

## Cabinet Summary August 1, 2017

Present: all

Previous meeting summary – Jill

Values moment - Tom

One year new employee check-ins – Steph

- Suggested instituting one-year check-ins with new employees to see how their experience is going.
- After some discussion, Cabinet thought it made better sense to let the supervisor determine the appropriate timing.
- Kim will look at start-right program to see if it indicates anything of this nature.
- Kim also said that Cornerstone has the capability of sending an email trigger to supervisor as a reminder.

Dental Hygiene program – Franca

- Distributed revenue/expense analysis of dental hygiene program that is currently offered by SUNY Canton.
- **Franca will provide Maryrose with the accrediting body information.**
- **Maryrose will also discuss with Kat and Lisa.**

Admin agenda team – Randy

- Reviewed two year cycle of members and asked for suggestions for replacements for those members rotating off.
- Rotating off this year: Colleen Cornmire, Lew Kahler, Mike Pede
- Remaining for this year: Dianne Head, Jim Maio, Julie Dewan

File archiving – Randy

- Asked for clarification on archiving procedure and length of time for retaining certain items.
- **Steph will resend the archive procedure.**

Other

- Maryrose – provided an update on the renovations for the faculty staff lounge in AB; provided an update on the nursing accreditation status (all good!).
- Tom – provided an update on furniture upgrades around campus.
- Alen – The College was recognized as the “Best College in the Mohawk Valley” by the Observer Dispatch.
- Stephanie – offered some insight and feedback from colleagues on the work of the Diversity Council.
- Kim provided an update on the collective bargaining units in addition to negotiations.
- Jill - Board materials by August 11; Cabinet retreat in Turin, directions, food, etc...