

Cabinet Meeting Summary November 2, 2021

Present: All

Previous Meeting Summary

Values

- Tom – Jared returning and his appreciation for the College.
- Franca – Jake navigating Griffiss Institute conversation re: interns.
- Jill – New employees and Hall of Fame all in one week!

COVID updates

- International students-Steph
 - Remain consistent with SUNY language, and indicate awareness of CDC travel guidance.
- Guest/visitor policy revisit
 - Adhoc Admissions events (i.e. Open House, Veterans' Day) – masks, vax not required.
 - Eliminate vaccination requirement for guests.
 - Keep mask mandate until at least the end of the semester.
 - **Alen will share a draft revision of the visitors' policy that Randy can also include in a College update.**
 - Note messaging, we are compliant with the SUNY mandate and students are vaccinated.
 - Effective when Randy's College Update is sent.
- December graduation
 - In-person.
 - **Jill will ask Bill to investigate Rome Capitol Theater on December 17 (preferred) or The Stanley on December 16.**

December Admin meeting

- Chief and Ryan to present overview on Active Shooter and facilitate discussion.
- **Tom will communicate to Chief.**

Core Workshop

- Bandwidth with segue to microaggression (one of many ways it is reduced).
- **Steph will send an introductory email to Sia Verschelden and include Jill and Todd.**
- Consider Jim Maio for workgroup. **Revisit workgroup once Jill, Todd and Sia have connected.**

Remote Work Charter

- Membership: Jill, Crystal, PA and AMVA union reps, and volunteers.
- Review the why's that Randy had included in a previous College Update to possibly include in the guiding points.
- **Randy will share final draft with Cabinet before publishing.**

Cabinet Retreat Agenda

- November 11 from 12-3:30 p.m. at thINCubator
- Objectives:
 - COVID-free topics
 - Get to know each other a little better. **Everyone send one item about yourself (that nobody on the team knows) to Gloria for matching game (by Friday 11/5).**
 - Strategic conversation

Other

- Jill –Recommendation from Employee Recognition Council: Include affiliate organizations (ASC, Foundation, Dorm Corp) in Pride and appropriate Hawks that Soar and Excellence awards. Not vendors.
- Crystal – November 19 and December 3 Supervisors' Training reminder forthcoming.
- Randy – Gratitude cards to be communicated in a College Update; Update on Institutional Advancement staffing: Frank transition to a reduced role (as a special advisor to the president); search for an ED of Institutional Advancement; Appoint Anne as Director of Compliance (compliance in current job description); and replace her position with a Technical Assistant in the Foundation Office.