

Cabinet Summary September 29, 2020

Present: All

Enrichment/Institutes - Christine, Anna, and Rich

- August Institute: am/pm offerings were well received; topics and facilitation were well done.
- All agreed January should be themed (Diversity and connections).
- Institute geared toward faculty.
- Jill shared with Christine, Anna, and Rich there would be offerings as a result of the Supervisors' training (electives).
- Randy is keynoting a professional development day for Greenfield CC in MA (virtually) this fall. He suggested inviting that president to do a (DEI) plenary for the entire college in either January or May. If January, it could/would align with the approval of the anti-racist statement.
- Also consider Post-COVID teaching (facilitated) conversations.
- Timeline: A call will go out as soon as possible.

Previous meeting summary - Jill

Values

- Randy – attended Erin Severs' class last night, where Erin Gruwell was a guest. Erin S. has plans for a book of student stories she is creating that Erin G. is writing the forward for.

Barnes and Noble Bookstore

- Brooke Kilmer provided an update on Book Store activities, including the First Day program and related comparisons to last year's sales.
- She also shared options for small to large scale customized ordering (using Club Colors vendor).
- Alen asked that Marketing be kept in the loop to manage branding.
- Brooke will send Jill the details to share with Cabinet.

Door monitoring update

- Tom provided a FEMA reimbursement update. The College will be reimbursed 75% of COVID related expenses up to September 14. He indicated we are not likely to be reimbursed for IT related expenses. However, we can submit for management labor.
- Update on Westcott and possibility of reassigning staff to cover shifts.

Chief Diversity Officer

- Randy shared approach for an internal process.

Staggered work schedules

- Revisited (in-person/on-campus) staffing reductions.

Budget check-in

- Tom explained the transfer process (to a reserve account) for identified savings in this year's budget. **Cabinet members should work with their budget managers to identify (operational and part-time) dollars by October 8 and then send Tom a listing of where savings can occur and in which accounts. He will then create a budget transfer that lists all of the account and amounts.**
- Budget managers should "cut tight" and if there's a justifiable expense they can go back and make the request (Cabinet to determine).

Other

- Jill – Core workshop recommendations from Diversity Council: **How to talk about race OR Micro-aggressions. Will revisit at 10/6 Cabinet meeting (20).**
- Franca – Provided an update on visit to UCP with Tim T., James W. regarding apprenticeships. Very positive!
- Crystal – Affirmative Action plan training at an upcoming administrators' meeting.
- Tom – Tom reviewed vacancies and requests to fill: Facilities – 7 FT and 2 PT – would like to fill 5 full-time; IT – Explained the vacancies and thoughts behind some internal shuffles and remaining vacancies. All were ok to proceed.
- Randy – asked for Cabinet job description review/changes to Randy by Monday.
- Stephanie – spring scheduling and staffing plan and messaging. **Add to 10/6 agenda (15).**