

Cabinet Summary January 24, 2017

Excused: Randy

Previous meeting summary - Jill

Values moments – Steph and Jill

Archive process – all

- Steph reviewed the archive process that Kate Barefoot provided.
- Identified areas that need to be tightened up with regard to time line and recording of when records and information is removed.
- Discussed if we need a separate archive process for HR files.
- Cabinet should determine areas that need to be revised and send them to Steph over the next week; then forming a small group to recommend revisions. **Will come back to Cabinet once the group is ready with recommendations.** Also discussed digitizing and/or water suppression system and alternate storage areas.

Overtime – Kim

- Discussed differences in overtime processes departmentally and whether or not a more consistent procedure can be determined and utilized.
- Cabinet members will inventory their respective areas to see how they handle overtime and report out at 2/7 meeting.

Rome ribbon cutting – Jill

- **Franca will look into a shuttle for employees.**

Other

- Maryrose – provided a quick update on yesterday's State of SUNY address.
- Alen – asked about college procedure with regard to filming on campus.
- Kim – PA mediation dates forthcoming; Academic calendar (teaching hours) concerns that will need further conversation.
- Franca – **will share apprenticeships recap with Cabinet.** Rome is looking good!