through the process. There was a good presentation by the Onboarding group. The first Fast Forward work group meeting is next week. Faculty from the college and local high schools are invited to this meeting. The Health Science programs are doing a very good job with pathways. Health sciences AS degree with pathway to BU programs. Year-long scheduling is being developed The Brightspace work group is looking at migration issues. Examity is not

integrating with Brightspace. There will be a meeting with convocation group and students to discuss future convocation day and processes.

Human Resources and Student Finance Update

There will be a Title ix training in February. Gender X, preferred name, will be included in the training. Financial Aid and the Registrar are sending communication to all qualified students about SNAP benefits. There will be some workshops with the civic association about admissions, ESL opportunities, and FAFSA applications who may be eligible. There were 4000 - 1099T sent out last Friday. Students can also view their information online in their MyCollege account. The External auditors are finishing up. They are auditing the use of HEERF Funds. Financial Aid will be setting up meetings with Fall returning housing students to make sure TAP, FAFSA and scholarships applications are all completed before they leave for the summer. EOP verifications are set to go live. Some EOP students may also qualify for student housing.

Other

- **BU/BAP Discussion**

The pipeline to the 2.0 BAP program should start with the local schools to encourage students who are marginalized to apply. BU's Fall deadline is January 15. First round of BAP students are usually notified by mid-March.

**The next Executive Council meeting is scheduled for Tuesday, February 10, 2023 at 10:00 a.m.
Wales 107 Conference Room**