

**Executive Council
Agenda
Tuesday, February 11, 2020
W107 Conference Room – 10:00 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, Michael Sullivan, Jesse Wells, Dr. Kim McLain, Dani Berchtold, Lynn Fedorchak, Dr. Penny Haynes, Dr. Carol Ross-Scott, Diana Lenzo
Members Absent: None
Others Present: None

Student Success

- The Enrollment Planning Weekly Newsletter was distributed
- Fast Forward continues to move us in the right direction.
- Dr. Drumm reported that Higher Education continues to lead the way, according to the Chamber Economic Summit.
- Staffing is up compared to last year.

Communication

- Nothing to report

Assessment/Institutional Effectiveness

Middle States Update

- The first steering committee is Feb 14. Working group #3 is presenting.
- A schedule of steering meetings has been distributed.
- Most of the working groups have scheduled their meetings for the Spring.

Strategic Plan Update

- Dr. McLain has a Gen Ed meeting on February 21 the LA Division Counsel.
- External reviewers are being put in place for Program review
- SUNY EIT has purchased some software that BCC will be working with
- Dr. McLain reported that of the of 45 administrative units 87% have completed their Nuventive assessments for 2018/19. There are 7 yet to submit.
- Mission statements are 95% completed and posted clearly on the college website.
- Academic units mission statements are at 75% complete.
- Fast Facts Fall 2019 was handed out and reviewed. Additional facts were requested to be added to this report. Dr. McLain reported that the age range is based on the IPEDs report.

Action Items

Personnel - approved

- PAR 2020-15 AVP of Stu Dev & Dean of Students
- PAR 2020-16 Inter AVP of Stu Dev & Dean of Students
- PAR 2020-22 Network Tele Specialist – Sr. Network Tele Specialist

Policy and Procedures

No Policy or Procedures for review.

Updates/Information Items

Budget

- Finance is still developing ways to ensure a balanced budget this year.
- They are meeting today and tomorrow to finalize targeted funding to take out of 2019/20 contractual balances.
- Biggest part of budget is payroll. He would like the VPs to take a hard look at PARs and possibly defer action for 1 -2 months.
- Works continues on the 2020-21 proposed budget.

Maintenance and Facilities Update

- Looking at closing out the CEC.
- Any items submitted for capital repairs will be deferred into next year's analytics.
- Core Money is available for core buildings like Old Science, Library, and Student Services
- The major roof project and completion of the Music Department project is to be completed.
- A grant was submitted to the ESD for the Greenhouse project.

Student Development and Diversity Update

- Housing Update – Residency is holding steady at 288 students.
- When addressing campus security, please use the Public Safety moniker
- Parking at the CEC is having some issues.

Academic Affairs Update

- Close to submitting the Extension Center applications held at the CEC
- SED - Systems engineering being submitted
- Dr. Haynes is working on cleaning up several admission related policies.
- An APS team has been identified to work with EAB.

Human Resources Update

The ACEN visit to HR for Nursing file review went well.

Other

Dr. Drumm reported on information from the Chamber Economic Forecast event this morning.

The next Executive Council meeting is scheduled for Tuesday, February 25, 2020 in the Wales 107 Conference Room at 10:00 a.m.