

**Executive Council  
Agenda  
Thursday, January 11, 2024  
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. Tony Hawkins, Dr. Penny Kelly, Laura Hodel, Michael Sullivan, Jesse Wells, Diana Lenzo

Members Excused: Dr. Carol Ross-Scott

### **President's Report**

The 100-day report has been issued. Dr. Hawkins shared SUNY's Long-term Enrollment. Broome was referenced. There may be a Chancellor campus visit. The Faculty Assembly is Jan 25<sup>th</sup>. The theme will extend the "This is Who I am". Dr. Hawkins is looking for renewal day suggestions. He will be sharing the 3 goals, the Strategic Plan will be introduced by Dr. McLain, there will be staff panel and highlighting Student Success coaches.

### **HR Presentation**

Laura Hodel presenting an overview of the hiring process, college employee demographics. Discussion on what are the campus standard hours, remote and flex hours, and defining student facing offices.

### **Action Items**

#### **Policy Review**

Copyright and Intellectual property policies were reviewed and returned for more definitions and detail.

#### **Personnel - approved**

PAR 2024-02 Asst Director Information Tech Security

PAR 2024-04 AVP/Dean of STEM and Workforce Development

### **Updates/Information Items**

#### **Enrollment Update**

The Enrollment Newsletter was distributed. There was a slight improvement in enrollment numbers. BU recognized 50 B2B students. There is no written agreement with BU for the B2B program. Talking points on the program are needed. There will be a Part-time TAP meeting and how to market this.

#### **Finance and Facilities**

B2B talking points please send to M. Sullivan for Moody's rating discussions, questions are due next week. FSA's financials are still needed for the college's external audit. The external audit may be presented at the February if not March BoT. Department capital projects were due last week. Operating budgets for 2024-25 are due next week.

#### **Student Development and Diversity**

Dr. Ross-Scott was excused.

**Academic Affairs**

NISS Application is due. Cannabis Management Grant. Drs Kelly and McLain are presenting on CIVITAS at the ATD conference in February. The college data book is available online.

**Human Resources and Student Finances**

Student tuition bills are due Wednesday with de-reg on Friday. 1090 AT and W-2 are being distributed. FAFSA – software issues are still on going.

**Other**

**The next Executive Council meeting is scheduled for Tuesday, January 16, 2024 at 9:30 a.m.  
Wales 107 Conference Room**