

Cabinet Summary August 2, 2016

SUNY Updates

- Randy provided an update on the Diversity writing team and dual credit.
- Stephanie and Kim – Title IX (through SUNY) is very active right now with an increased focus on sanctions.
- Franca – provided an update on energy efficiency training programs.

Appreciative Inquiry

- Randy provided an update on the AI program.
- Discussed notion of sending two more employees to attend training this year.
- **Consider inviting David for a half-day off site Cabinet retreat.**

Job descriptions and salary reviews

- Discussed process for the review of job descriptions and when salaries should be considered for adjustment. Consider an annual review cycle for job descriptions and awareness of what stays and goes.
- Consider job description review earlier to sync with budget development. **Will add to a Cabinet off-site agenda and also look at turn over.**

Wellness Council recommendations

- Council would like Cabinet to consider revisions to PE 154 requirement and use of the fitness center.
- 50-minute meeting model.

Rome construction update

- Franca distributed floor plans and provided an update on the construction on the Rome campus and room assignments for the fall semester.
- **Franca will provide an update to Karen Dean for directory information.**

Food recovery project update

- Kelly Flemming is coordinating efforts for iServe Mohawk Valley and Sodexo to repurpose left overs to the Rescue Mission.

Employee scholarships

- Discussed process for employee scholarships and reviewed application language.
- **Announce through the University Partners office.**
- Cabinet should review applications.

Screening committee process

- Franca asked for clarification on process with regard to selection of committee members.
- **Kim will also review at an administrators' meeting.**

Other

- Maryrose – update on hiring of Assoc. Dean in Social Sciences.
- Kim – PA negotiations today; **Applicant tracking software at next Cabinet meeting;** Good turnout at payroll authorizations meetings; HR will have an intern (through Rotary) in HR this fall for four weeks.
- Tom – Contractors are trying to get the front of PH open by faculty return. **Follett is finishing up the work in the bookstore.** Asked the College if we have ever imposed a campus curfew (for the public) – **ask the Safety committee to look at it.**
- Jill – Board materials this Friday; August meeting at thINCubator; Herkimer will be inviting VP for Diversity at OCC to campus to talk to the about developing the plan that has to be submitted to SUNY.