

## **Cabinet Summary March 7, 2017**

Excused: Franca (vacation)

### Previous Meeting Summary – Jill

- AMVA evaluations – Kim will send revisions to Cabinet
- PEAKS/Leadership – Institutes: talked about a way to reconvene the groups as well as an opportunity for Cabinet to share their own best practices/advice. Steph asked that consideration be given to how as an institution we can facilitate leadership opportunities. Maryrose also suggested considering sharing talent pool (among the three PEAKS schools-beyond the content year).

### Recognition - David

- Distributed poster highlighting MVCC recognition awards; will also be distributed at the March Administrators' meeting.
- Reminded Cabinet of upcoming nominations.

### Wellness – David

- Reminded Cabinet of the 50-minute meeting and trying to get back to that goal whenever possible.
- Planning for fitness center employee training in Rome.
- Discussed use of vacation time and those who aren't utilizing their hours due to responsibilities and commitment pressures. **Randy will bring it up at the next Administrators' meeting.**

### Values moment – Randy

### Religious neutral contract language – Maryrose & Kim

- Discussed national/federal holidays (i.e. Christmas) and floating holidays (i.e. Good Friday). **Additional conversations will need to take place with collective bargaining units and payroll.**

### Faculty obligation fall 2017 start date – Maryrose & Kim

- Discussed date for faculty obligation in light of the post-Labor day start - need to adjust the start date in order to meet the 5 working days prior standard.
- **Kim will move forward and share during negotiations.**

### UPSEU topics – Kim

- Discussed vacation accruals (in the second year) for UPSEU employees and corrective action.
- Overload – FLSA conversation.

### Records retrieval policy & procedure – Steph

- Reviewed & discussed proposed policy and procedure.
- Tom added it is likely Human Resources will have its own records storage space.

College Works & technology fee – Steph

- Discussed request from College Works to discount technology fee. **Steph will follow up with College Works and provide an update to Cabinet.**

Other – all

- Jill – on vacation – need Board materials Friday!
- Tom – caps/gowns – will connect with Maryrose.