

**Executive Council
Agenda
Tuesday, January 28, 2020
W107 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. Kevin Drumm, Dr. Carol Ross-Scott, Dr. Penny Haynes, Lynn Fedorchak, Dani Berchtold, Dr. Kim McLain, Jesse Wells, Michael Sullivan
Members Absent: None
Others Present: None

Student Success

- The Enrollment Weekly Planning Newsletter was distributed. There has been some improvement.
- Areas with the most decline are Engineering, STEM, and continuing students.
- There has been a surge in non-matriculated students but that is because of FAST Forward.
- Mr. Allen will be generating a report showing retention from Fall to Spring. New first time continuing students increased 2%.
- Tracking 196 students who were dropped for non-payment. There have been 140 students re-registered. The number of students decreased due to a policy change to the balance due threshold.
- Students who had registered prior to D-reg date were d-reg but allowed to re-register and not be d-reg the 2nd time.
- Dr. Ross-Scott reported that there are 278 students in housing, 288 including the RAs. 325 students are need to break even. She is meeting with American Dining to discuss meal plan contracts.
- The college needs to sell the benefits of campus living.
- Mr. Sullivan suggested a work group to develop a plan to increase retention.
- Dr. Haynes reported Academics is also dealing with retention issues.
- Dr. Ross-Scott is helping some students get connected with Senior Institutions.
- There is a financial gap between Financial Aid and actual expenses of dorm living. Dr. Ross-Scott is trying to get jobs at local area businesses.

Communication

None at this time

Assessment/Institutional Effectiveness

- Middle States Update
Groups will be holding meetings again as the semester starts back up.
- Strategic Plan Update
Dr. McLain met with the STEM Division to discuss the measurable statements for ILOs developed by the GEC. They were very receptive to the proposed statements. She has a meeting today with BPS division. L. Allen working very hard to get a template developed for program review. Dr. McLain is working with C. Cable with updating the website and developing template for divisional pages.
- J. Petkash and she attended Electronic and Information Technology (EIT) Accessibility Officers meeting hosted by SUNY. There will be some webinars and a conference. Many colleges had lots of information to share. EIT will affect every area of the college.

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- An Accessibility plan is due to SUNY by June 30th, 2020, as required by SUNY's EIT Accessibility Policy, approved by the SUNY Board of Trustees on June 20, 2019. John Petkash and Kim are the EIT Officers for SUNY Broome and are putting together an EIT Advisory Council to support these efforts..

Action Items

Personnel - approved

- PAR 2020-08 Part Time Sr. Account Clerk (Accounts Payable)

Policy and Procedures

No policy or procedures for review

Updates/Information Items

Budget

M. Sullivan reported that the current year budget is getting challenging to keep it balanced. The budgeted amount of 6% decline in enrollment is really pushing 9%, producing a well over \$700K revenue gap. The Expenses side is off 40-50 sections from the Fall 2019. We are still off 100 sections for Spring 2020. The produces an internal shortfall of \$1.6 million. Small wares from CEC must be run through the operating budget and cannot be financed. Finance is looking at a 10-12% decrease in operating budgets. There is a need to tighten belts. He is still cautiously optimistic. The state budget will be known by April 1 so there will be a better idea of how the college is going to balance the budget for next year. The proposed budget is due Feb 3.

Maintenance and Facilities Update

The college did submit to Empire State Development a SUNY 2020 grant proposal for the Decker Project at \$11.8 million with \$2 million match from Br County and SUNY.

Student Development and Diversity Update

- The college has been approved for a Family Support grant for an Intervention Specialist for Single Parents.
- There are 4 people who have signed up for an Athletic event at BU.
- Public Safety was able to get the fines for hard hats and signage waived and a compromise for the dampers and hydrants has been reached. There is a shortage of manpower for CEC coverage. Police Academy test is next week.
- Dr. Ross is working on logistics for the Fulbright scholar we will share with Binghamton University. A. Miller is working on partnership with Vietnam.

Academic Affairs Update

- Dr. Haynes is putting together a plan to identify 2-3 programs that would work for the Oneonta, Owego, and Hancock outreach locations. She is looking to work with the Oneonta Chamber very closely to capture an audience in Oneonta. There is a plan to offer workforce courses in Oneonta. She is meeting with the SUNY Oneonta Provost to develop collaborative ideas.
- K. McLain is now official Co-chair with A. Haggerty as A. Brandt has stepped down and concentrating on the ACEN Nursing visit.
- Working on job responsibilities at the CEC
- Developing procedures for travel trips - Ireland/Mexica/Iceland/Summer trip.
- Corona virus recommendations from SUNY

Human Resources Update

- Continuing pre-work for ACEN visit.
- Finalizing memo to all employees about Health Insurance rate increase.
- The Dental Policy has changed the age of dependents from 23 to 26. Previous dependents' coverage stopped at age 23 unless students. There is now a maximum rollover of \$500/year. For example, someone uses \$350 on preventative care, will roll \$125 over to next year.
- Employee wellness group is looking for employee recipes. There have been 7 responses so far.

Other

**The Next Executive Council meeting is scheduled for Tuesday, February 4, 2020
in the Wales 107 Conference Room at 9:30 a.m.**