

**Executive Council
Minutes
Wednesday, April 1, 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 (Director of Public Safety)

EMMO Update

The County Executive is visiting the Student Village. The County is looking for places for recovering COVID patients to recuperate. There were some concerns over hospital beds fitting through the doors. The EMMO group continues. The basketball hoops have been taken down to be consistent with other municipalities. Hand sanitizer have been distributed to those open offices and the Student Village, courtesy of Student Activities. There is a concern that MARCOM is being overwhelmed with the usual communications that go out at this time and COVID 19 communications. There are a massive number of messages that need to go out for Student enrollment.

Student Success

The Enrollment Planning Weekly Newsletter was distributed. Mr. Wells reported that inquiries are up in the County and down from the downstate area. There has been a significant decline in applications from outside the area. Dr. Drumm would like Mr. Wells to reach out to EAB to this is this is a national trend. Mr. Wells commented that EAB has been sending out information talking about career transition programs which will help displaced workers or new career students. Dr. Drumm noted the college cannot be mired in the old ways. Dr. Haynes stated that micro-credentialing programs need to be developed, reach out to the college's advisory groups to find out what the needs of the community are. MARCOM is going to strongly campaign on the idea that students may reconsider coming to the local Community college instead of going away. They will also highlight the Bachelor Partnership programs that the college has.

Communication

The Foundation has sent out a letter from Dr. Drumm, updating everyone. Dr. Drumm will be recording a video today to combine with SA Pres Daniel Todd.

Assessment/Institutional Effectiveness

Working groups 5,6,7 will be presenting to the MS Steering Committee on April 10h. Dr. McLain reported that she has Nuventive assessment trainings this week with Faculty and Department secretaries. There is still a lot of push back from the departments on completing assessment. She is scheduling work sessions with Program reviewers. Her intent is to have all this completed by the end of the semester. She is meeting with Nuventive to clean up the mapping option in the software.

Action Items

Personnel

Nothing at this time

Policy and Procedures

Nothing for review or approval

Updates/Information Items

Budget

Mr. Sullivan reported Finance is commencing prep work for the ESPA successor agreement, with discussions to start the 3rd week in May. He is attending a call from SUNY Financial Aid office to get further guidance and clarification on refund credit issue. He will be working with VPSA Ross-Scott to put a plan in place once that information is available. The proposed budget is done but Finance is waiting on the State Aid for FTE. This could be up to a \$725,000 cut. He will submit the information to Dr. Drumm and the EC once he hears back.

Maintenance and Facilities Update

All capital projects, as per the directive of the Governor, are on hold.

Student Development and Diversity Update

The police cadets are settled in the Student Village. Housing is working to consolidate the remaining students to 1 wing. American Dining is working out of TC3. International Education has announced that the Russian Foundation is planning on sending students in the fall. Student Affairs is still reaching out to the student cohort. They are reporting they need tutoring. She will reach out to Loreta Paniccia. There will be links to Student Activities that are being done remotely. Dr. Ross-Scott stated that according to Interim DOS Cordisco and Student Assembly, students want an in-person graduation versus a virtual event.

Academic Affairs Update

There were 100 laptops received from SUNY today. They will be configured and ready by Friday. Hotspots are also available. Deans are reporting that 450-500 students are not responding to courses or connecting. Advising will work on calling students. There will be a message going out to students and faculty that the Academic Calendar remains the same, nothing has changed. Dr. Haynes would like to push the withdrawal date to May 1st. The P/F option will be discussed in CAI. There are a lot of inconsistencies in the college catalog. She is working to bring this into a uniform format and will require the sign off of the VP. Dr. Haynes is working with the Advisors to reach out to schedule students. The Math group agreed to waive placement exams. Dr. Haynes notified Middle States that 97% of the college courses are being delivered in a distance format. She is working with the library staff in maintaining social distancing. The Tech support needs to go remote. Joe O'Connor reported there is an officer at the library entrance checking IDs.

Human Resources Update

The Telemed notice and information has been submitted for publication through MARCOM. HR is currently working through employment communications and guidelines.

Other

Dr. Drumm would like the message to get out that the campus is open for summer and Fall. He would like the Board of Trustees to put accrued vacation on pause. People should not be penalized by losing vacation earned by getting things back to normal in the summer. He would like HR to draft a resolution for this period. Ms. Fedorchak reported that after a discussion with the County Attorney, an MOU for each bargaining group would be needed because each has specific wording around accrued vacation time.

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