

**Executive Council
Minutes
Tuesday, March 2, 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-Scott, Dr. Penny Haynes, Lynn Fedorchak, Michael Sullivan, Jesse Wells, Dr. Kim McLain, Diana Lenzo
Others Present: Nick Brey, Justine Dadamio, Silvia Briga

Presentation: Graduation Committee Chairs – Justine Dadamio, Silvia Briga

Ms. Dadamio and Ms. Briga provided an update on the graduation plans. They are suggesting a drive-through and virtual event like last year. Thursday, May 20, Friday, May 21 would be the rain date, would be the drive-through event. The virtual ceremony would be on Saturday at 2 p.m. Public Safety is okay with those dates, and would not interfere with any traffic on campus. The virtual stream over YouTube and Facebook would be Saturday at 1 p.m. The speeches would be pre-recorded. Each graduate would get their own page, photo, and their degree. The committee has also been meeting with other SUNY campuses to discuss plans for commencement. Most are planning on doing a virtual ceremony with some in-person aspect if possible. Gift packages would include a diploma cover, an alumni mask, and a 2021 branded tassel yellow/black. The plan is also to upgrade the tent to stay dry if it rains. MARCOM will be manually captioning everything. There has been no clear directive from SUNY about graduation guidelines. Dr. Drumm said this is okay to move forward.

EMMO Update

The college has conducted 300 pooled tests. The county vaccine pod received a significant increase in available vaccinations (both Pfizer and Moderna) and is expected to run every day this week and next Monday. The college did have a resident test positive but has not returned to the campus. Housing protocol will be followed when and if the student returns. Mr. Brey feels this is contained. SUNY was updated about the college test results last week.

Student Success

The Enrollment newsletter was distributed. Mr. Wells expects an increase due to Fast Forward registrations with a few programs yet to register. Current enrollment is still at an 18% decline. There have been some great videos and vignettes throughout February for Black History month posted on the college webpage. A compilation of all was boosted yesterday. Dr. Drumm asked to have it sent campus-wide.

Communication

No items for discussion.

Action Items

Personnel

No personnel for approval.

Policy and Procedures

- FI6005.1 Sponsored Programs Procedures has been through Shared Governance with some edits taken into consideration. Executive Council approved the revised Sponsored Programs Procedure.

Items Pending Review/Edits

March 2, 2021

- FI6004 Travel Policy – This is a revision with some enhancements. This will be sent to Shared Governance for feedback before approving it to move forward to BoT.

Updates/Information Items

Institutional Effectiveness

Dr. Haynes is working with MS Chair Dr. Connolly on a draft schedule for campus members the team wishes to schedule meetings with during the visit. Professional Development has scheduled another Beyond the Pivot Faculty roundtable session on March 16th. To take a proactive approach to ensuring online courses are accessible, the TRC has offered faculty course accessibility reviews; several faculty have already requested reviews. Program reviews continue to make good progress for this year. Faculty who completed PRs for the 19020 year were invited to present findings last week at CAI – this was very well received by faculty and they all spoke highly of the revised process and that they recognized the importance of doing a PR, sharing that the process was meaningful to their programs. The Sexual Violence Prevalence Survey has a 12.1% student response rate and a 27.6% employee response rate.

Finance and Facilities

Mr. Sullivan reported Finance is closing last year's audit of financial statements to go to the Bot in March. The department budget requests for next year were due yesterday at noon. L. Allen will be compiling incremental requests and will get this information to the VPs for review, and as per the budget policy, will work to make sure the requests follow the college's strategic plan. Guidance is still pending on the federal stimulus funding, and the impact on State and county funding, before finalizing the 2021-22 budget.

Student Development and Diversity Update

The Student Village is adjusting bathroom signage to be compliant with the General Neutral Bathroom policy. The upcoming Housing Board meeting will be discussing personnel, enrollment strategies, and the meal plan. EOP is prepping for the Summer Program and will plan on them being virtual during the summer with students moving into the student village the week before classes begin. Dr. Ross-Scott has two major events going on this month, a Student Village Chopped event March 26, 3-6 p.m. at the CEC, and during the week of March 14-20th, in partnership with the Goodwill Theater, there will be a showing of the *Rhapsody in Black* which is a filming of Leland Grant's one-man play. There will be a community panel discussion on March 20th from 4-5 p.m. with Dr. Drumm, BU Equity and Inclusion Director Walker, Dr. Ross-Crocker, and Author/Actor Grant will be on the panel. There will be some free professional development workshops for Student Affairs staff offered throughout March by the SUNY CBD. This series will be from Noon - 2 p.m. on Fridays and is paid for by the Student Success and CBD offices at SUNY.

Academic Affairs Update

Dr. Haynes had a meeting with SUNY's Jenn Miller about Pathways to discuss what SUNY can help with and the available pathways grant. They would be willing to come to the campus and discuss common areas such as the onboarding process and how it can be improved at SUNY Broome. Mr. Wells and Dr. Haynes attended an EAB roundtable. EAB has offered to do a presentation to Academic leadership and chairs and discuss innovative ideas and ways to implement changes due to the pandemic. As a follow-up on the Fast Forward discussion with Superintendent Andrews, curriculum sheets are being developed that would show what courses could potentially be offered at any campus. He will do the same with his major programs and see what type of collaboration can be developed. The Broome Zoom was moved to Thursday. Fermin Romero will demonstrate the current HyFlex ready classroom as well as a webcam-equipped teaching classroom that will allow synchronous delivery.

Human Resources Update

Ms. Fedorchak reported HR sent out 438 - 1095c tax forms to all employees. This reflects the employee's Health insurance with the college. She did not have any further updates.

Other

**The next Executive Council meeting is scheduled for Thursday, March 4, 2021
Via Zoom at 11:00 a.m.**