

Cabinet Summary November 13, 2018

Present: All

Crisis Team (Paul and Mike joined for this portion)

- Reviewed timeline from Saturday (11/10) incident.
- NY Alert-Everbridge items:
 - NY Alert-subject does not come through on texts.
 - We have gaps with our affiliations (i.e. Sodexo) as they did not receive the NY Alert (non-employees).
 - Consider automatic sign up for NY Alert at time of employment/onboarding (with an opt-out option) for part-time employees - can be done through Cornerstone.
 - CCED instructors should also be signed up for NY Alert. How do we notify those who do not have a phone but who are on campus and subject to the Alert (i.e. lifeguards, CCED class-takers)?
 - Paul believes anyone can register for NY Alert through their public portal. **Paul will investigate Everbridge to see what other modes of notification are available (speakers/audio).**
 - The NY Alert tests should go to a wider audience (including students and employees) at least once a semester.
 - Paul-believes Everbridge has capability for a phone bridge that gives the Crisis Team the ability to communicate via phone as they are assembling (traveling) to convene.
- Need laptop on table that can connect to a monitor and a speaker phone in Crisis team meeting location (on campus-Public Safety).
- Need to establish protocol for events on campus (CCED classes, cultural series, etc.)
- Consider a training that can be available to students regarding shelter in place and the roles of those involved in the crisis event.
- Kim will bring learning modules options to the November 27 Cabinet meeting.
- **Randy will get a general campus safety communication out to the College campus.** Message will include:
 - Awareness that Crisis Team plans exist and our training on crisis management.
 - A reminder to register for or update NY Alert information.

November 19 (Crisis Team additional follow-up)

- NY Alert continued:
 - Currently too many templates-creates confusion and delays response.
 - Most agreed that high alert templates that can be edited are a good plan. **Alen will send current templates out for review. Jill will add to a December Cabinet meeting to determine what stays and what goes.**
 - Follow up to NY Alert/Everbridge sign-ups for non-holding M#'s. **Randy will check with Kevin Revere to see if MVCC can be added to public institutions so non-MVCC employees and students can be privy to emergency communications.**

- Affiliate employees need to contact HR for M#'s and SIRS instructions in order to sign up for Everbridge.
- Broadcast phone system – Paul is working on alternatives to Avaya system which is not the preferred software. **Paul will provide an update at the December Senate meeting.** (HELP Jill, please: Missed last few minutes of NY Alert participation because of impending BOT committee meeting. Paul will convene group to discuss auto onboarding.)
- thINCubator:
 - **Jill will send Frank and Ryan crisis team members for app and key access to thINCubator.**
 - **Franca will look into what equipment/technology is available at thINCubator and report out at December meeting.**
- Discussed using emergency screen on website.
- Discussed who facilitates media and website updates in Alen's absence (Jen Fanelli, Chrono).

Guided Pathways

- Lori Suddick visited to provide an update on the AACC Guided Pathways work.
- Lori's observations: folks are owning the work and the teams conducting the work are very clear with their strategies.
- Lori's comments and suggestions:
 - Begin to have workgroups cross over to understand each other's work and how it works together.
 - A unified plan should be established that becomes a template for all of the work and to serve as a guide for all of the work (AACC and SUNY).
 - Create a visual roadmap (organizationally and from the student perspective), which will also help with leadership conversations. Goal – roll it out at January mapping event.
 - Complimented IR on their approach to how to present student data.
 - The College should broaden the internal audience in using and understanding VFA data.
 - Engagement of IT is important – go through technology mapping before there is any consideration for movement in that direction. IT and Business office should be brought into the GP conversations now with regard to policies that present barriers for students around the financial piece.

Previous meeting summary – Jill

- Strategic Planning process should be in place by January.

Values – All: Crisis response on Saturday!

Active Shooter Drill with UPD

- Tom provided an update on the status of the Core workshop trainings.
- Discussed the timing for the January drill (1/2 or 1/16) – limited to what UPD has available and prior to the students returning.
- **Go with January 16 and finalize location at a near future meeting.** Considered locations for actual drill – Top two: Science and Tech or Academic Building.

- Plan needs to be clearly communicated in multiple methods.

360 Review of Administrators

- Discussed AMVA concern that faculty are considering evaluations of AMVA members. No formal (faculty) recommendation has been made.

Sexual Harassment and Consensual Relationships Policies

- Discussed timeline and required training.
- Investigate the learning module option for the training. **Kim will send the training module to Alen for review. Randy will reach out to contact from Boston SHN.**