

Cabinet summary October 6, 2020

Present: All

Previous meeting summary

Values

- Tom – Public Safety and plan for door monitoring in Academic Building.

Core workshop design team

- Discussed membership for How to Talk About Race Core Workshop design team.
- Consider a keynote with follow-up breakout conversations that carry through the spring semester.
- Core Design team: How do we invite more people into the conversation.
- **Jill will need to communicate some direction on Core workshop to DEI after today's Senate meeting.**

Spring schedule

- Academic schedule (% of in-person/virtual) will be very similar to current fall schedule.
- Biggest adjustment: ILS should follow modality of core class (i.e. if you have an English 101 class online, ILS should also be offered online).
- **Randy will include in a Friday email update.**

Including employees in pool testing

- Tom shared his conversation with counterpart at Adirondack CC and recent Chancellor's visit to their campus (w/regard to testing).
- Stephanie explained pool testing process for further context.
- If we decide to expand testing to employees, we need to identify the groups to be included (in preparation for further direction from the Chancellor).
- **Lew will ask Melissa to reach out to Stephanie to discuss what would have to happen if we included essential workers in the testing.**
- **Tom will talk to Chief gauge interest in officers being in the testing pool.**

Essential employees (follow-up questions from Oneida County)

- The College needs to provide additional responses to the following questions from Oneida County (in the case that we have to go remote again).
- **Crystal will get additional context later today and share with Cabinet.**

1. A list/description of any specific impediments for any particular title to staggering shifts for essential employees.

Crystal asked Cabinet members to review their list of essential employees and identify scenarios.

2. A list of the types of PPE anticipated to be needed for each essential title as well as a minimum quantity that would be needed to provide each essential employee and essential contractor at least 2 pieces of each necessary type for any given work shift for at least 6 months.
Tom will provide Crystal an estimate for facilities and public safety would need based on shifts and staffing.

3. What is your protocol for documenting precise work hours and locations, including off site visits, for all essential employee titles (to aid in contact tracing).
We need to establish a process for campus tracking.

4. Can those employees deemed essential for a couple of days per week be deemed non-essential for the other days?
Cabinet should review their lists and provide updates to Crystal.

5. A list of all titles that are deemed non-essential.
All who are not on the list.

Budget check-in

- Revisited door monitoring and approach.
- Cabinet/supervisors to strongly encourage employees with lighter workloads as a result of COVID/virtual operations to identify and sign up for door shifts.
- **Randy will share a draft monitoring schedule with everyone later today. Provide him with feedback (for refinement). We will discuss and finalize on Friday with an eye toward notifying Westcott next week to start the following week.**

Other

- None