

**Executive Council
Minutes
Tuesday, April 14, 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

EMMO Update

Employee and Supervisors Guidance on Steps and guidance on reporting COVID 19 was distributed. Chief O'Connor asked to have any feedback brought forward at Thursday's meeting. While NYC may have a flattening of the pandemic curve, the County is concerned that this area may not reach the peak until June. Masks have been distributed to offices that are open to the public.

Student Success

The Enrollment Planning Weekly Newsletter was distributed. This week's report will be off due to Health Sciences accepts, which should offset the negative continuing students. The marketing and social media campaigns are getting 3 times the activity as before. The online audience is much bigger and there has been an increase in engagement with traffic to the website. However, there has been no resulting increase in applications. There is still an uptick in non-traditional part-time students for the Fall.

Communication

Dr. Drumm does not want any out of office replies as we are not "out of the office". We are just working remotely and answering emails and calls just as if we were in the office.

Assessment/Institutional Effectiveness

Middle States Update

Working Groups #5,6,7 provided their reports. Overall, the findings are that the college is meeting the standards. Groups #5 and #6 feel there are good processes for assessment. They also feel that we have made improvements in tying together assessment and resource allocation. They would like to see more communication. Group #7 suggested that a more comprehensive conflict of interest policy be developed. The working groups are working on their final reports and will submit them next week.

Strategic Plan Update

Faculty continue to complete Program Reviews. The EIT Advisory Council is taking inventory of the college's accessibility strengths and weaknesses. Dr. McLain reported there will be some new college accessibility policies forthcoming as a result of this review. Dr. McLain continues to work on the Databook.

Action Items

Personnel

No items for approval

Policy and Procedures

Nothing for review or approval

Updates/Information Items

Budget

The finalized Budget document will be submitted to the F&F Committee and BoT. A copy will be sent to EC later in the week. Mr. Sullivan shared more information as to where the State budget is headed. SUNY has indicated that the state may take a cut from 4 yr. and 2 yr. colleges. He has a conference call tomorrow with the SUNY's Financial Aid department. There is a concern that the County may decrease their sponsor share due to revenue reductions at the county level. The budget will be submitted to the county in April.

Maintenance and Facilities Update

The college may be able to do a couple of projects like the Student Center roof, the satellite on Decker and the electrical grid.

Student Development and Diversity Update

Dr. Ross reported that going forward, Ms. Lenzo will be overseeing the Policy and Procedures approval process and also establishing the timelines for reviews. She will be sharing some duties with Ms. Perkoski. Dr. Ross-Scott noted that she is working on a strategy for Student food service, the debt ratio for auxiliary programs. She is currently working on how to get students' personal belongings back to them. There has been conversation from NCAA on concussion protocols. The NJCAA does not follow those protocols. Dr. Ross-Scott has been reaching out to her cohort of students. Laptops are being mailed to those that are in need.

Academic Affairs Update

CAI is putting forth recommendations on the Pass/Fail option. She has a meeting tomorrow to discuss summer classes. The college was awarded a Clean Energy Grant with SUNY Delhi. Dr. Haynes continues to work with Faculty on online training and course scheduling.

Human Resources Update

Ms. Fedorchak reported there was a change in the FA leadership. The amount of 2020 childcare spending reimbursements in a Flexible spending account can be adjusted due to COVID 19.

Other

Dr. Drumm would like a resolution to go to the April Board of Trustees that will authorize the College to extend any accrued leave that an employee earns during this period but cannot use before August 31, will be carried over to the next fiscal year.

**The Next Executive Council meeting is scheduled Thursday, April 16, 2020
Via Zoom at 11:00 a.m.**